Appendix- 1

Covering Letter

(***This letter should be on the letterhead of the Vendor duly signed by an authorized signatory***)

To,

Head-MSME Banking
Bank of Baroda
MSME Banking Department
2nd floor, Baroda Corporate Centre, C-26, G Block
Bandra Kurla Complex, Bandra (E), Mumbai 400051.

Dear Sir,

1. Having examined the Tender Documents including all Annexures, the receipt of which is hereby duly acknowledged, we, the undersigned offer to supply, deliver, implement and commission ALL the items mentioned in the 'Request for Proposal' and the other schedules of requirements and services for your bank in conformity with the said Tender Documents in accordance with the schedule of Prices indicated in the Price Bid and made part of this Tender.
2. If our Bid is accepted, we undertake to abide by all terms and conditions of this tender and also to comply with the delivery schedule as mentioned in the Tender Document.
3. We agree to abide by this Tender Offer for 180 days from date of Tender opening and our Offer shall remain binding on us and may be accepted by the Bank any time before expiry of the offer.
4. This Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.
5. We undertake that in competing for and if the award is made to us, in executing the subject Contract, we will strictly observe the laws against fraud and corruption in force in India.
6. We certify that we have provided all the information requested by the bank in the format requested for. We also understand that the bank has the exclusive right to reject this offer in case the bank is of the opinion that the required information is not provided or is provided in a different format.

Yours faithfully,

Authorized Signatory
Name & Designation:
Vendor's Corporate Name
Address
Email and Phone #
Date:

Appendix- 2

Table of Contents

Eligibility & Technical Bid - Table of Contents
(Should be put inside the eligibility envelop**)**

[**Mark** √]

Sr. No.	Section Heading	Performa Given	Bid
1	Eligibility Criteria	Annexure 3	XXX
2	Covering Letter – Technical Offer	Appendix 1	XXX
3	Application Money Cost		XXX
4	Executive Summary		XXX
5	Technical Compliance	Annexure 4	XXX
6	Technical Offer Descriptive		XXX
7	Relevant certifications		XXX
8	Detailed Methodology for providing Service		XXX
9	Conformity with Hardcopy Letter	Annexure 1	XXX
10	Conformity Letter	Annexure 2	XXX
11	Any other Information as requested in the tender document		XXX
12	Self-Declaration for Non Black listed Company	Annexure 9	XXX
13	Declaration from Bidder	Annexure 11	

Authorized Signatory
Name & Designation:
Vendor's Corporate Name
Address
Email and Phone #
Date:

Appendix- 3

BID SECURITY FORM

(Format of Bank guarantee (BG) in lieu of earnest money deposit)

To

Head-MSME Banking
Bank of Baroda
MSME Banking Department
2nd floor, Baroda Corporate Centre, C-26, G Block
Bandra Kurla Complex, Bandra (E), Mumbai 400051.

WHEREAS _____ (hereinafter called "the Bidder") has submitted its bid dated_____ (*date of submission of bid*) for Request for Proposal (RFP) for engagement of suitable Management Consultant for development of the Co Lending Model at Bank of Baroda's Request for Proposal (RFP) No. _____ (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that WE_____(*name of bank*) of _____ (*name of country*) having our registered office at_____ (address of bank) (hereinafter called "the Bank") are bound unto Bank of Baroda (hereinafter called "the Purchaser") in the sum of_____ for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the common seal of the said Bank this _____ day of_____, 20___.

The conditions of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity :
   (a) fails or refuses to execute the mutually agreed Contract Form if required; or
   (b) fails or refuses to furnish the Performance Security, in accordance with the Terms and Conditions of the Contract;

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the purchaser will note that the amount claimed by it is due owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

Notwithstanding any other term contained herein

a) this guarantee shall be valid only up to _____ (Insert Guarantee End Date) whereupon it shall automatically expire irrespective of whether the original guarantee is returned to the Bank or not; and
b) The total liability of Bank under this guarantee shall be limited to Rs. _____/- (_____ only).

Place:

SEAL Code No.

SIGNATURE.

NOTE:

1. Bidder should ensure that the seal & code no. Of the signatory is put by the bankers, before submission of BG.
2. Stamp paper is required for the BG issued by the banks located in India.

Appendix- 4

Comments Format

Name of the Respondent:

Contact Person from Respondent in case of need.
Name :
Tel No : e-Mail Id:

Sr. No.	Page #	Point / Section #	Clarification point as stated in the tender document	Comment/ Suggestion/ Deviation
1				
2				
3				
4				
5				
6				
7				
8				
9				

Authorized Signatory
Name & Designation:
Vendor's Corporate Name
Address
Email and Phone #

Date: