



**बैंक ऑफ़ बड़ौदा**  
**Bank of Baroda**



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DENA

## **Tender for supply of Notebook PCs.**

Bank of Baroda  
Baroda Sun Tower  
IT Department  
C-34, G-Block  
Bandra Kurla Complex  
Bandra (East), Mumbai - 400 051

**Tender No. BCC:IT:PROC:114:37**

**Dated: 22<sup>nd</sup> September, 2022**

**[A] Important Dates:**

#	Particulars	Timeline
1	<b>Tender Issuance Date</b>	<b>23<sup>rd</sup> October 2022</b>
2	Tender Coordinator Name, Contact details (Bank)	1. Mr. Shubham Sachan 2. Contact No. - 022-6698-3223 / 1448 3. Email: Tender.it.procurement@bankofbaroda.co.in 4. Postal Address: The Chief Manager (IT Procurement), Bank of Baroda, C-34, G-Block, Baroda Sun Tower, 3 <sup>rd</sup> Floor, Project Office, BKC, Mumbai – 400051.
3	Pre-bid Meeting & Venue details	Not applicable
4	Last Date & Time of Submission of bids	<b>3:00 PM on 4<sup>th</sup> October 2022</b> Mode: Online on URL: <a href="https://www.tenderwizard.com/BOB">https://www.tenderwizard.com/BOB</a>
5	Eligibility Cum Technical Bid Opening Date	<b>3:30 PM on 4<sup>th</sup> October 2022</b> Mode: Online on URL: <a href="https://www.tenderwizard.com/BOB">https://www.tenderwizard.com/BOB</a> 1. The meeting will be held online through Bank's Online Meeting Platform (i.e. Microsoft Teams) 2. Bidders are requested to send bid submission confirmation with their email address for attending online bid opening meeting. on Tender.it.procurement@bankofbaroda.com id after TENDER submission time is over.
6	Commercial Bid Opening Date	To be communicated Later
7	Mode of bid submission & online portal's URL	Mode: Online URL: <a href="https://www.tenderwizard.com/BOB">https://www.tenderwizard.com/BOB</a>
8	All letters must be addressed to the	Chief Technology Officer Bank of Baroda, Baroda Sun Tower, C-34, G-Block, BKC, Mumbai-400051.
9	Support details of Online Portal facilitator	Helpdesk Contact No. +91-11-49424365 Email:eprocurebob@etenderwizard.com Mr. Krunal Mahajan Phone: 8800907637

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## A. BRIEF PROJECT REQUIREMENT

Bank of Baroda, a body corporate constituted under the Banking Companies (Acquisition & Transfer of Undertakings) Act 1970, having its Corporate Office at C-26, G-Block, Bandra Kurla Complex, Bandra East, Mumbai - 400051 (hereinafter referred to as the “Bank”) which expression unless repugnant to the context or meaning thereof shall mean and include its successors and assigns), intends to issue this bid document, hereinafter called Tender, to eligible Vendors, hereafter called as ‘Bidders / Vendors’, to participate in the competitive bidding towards procurement of Notebook PCs.

The Bank, for this purpose, invites proposal from Vendors who are interested in participating in this Tender and who fulfil the criteria mentioned in this document. The participating vendor must agree to all our terms & conditions mentioned under this Tender document.

Bank of Baroda has a requirement of 110 quantity of Notebook PCs with delivery at anywhere across India:

## B. TECHNICAL QUERIES

For any technical queries or feasibility related assistance to the above project, following officials may be approached.

1. Mr. Shubham Sachan (Officer, IT-Procurement), Ph. 022 6698 3223/1448  
([Tender.it.procurement@bankofbaroda.com](mailto:Tender.it.procurement@bankofbaroda.com))

## C. SUBMISSION DETAILS

As part of the submission the vendor should submit the following documents through our e-Procurement portal:

### a) Undertaking Letter from Principal Vendor / OEM (If OEM is bidding directly)

– A letter of undertaking from the vendor / OEM on the following points:

- 1) Agreeing to all terms & conditions as detailed in the tender.
- 2) The organisation is in the business of Notebook PCs at least for a period of last 3 years.
- 3) The model offered meets all the technical requirements mentioned in Annexure 9. (Annexure 9 must be signed and stamped by proposed OEM authorized signatory).
- 4) Sufficient quantity of spares will be kept as stock during the warranty / AMC period at the Vendor’s office in Mumbai.
- 5) Any technical problem would be resolved within 3 days of call reported (including time for procuring spare parts) and having technically qualified engineers to service the Notebook PCs at anywhere in India.

### b) Undertaking Letter from OEM - A letter of undertaking from the OEM on the following points:

- 1) If submitting tender as a partner - letter of authorization from the principal

vendor or OEM.

- 2) If submitting tender as a partner - Under taking from OEM to support the product in Warranty as well as in AMC period if vendor's integrator fails to do so.

**c) Executive Summary:** The Executive Summary should be limited to a maximum of five pages and should summarize the content of the response. The Executive Summary should initially provide an overview of the vendor's organization and position. A summary of the Vendor's services related to the product should be provided as a part of this procurement. A brief description of the unique qualifications of the Vendor should then be provided followed by a summary on capabilities such as past experience of providing such product. Information provided in the Executive Summary is to be presented in a clear and concise manner.

**d) Criteria for Evaluation**

The competitive bids shall be submitted in two stages:

Stage 1 – Eligibility Cum Technical Bid

Stage 2 – Commercial Bid

The objective of evolving this evaluation methodology is to facilitate the selection of the cost-effective product that meets the business requirements of the Bank. The bid will be first evaluated on eligibility parameters and bidders who meet the Eligibility criteria would only qualify for the technical evaluation. The Technical Proposal will be evaluated for technical suitability and subject to proof of concept (PoC) to ensure compatibility with existing setup. Evaluation will be objective.

The preference will be given with the criteria laid down by Bank and as per procedures laid down in public procurement (Preference to Make In India) order 2017 vide the Department for Promotion of Industry and Internal Trade (DPIIT) Order No.P-45021/2/2017-B.E.-II dated 15.06.2017 and subsequent revisions vide Order No. 45021/2/2017-PP (BE-II) dated 16-9-2020 to encourage 'Make in India' and to promote manufacturing and production of goods, services and works in India with a view to enhancing income and employment.

The technical bids of only those bidders who qualify the above mentioned eligibility criteria will be evaluated. The Technical Proposal will be evaluated for technical suitability as per **Annexure 2**.

During evaluation of the Tenders, the Bank, at its discretion, may ask the Vendor for clarification in respect of its tender. The request for clarification and the response shall be in writing, and no change in the substance of the tender shall be sought, offered, or permitted

The Bank reserves the right to accept or reject any tender in whole or in parts without assigning any reason thereof. The decision of the Bank shall be final and binding on all the vendors to this document and bank will not entertain any correspondence in this regard.

Vendors who meet these criteria would be qualified. The vendor would also need to provide supporting documents for eligibility proof. All the credentials of the vendor necessarily need to be relevant to the INDIAN market.

Additionally, POC will be carried on the product offered by Bidder and only bidders/products who satisfy the POC conditions will be eligible for the given quantity of purchase Order.

**Stage 2** - Bank will evaluate the commercials of only those vendors who have qualified after stage 1 of Eligibility & Technical evaluation. The vendor quoting the lowest commercial shall qualify as the L1 vendor. The vendor is expected not to add any conditions / deviations in the commercial bid. Any such conditions / deviations may make the bid liable for disqualification.

Total Amount quoted should be inclusive of all taxes, duties, levies etc. except GST. GST will be paid as per actual.

***Commercial bid needs to be sealed & signed by the bidder's authorised signatory strictly as per Annexure – 9.***

#### **D. NORMALIZATION OF BIDS**

The Bank will go through a process of evaluation and normalization of the bids to the extent possible and feasible to ensure that vendors are more or less on the same ground of evaluation. After the normalization process, if the Bank feels that any of the bids needs to be normalized and that such normalization has a bearing on the price bids; the Bank may at its discretion ask all the Bidders to resubmit the commercial bids once again for scrutiny. The Bank can repeat this normalization process at every stage of bid submission or till the Bank is satisfied.

The vendors agree that they have no reservation or objection to the normalization process and all the vendors will, by responding to this tender, agree to participate in the normalization process and extend their co-operation to the Bank during this process. The vendors, by submitting the response to this tender, agree to the process and conditions of the normalization process.

#### **E. OTHER TERMS**

Please note that any response which does not provide any / all of the information in the specified formats shall be rejected and the Bank shall not enter into any correspondence with the vendor in this regard.

The Bank reserves the right to accept or reject the tender in whole or in parts without assigning any reason thereof. The Bank's decision will be final and the Bank will not entertain any correspondence in this regard. Bank will not assume any responsibility

in case of delay or non-delivery of responses by post, courier, etc. within the stipulated time. Mere response to the tender will not entitle nor confer any right on the vendors for supply/sale to the bank.

Those vendors who do not fulfill any one of the required specifications and not meeting other criteria will not be considered.

## **F. PAYMENT TERMS**

The payment will be released as follows:

### **Payment for Hardware:**

- 70% of the Total Cost on delivery and installation of Hardware plus 100% of GST.
- 20% of the Total cost after one month of successful installation and satisfactory functioning.
- Balance amount of 10% will be released after completion of the contract period or against a Bank Guarantee of nationalized Bank only, other than Bank of Baroda, for the entire period of the contract plus 3 months.

### **AMC Payment Terms:**

The payment for AMC will be divided into four equal installments for the year and paid quarterly in advance on production of original invoice and satisfactory service report of previous quarter from the Bank official.

## **G. DELIVERY AND INSTALLATION TIMELINES**

Delivery of required Notebook PCs should be within 6 weeks from the date of purchase order and should be installed within 3 days from the date of delivery.

Otherwise, Vendor will have to pay late Delivery Charges to BOB @ 1% of the total value per week or part thereof subject to maximum of 5%, for delay in delivery, if the delay is caused owing to reasons attributable to the vendor

## **H. WARRANTY**

Vendor will have to provide a post-installation comprehensive onsite warranty for 5 Years from the date of installation or 61 months from the date of the delivery whichever is earlier.

## **I. INSTALLATION**

Installation at our office, including unpacking of cartons/ boxes, will be the responsibility of the vendor. Vendor will have to install the Notebook PC and hand it over to BOB for acceptance testing within 3 days from the date of receipt of the system at our office.

Vendor will have to pay liquidated damages to BOB @ 1% of the total value per day or part thereof subject to maximum of 5%, for delay in installation, if the delay is caused owing to reasons attributable to the vendor.

## **J. DOCUMENTATION**

Vendor will have to supply all necessary documents in English related to the Notebook

PCs Model along with their bid submission.

#### **K. FORCE MAJEURE**

Should either party be prevented from performing any of its obligations under this proposal by reason of any cause beyond its reasonable control, the time for performance shall be extended until the operation or such cause has ceased, provided the party affected gives prompt notice to the other of any such factors or inability to perform, resumes performance as soon as such factors disappear or are circumvented.

If under this clause either party is excused performance of any obligation for a continuous period of ninety (90) days, then the other party may at any time hereafter while such performance continues to be excused, terminate this agreement without liability, by notice in writing to the other.

#### **L. ARBITRATION**

In the event of a dispute or difference of any nature whatsoever between BOB and the vendor during the course of the assignment arising as a result of this proposal, the same will be settled through the process of arbitration conducted by a Board of Arbitration. This Board will be constituted prior to the commencement of the arbitration and will comprise of two arbitrators and an umpire. BOB and Vendor will each nominate an arbitrator to the Board and these arbitrators will appoint the umpire. Arbitration will be carried out at BOB's office that placed the order. The provisions of Indian Arbitration Act 1996 shall apply to the Arbitration proceeding.

#### **M. STANDARDS**

All standards to be followed will adhere to Bureau of Indian Standards (BIS) specifications or other acceptable standards.

#### **N. TRANSPORTATION AND INSURANCE**

All the costs should include cost, insurance and freight (c.i.f). However, the vendor has the option to use transportation and insurance cover from any eligible source. Insurance cover should be provided by the vendor till the acceptance of the Notebook PCs by BOB. The vendor should also assure that the goods would be replaced with no cost to BOB in case insurance cover is not provided.

#### **O. TERMINATION FOR DEFAULT**

The Bank, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Vendor, may terminate this Contract in whole or in part, if the Vendor fails to perform any obligation(s) under the Contract.

In the event of the Bank terminating the Contract in whole or in part, the Bank may procure, upon such terms and in such manner, as it deems appropriate, services similar to those undelivered, and the Vendor shall be liable to the Bank for any excess costs for such similar services.

#### **P. NO EMPLOYER EMPLOYEE RELATIONSHIP**



The Vendor or any of its holding / subsidiary / joint venture / affiliate / group / client companies / or any of their employees / officers / staff / personnel / representatives / agents / shall not under any circumstances be deemed to have any employer – employee relationship with the Bank or any of its employees / officers / staff / representatives / personnel / agents.

**Q. AUTHORIZED SIGNATORY**

The Vendor shall indicate the authorized signatories who can discuss and correspond with the Bank, with regard to the obligations under the contract. The Vendor shall submit at the time of signing the contract, a certified copy of the resolution of their Board, authenticated by Company Secretary/Director, authorizing an official or officials of the company or a Power of Attorney copy to discuss, sign agreements/contracts with the Bank. The Vendor shall furnish proof of signature identification for above purposes as required by the Bank.

## Annexure 01 - Table of Contents

Technical Bid to contain the following (All the Documents should be digitally signed by authorized representative of bidder)

Section #	Section Heading	Proforma Given
1	Eligibility criteria compliance with bidder comments	Annexure 02
2	Undertaking from the bidder	Annexure 03
3	Conformity Letter	Annexure 04
4	Letter of Undertaking from OSD / OEM	Annexure 05
5	Copy of the tender document along with annexures and addendum duly sealed and signed on all the pages of the document / digitally signed tender document.	Bidder to provide
6	Technical Specification	Annexure 6
7	Letter of authorization from the company authorizing the person to sign the tender response and related documents.	Bidder to provide
8	A certified copy of the resolution of Board, authenticated by Company Secretary/Director, authorizing an official/s of the company or a Power of Attorney copy to discuss, sign agreements/contracts with the Bank.	Bidder to provide
9	Escalation Matrix with First Level Support, Second Level Support, Regional & Zonal head, Country Head Details along with their Name, Contact Number (LL & Mobile), E-Mail ID. (Bidder & OEM)	Vendor to provide
10	Declaration/ undertaking from bidder regarding applicability of restrictions on procurement from a bidder of a country which shares a land border with India as per the order no. 6/18/2019-PPD dated 23 <sup>rd</sup> July 2020.	Annexure 06
11	GOI Guidelines with Model wise classification	Annexure 07
12	Technical Specification	Annexure 8
13	Commercial Bid	Annexure 9
14	E-Procurement Portal Guidelines	Annexure 10

Section #	Section Heading	Proforma Given
		Commercial Bid should be strictly as per Commercial bid format (Annexure 8). Any commercial bid submitted not in conformity with Annexure – 8 and provided along with the Technical bid, then whole bid will be rejected outright.

**Commercial Bid (Annexure 8) must be sealed and signed by authorized signatory and must be encrypted through E-signer tool available on the portal [www.tenderwizard.com/BOB](http://www.tenderwizard.com/BOB)**

**The Commercial bid submission as part of the TENDER response without encryption is liable to be rejected.**

Authorized Signatory

Name:

Designation:

Bidder's Corporate Name

Address

Email and Phone #

Date:

**Annexure 02 - Eligibility Criteria Compliance to be directly met by the Vendor and OEM**

<b>Eligibility Cum Technical Bid</b>			
<b>S. No</b>	<b>Eligibility Criteria</b>	<b>Complied (Yes/No)</b>	<b>Supporting Documents Required</b>
<b>A</b>	<b>General</b>		
1	Bidder must be a Government Organization / PSU / PSE / partnership firm / LLP or private / public limited company in India for last 5 years.		Documentary Proof to be attached (Certificate of Incorporation)
2	Bidder must be in the business of supplying and implementing the Notebook PCs in India for a period of last 3 years. (As on RFP date)		Documentary evidences to be attached (Copy of purchase order/work order)
3	Bidder must not be blacklisted / debarred by any Statutory, Regulatory or Government Authorities or Public Sector Undertakings (PSUs / PSBs) since 1st April 2020 till date.		Letter of confirmation (self-certified letter signed by authorized official of the bidder)
4	The Bidder is not from such a country which shares a land border with India, in terms of the said amendments to GFR, 2017. or The Bidder is from such a country and has been registered with the Competent Authority i.e the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade, as stated under Annexure to the said Office Memorandum / Order and we submit the proof of registration herewith.		Undertaking as per Annexure 03 and Copy of certificate of valid registration with the Competent Authority (If applicable) (signed /Digitally signed documents from authorized representative of bidder& OSD\ OEM)
5	The Bidder to provide information that any of its subsidiary or associate or holding company or companies having common director/s or companies in the same group of promoters/management or partnership firms/LLPs having		Letter of confirmation (self-certified letter signed by authorized official of the bidder)

<b>Eligibility Cum Technical Bid</b>			
<b>S. No</b>	<b>Eligibility Criteria</b>	<b>Complied (Yes/No)</b>	<b>Supporting Documents Required</b>
	common partners has not participated in the bid process.		
6	The Bidder to provide an undertaking on his letter head that all the functional and technical requirements highlighted as part of Technical Scope are covered in totality in the proposal submitted by the Bidder.		Letter of confirmation from Bidder(self-certified letter).
7	<p>Applicable for bidders under, Preference to 'Make in India' initiative:</p> <p>The bidder/OEM should be a Class-I / Class-2 Local Supplier as defined in the Order No. P-45021/2/2017-PP(BE-II) dated 16.09.2020 by DPIT(PPD)/MoC/GOI</p> <p>AND</p> <p>The bidder/OEM needs to comply with the Minimum Local Content Percentage (%) as Order No. 18-10/2017-IP dated 29.08.2018 by DOT/MOC/GOI and File no. 1 (10)/2017-CLES MeIT/ GOI/od dated 6.12.201</p> <p>(Evaluation Process : Bank will first evaluate the technical bids of the Bidders complying with preference to 'Make in India' initiative of Govt. of India.</p> <p>In case two or more than two bidders complying with preference to 'Make in India' initiative are found technically eligible, as per technical specifications mentioned in Annexure 12 of the RFP, then commercial bids of only these</p>		<p>1) Self certification as per Annexure specifying that the item offered meets the Minimum Local Content and shall give details of the location(s) at which the local value addition is made in the format as per attached Annexure</p> <p>2) Certification from the statutory Auditor or Cost Auditor of the company (in case of companies) or Chartered Accountant (in respect of suppliers other than companies) giving the percentage of Local Content against each quoted line item</p>

<b>Eligibility Cum Technical Bid</b>			
<b>S. No</b>	<b>Eligibility Criteria</b>	<b>Complied (Yes/No)</b>	<b>Supporting Documents Required</b>
	bidders will be opened. In case sufficient bidders complying with preference to 'Make in India' initiative are not found technically eligible as per technical specifications mentioned in Annexure 12 of the RFP, then commercial bids of all technically eligible bidders will be opened.)		
<b>B</b>	<b>Financial</b>		
1	The Bidder must have registered a turnover 19 Lakh for or above in each year during the last three completed financial years –2018-19, 2019-20 and 2020-21* (Not inclusive of the turnover of associate companies).		Audited Financial statements for the financial years 2018-19, 2019-20 and 2020-21*.  Certified letter from the Chartered Accountant. The CA certificate in this regard should be without any riders or qualification. * If 2020-21 Financial Statements of any bidder is unaudited then Bank would consider the Audited Financial Statements of 2017-18 along with an undertaking letter from the bidder that the 2020-21 Statements are not audited.
2	The Bidder must be Net profit making entity continuously for the last three years that is financial years – 2018-19, 2019-20 and 2020-21*.  OR  The net worth of the Bidder should be positive on the relevant date and also should have not eroded by		Audited Financial statements for the financial years 2018-19, 2019-20 and 2020-21*. Certified letter from the Chartered Accountant. The CA certificate in this regard should be without any riders or qualification. *If 2020-21 Financial Statements of any bidder is

<b>Eligibility Cum Technical Bid</b>			
<b>S. No</b>	<b>Eligibility Criteria</b>	<b>Complied (Yes/No)</b>	<b>Supporting Documents Required</b>
	more than 30% (thirty percent) in the last three years (as on RFP date).		unaudited then Bank would consider the Audited Financial Statements of 2016-17 along with an undertaking letter from the bidder that the 2019-20 Statements are not audited
3	OEM, whose products are quoted under this RFP, must have registered an average annual turnover of Rs.75,00,000/- (from Indian /Global operations) in each year during the last three completed financial years –2018-19, 2019-20 and 2020-21* (Not inclusive of the turnover of associate companies).		Audited Financial statements for the financial years 2018-19, 2019-20 and 2020-21*  Certified letter from the Chartered Accountant. The CA certificate in this regard should be without any riders or qualification.
4	OEM, whose products are quoted under this RFP must be net profit (after tax) making entity (from Indian /Global operations) continuously for the last three years, that is financial years – 2018-19, 2019-20 and 2020-21* OR The net worth of the OEM should be positive on the relevant date and also should have not eroded by more than 30% (thirty percent) in the last three years (as on RFP date).		Audited Financial statements for the financial years 2018-19, 2019-20 and 2020-21*  Certified letter from the Chartered Accountant. The CA certificate in this regard should be without any riders or qualification
<b>C</b>	<b>Experience &amp; Support Infrastructure</b>		
1	The bidder should have supplied & supported Notebook PCs not less than  A. 70 numbers of Notebook PCs of in the past three years.  AND		Documentary Proof of order / contract copy / customer credentials.

<b>Eligibility Cum Technical Bid</b>			
<b>S. No</b>	<b>Eligibility Criteria</b>	<b>Complied (Yes/No)</b>	<b>Supporting Documents Required</b>
	B. Should have supplied, installed and supported – Notebook PCs of the past 3 years to various branches / offices of Commercial Banks / Financial Institutions / PSUs / Govt. Organizations in India.		
2	The bidder should have technically qualified Engineers who have expertise and certification to support the installations of Notebook PCs.		Letter of confirmation (self Certified Letter)
3	While a call centre is acceptable for logging support requirements, support must be provided on site by a qualified engineer as stated above.		Letter of confirmation (self Certified Letter)
4	Bidder should have support offices across the country		Letter of confirmation (self Certified Letter)
5	Bidder should have support offices across the country.		Detailed address and contact details of support offices
<b>D</b>	<b>Others</b>		
1	If bidder (partner of OEM) is not able to fulfill its obligation to support the product during the contract period, OEM will have to ensure support as per contract. An undertaking from the OEM to this effect must be submitted		Separate Letter of confirmation from the OEM as per Annexure 08 needs to be submitted. This is not applicable in case if OEM bids directly.
2	The bidder should have authorization from OEM to quote for their products.		Separate Letter of authorization from the OEM as per Annexure 08 This is not applicable in case if OEM bids directly
3	Multiple bidder can bid with one OEM and OEM can bid only but both cannot bid.		Letter of confirmation from both bidder and OEM



<b>Eligibility Cum Technical Bid</b>			
<b>S. No</b>	<b>Eligibility Criteria</b>	<b>Complied (Yes/No)</b>	<b>Supporting Documents Required</b>
4	If Bidder is partner of OEM, a letter from OEM regarding the unconditional acceptance of terms and condition related to support for their products during warranty and subsequent AMC Period if Bidder fails to do so.		Unconditional acceptance Letter from OEM is mandatory
5	The OEM should be certified with Green Peace rating of 4 and above (OR) any other similar rating or certification that aims at green brand PC that is having following three attributes a. Chemicals Management Process: all the products should be 100% RoHS (Restriction of Hazardous substances) compliant. b. E-waste Management: Vendor / OEM / Partner should have e-waste collection centers and have recycled e-waste. c. Energy Efficient Product Range: Energy Star 5 Compliant parts Central or State Govt. Pollution Control Board Certification should adhere to the above said three attributes.		Proof of compliance document to be submitted
7	Bidder must ensure that the Hardware to be supplied will not be End of Sale in next 1 year and End of Support in next 5 years.		Letter of undertaking from the bidder.
8	OEM / Partner should stock adequate spares of all items supplied.		Letter of undertaking from the bidder.

Eligibility Cum Technical Bid			
S. No	Eligibility Criteria	Complied (Yes/No)	Supporting Documents Required
9	Any technical problem should be resolved within maximum of 48 hours of call reported which includes time for procuring spare parts also.		Letter of undertaking from the bidder.

All dates if not specified to be applicable from the date of the RFP.

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

### Annexure 03 – Undertaking from the Bidder

To

Chief Technology Officer  
Bank of Baroda  
Baroda Sun Tower  
Bandra Kurla Complex  
Bandra (E), Mumbai 400 051

Sir,

**Sub: Tender for supply of Notebook PCs.**

1. Having examined the Tender Documents including all Annexures and Appendices, 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 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 bid 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. a) 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 namely "Prevention of Corruption Act 1988".
  - a) Commission or gratuities, if any paid or to be paid by us to agents relating to this Bid and to Contract execution, if we are awarded the Contract are listed below.
    - i. Name and Address of the Agent - .....
    - ii. Amount and Currency in which Commission paid / payable - .....
    - iii. Purpose of payment of Commission (If commission is not paid / not payable indicate the same here) - .....
6. We agree that the Bank is not bound to accept the lowest or any Bid the Bank may receive.
7. 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.

Dated this.....by .....20

Yours faithfully,

Authorized Signatory

Name:

Designation:

Bidder's Corporate Name

Address

Email and Phone #



Tender for supply of Notebook PCs

Tender No. BCC:IT:PROC:114:37 dated: 23<sup>rd</sup> September, 2022

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## Annexure 04–Conformity Letter

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

To  
Chief Technology Officer  
Bank of Baroda  
Baroda Sun Tower  
Bandra Kurla Complex  
Bandra (E), Mumbai 400 051

Sir,

### **Sub: Tender for Supply of Notebook PCs.**

Further to our proposal dated ....., in response to the Request for Proposal..... (Bank's tender No. hereinafter referred to as "TENDER") issued by Bank of Baroda ("Bank") we hereby covenant, warrant and confirm as follows:

We hereby agree to comply with all the terms and conditions / stipulations as contained in the TENDER and the related addendums and other documents including the changes made to the original tender documents issued by the Bank shall form a valid and binding part of the aforesaid TENDER document. The Bank is not bound by any other extraneous matters or deviations, even if mentioned by us elsewhere either in our proposal or any subsequent deviations sought by us, whether orally or in writing, and the Bank's decision not to accept any such extraneous conditions and deviations will be final and binding on us.

Yours faithfully,

Authorized Signatory

Name:

Designation:

Bidder's Corporate Name

Address

Email and Phone #

## Annexure 05 - Letter of Undertaking from OEM

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

To

Chief Technology Officer  
Bank of Baroda  
Baroda Sun Tower  
Bandra Kurla Complex  
Bandra (E), Mumbai 400 051

Sir,

### **Sub: Tender for supply of Notebook PCs.**

We ..... (Name of the OSD / OEM) who are established and reputable manufacturers / developers of ..... having factories / offices at ....., .....and ..... do hereby authorize M/s ..... (who is the bidder submitting its bid pursuant to the Request for Proposal issued by the Bank) to submit a Bid and negotiate and conclude a contract with you to Supply, Installation and Maintenance of ..... for supply of ..... manufactured / developed by us against the Request for Proposal received from your Bank by the Bidder and we have duly authorised the Bidder for this purpose.

We undertake to perform the obligations as set out in the TENDER in respect of such services and hereby extend our support and services through M/s..... during the 5 year contract period as per terms and conditions of the TENDER.

We assure you that in the event of M/s ..... not being able to fulfill its obligation in respect of the terms defined in the TENDER then ..... (OEM / OSD Name) would continue to meet these either directly or through alternate arrangements without any additional cost to the Bank.

Dated this.....by .....20

Yours faithfully,

Authorized Signatory

Name:

Designation:

Bidder's Corporate Name

Address

Email and Phone #

## Annexure 06:

**Declaration/ undertaking from bidder regarding applicability of restrictions on procurement from a bidder of a country which shares a land border with India as per the order no. 6/18/2019-PPD dated 23<sup>rd</sup> July 2020 issued by Ministry of finance department of expenditure**

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

To

Chief Technology Officer  
Bank of Baroda  
Baroda Sun Tower  
Bandra Kurla Complex  
Bandra (E), Mumbai 400 051  
Sir,

We, M/s ----- are a private/public limited company/LLP/Firm <strike off whichever is not applicable> incorporated under the provisions of the Companies Act, 1956/2013 Limited Liability Partnership Act 2008/ Indian Partnership Act 1932, having our registered office at ----- (referred to as the “Bidder”) are desirous of participating in the Tender Process in response to your captioned RFP and in this connection we hereby declare, confirm and agree as under:

We, the Bidder have read and understood the contents of the RFP and Office Memorandum & the Order (Public Procurement No.1) both bearing no. F.No.6/18/2019/PPD of 23<sup>rd</sup> July 2020 issued by Ministry of Finance, Government of India on insertion of Rule 144 (xi) in the General Financial Rules (GFRs) 2017 and the amendments & clarifications thereto, regarding restrictions on availing/procurement of goods and services, of any Bidder from a country which shares a land border with India and / or sub-contracting to contractors from such countries.

In terms of the above and after having gone through the said amendments including in particular the words defined therein (which shall have the same meaning for the purpose of this Declaration cum Undertaking), we the Bidder hereby declare and confirm that:

Please strike off whichever is not applicable

1. “I/ we have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I/ we certify that \_\_\_\_\_ is not from such a country.”
2. “I/ we have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I/ we certify that \_\_\_\_\_ is from such a country. I hereby certify that \_\_\_\_\_ fulfills all requirements in this regard and is eligible to be considered. [Valid registration by the Competent Authority is attached.]”

In case the work awarded to us, I/ we undertake that I/ we shall not subcontract any of assigned work under this engagement without the prior permission of bank.

Further we undertake that I/we have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on subcontracting to contractors from such countries; I certify that our subcontractor is not from such a country or, if from such a country, has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I hereby certify that our subcontractor fulfills all requirements in this regard and is eligible to be considered. [Valid registration by the Competent Authority is attached herewith.]”

2. We, hereby confirm that we fulfil all the eligibility criteria as per the office memorandum/ order mentioned above and RFP and we are eligible to participate in the Tender process. We also agree and accept that if our declaration and confirmation is found to be false at any point of time including after awarding the contract, Bank shall be within its right to forthwith terminate the contract/ bid without notice to us and initiate such action including legal action in accordance with law. Bank shall also be within its right to forfeit the security deposits/ earnest money provided by us and also recover from us the loss and damages sustained by the Bank on account of the above.

3. This declaration cum undertaking is executed by us or through our Authorized person, after. having read and understood the terms of RFP and the Office Memorandum and Order.

Dated this.....by .....20  
Yours faithfully,

Authorized Signatory

Name:

Designation:

Vendor's Corporate Name

Address

Email and Phone #

List of documents enclosed:

1. Copy of certificate of valid registration with the Competent Authority (strike off if not applicable)
2. ....

## **Annexure 07 - GOI Guidelines with Model wise classification:**

Government has issued Public Procurement (Preference to Make in India) [PPP-MII] Order 2017 vide the Department for Promotion of Industry and Internal Trade (DPIIT) Order No.P-45021/2/2017-B.E.-II dated 15.06.2017 and subsequent revisions vide Order No. 45021/2/2017-PP(BE-II) dated 16-9-2020 to encourage 'Make in India' and to promote manufacturing and production of goods, services and works in India with a view to enhancing income and employment.

It is clarified that for all intents and purposes , the latest revised order i.e. the order dated 16-9-2020 shall be applicable being revised Order of the original order i.e. Public Procurement (Preference to Make in India) [PPP-MII] Order 2017 dated 15-6-2017.

The salient features of the aforesaid Order are as under:

- 1.Class-I Local supplier - a supplier or service provider, whose goods, services or works offered for procurement, has local content equal to or more than 50%.
- 2.Class-II Local supplier - a supplier or service provider, whose goods, services or works offered for procurement, has local content equal to or more than 20% but less than 50%.
- 3.Non-Local supplier - a supplier or service provider, whose goods, services or works offered for procurement, has local content less than or equal to 20%.
- 4.The margin of purchase preference shall be 20 %., Margin of purchase preference means the maximum extent to which the price quoted by a local supplier may be above the L1 for the purpose of purchase preference.
- 5.“Minimum Local content” for the purpose of this RFP, the 'local content' requirement to categorize a supplier as 'Class-I local supplier' is minimum 50%. For 'Class-II local supplier', the 'local content' requirement is minimum 20%. If Nodal Ministry/Department has prescribed different percentage of minimum 'local content' requirement to categorize a supplier as 'Class-I local supplier'/'Class-II local supplier', same shall be applicable.

### **Verification of Local contents:**

The local supplier at the time of submission of bid shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content as per Annexure-1G. Local content certificate shall be issued based upon the procedure for calculating the local content /domestic value addition on the basis of notification bearing no. F. No.33(1)/2017-IPHW dated 14-9-2017 issued by Ministry of Electronics and Information Technology read with Public Procurement (Preference to Make in India) Order 2017 Revised vide the Department for Promotion of Industry and Internal Trade (DPIIT) Order No.P-45021/2/2017-B.E.-II dated 16-09-2020.

False declaration will be in breach of the Code of Integrity under Rule 175(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per rule 151 of the General Financial Rules along with such other actions may be permissible under law.



A supplier who has been debarred by any procuring entity for violation of this order shall not be eligible for preference under this order for procurement by any other procuring entity for the duration of the debarments. The debarment for such other procuring entities shall take effect prospectively from the date on which it comes to the notice of other procurement entities in the manner prescribed under order No P-45021/2/2017-PP(BE-II) dated 16-09-2020, para 9(h).

**Model wise classification of Product Compliance Sheet:**

Description of Product	Make & Model	MII %	Classification (Class-I Local supplier / Class-II Local supplier / Non-Local supplier)
Notebook PC			

Note:

- a) Bidder has to submit the Make in India Class-I / Class-II local supplier certificate as per attached format.
- b) Bidder has to submit proposal for all line Items.
- c) The L1 vendor will be evaluated for Black & White Printing Machine.
- d) Any change in classification of Class-I and Class-II, Bidder may submit any change in class level for consideration in subsequent phases.

**Purchase Preference:**

1. Subject to the provisions of this Order and to any specific instructions issued by the Nodal Ministry or in pursuance of this Order, purchase preference shall be given to 'Class-I local supplier' in procurements undertaken by procuring entities in the manner specified here under,
2. In the procurements of goods or works, which are divisible in nature, the 'Class-I local supplier' shall get purchase preference over 'Class-II local supplier' as well as 'Non-local supplier', as per following procedure:

- Among all qualified bids, the lowest bid will be termed as L1. If L1 is 'Class-I local supplier', the contract for full quantity will be awarded to L1.
- If L1 bid is not a 'Class-I local supplier', 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the 'Class-I local supplier' will be invited to match the L1 price for the remaining 50% quantity subject to the Class-I local supplier's quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such 'Class-I local supplier' subject to matching the L1 price. In case such lowest eligible 'Class-I local supplier' fails to match the L1 price or accepts less than the offered quantity, the next higher 'Class-I local supplier' within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on Class-I local suppliers, then such balance quantity may also be ordered on the L1 bidder.

3. In the procurements of goods or works, which are not divisible in nature, and in procurement of services where the bid is evaluated on price alone, the 'Class-I local supplier' shall get purchase preference over 'Class-II local supplier' as well as 'Non-local supplier', as per following procedure:

- Among all qualified bids, the lowest bid will be termed as L1. If L1 is 'Class-I local supplier', the contract will be awarded to L1.

- If L1 is not 'Class-I local supplier', the lowest bidder among the 'Class-I local supplier', will be invited to match the L1 price subject to Class-I local supplier's quoted price falling within the margin of purchase preference, and the contract shall be awarded to such 'Class-I local supplier' subject to matching the L1 price.

- In case such lowest eligible 'Class-I local supplier' fails to match the L1 price, the 'Class-I local supplier' with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the 'Class-I local supplier' within the margin of purchase preference matches the L1 price, the contract may be awarded to the L1 bidder.

4. "Class-2 local supplier" will not get purchase preference in any procurement, undertaken by procuring entities.

All others terms and condition are as per order no. No. P-45021/2/2017-PP (BE-II) dated: 16th September 2020.

## Annexure 8 - Technical Specifications of Notebook PCs

Notebook PC	Complied	
	Y/N	If No. Remarks
<b>HARDWARE :-</b> Make & Model of Notebook PC – _____		
<b>CPU</b> - Intel Core i3 – 11 <sup>th</sup> Generation or above with turbo frequency @ 4.10 Ghz or higher		
<b>CORE</b> - 2 cores or higher		
<b>CHIPSET</b> - Any compatible Intel Original Chipset meeting the specification below.		
<b>BIOS</b> - Standard BIOS		
<b>MEMORY</b> - 8 GB DDR4 2666 / 2933 MHz or higher		
<b>MEMORY EXPANDABILITY</b> - Expandable to Min 16 GB		
<b>MEMORY SLOT</b> - Min. 2 Nos DDR4 DIMM Slot		
<b>HDD</b> - 512 GB Solid State Drive (SSD) or equivalent or higher (Make - OEM)		
<b>NIC</b> - 10/100/1000 Mb/s PCI Ethernet Card		
<b>GRAPHICS</b> – Intel HD Graphics		
<b>MULTIMEDIA</b> - Integrated Multimedia with Built-in Audio Speakers & Microphone		
<b>INTERFACES</b> - Min 3 USB Ports (2.0 / 3.0), RJ45, Universal Audio Jack, Mic In, HDMI Port (HDMI to VGA Converter - OEM Make)		
<b>CAMERA</b> - Built-in Integrated 1.3 Mega Pixel Camera / 720p HD or higher		
<b>KEYPAD</b> - Standard Keyboard		
<b>POINTING DEVICE</b> - Built-in Touchpad with integrated Button & Scroll Key along with gestures support, two-finger scoll, zoom, pinch and pivot rotate		
<b>EXTERNAL DEVICE</b> - USB Mouse with scroll button(OEM)		
<b>WIRELESS</b> - Intel® / Realtek Wireless Network Connection		
<b>BLUETOOTH</b> – Bluetooth 5.0 Ver. Enabled or higher		
<b>COMPLIANCE (Latest)</b> - Safety - Any one or more EPEAT Gold rating, Energy Star 7.0 compliant, Green guard, RoHS & Green Peace Rating of 4 or above		
<b>DISPLAY</b> - 14" diagonal LED-backlit HD anti-glare (1366 x 768 Resolution or Higher)		
<b>BATTERY</b> – Min 40 WHR Battery pack or higher and Min. 4 hours battery backup.		
<b>AC ADAPTER</b> - 3 pin AC Adapter ( 200V/50Hz)		
<b>ACCESSORIES</b> - Carrying case		
<b>WEIGHT</b> – The Weight of the Notebook PCs should be 1.8 Kg or less including Battery.		
<b>ANTIVIRUS</b> - Latest Antivirus of Bitdefender / Kaspersky / Norton / F-Secure / AVG / AVAST / McAfee / Trend Micro / Quick Heal compatible with Microsoft® Windows® 11 (Single Licence per Notebook PC for 3 Years with AV serial key and installation CD)		
<b>OPERATING SYSTEM</b> - Windows 11 Pro License bundled with Window 11 ProCD/USB Stick, Drivers CD/USB Stick and Recovery CD/USB Stick.		
<b>Warranty</b> – 5 Years Onsite Comprehensive warranty		
<b>Battery Warranty</b> – 3 Years		

## Annexure 9:

Amount in Rs.

S.No.	HW Particulars	Qty (A)	Unit Rate (B)	Amount (A X B) (C)
1	Notebook PC (512SSD, with 5 years warranty)	110	0.00	0.00
2	Any other cost**	x	0.00	0.00
<b>Total Cost of Ownership (including 5 Years warranty):</b>				

### Note:

- The cost quoted by the bidder for all the hardware should include 5 years warranty.
- For each of the above items provided the vendor is required to provide the cost for every line item where the vendor has considered the cost in BOM.
- The vendor needs to clearly indicate if there are any recurring costs included in the above bid and quantify the same. In the absence of this, the vendor would need to provide the same without any charge. Vendor should make no changes to the quantity.
- If the cost for any line item is indicated as zero then it will be assumed by the Bank that the said item is provided to the Bank without any cost.
- In the case of additional requirements of Notebook PCs desired by the Bank and above the quantity for which the Purchase Order is placed with a particular vendor then the maximum quantity which the Bank can order would be an addition of 25% of the quantity mentioned in the Purchase Order at the same rates on prorated basis. There will be no escalation in prices during the contract period.
- All Deliverables to be supplied as per Tender requirements provided in the tender
- The Service Charges need to include all services and other requirement as mentioned in the RFP
- The vendor has to make sure all the arithmetical calculations are accurate. Bank will not be held responsible for any incorrect calculation shown ever for the purpose of calculation Bank will take the corrected figures / cost.
- All prices to be in Indian Rupee (INR) only. Bank will deduct applicable TDS, if any, as per the law of the land.
- Prices quoted by the Vendor should be inclusive of all taxes, duties, levies etc. except GST which will be paid extra at actuals. The Vendor is expected to provide the GST percentage in both the commercial and masked bids (without amounts being submitted in the technical response). There will be no price escalation for during the contract period and any extension thereof. Bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected
- Prices for optional component will be valid for a period of 1 year from the date of placing Purchase Order. Bank will place order for these items at Bank's discretion as per requirement. Cost of these Optional components will be considered for TCO calculation purpose.

- l. \*\* Details to be provided for any commercial provided against “Any Other Charges”. Bank have discretion to mark these line items under any other charges if Bank feels these items are not mandatory for the project. Cost of any other charges will be consider for TCO calculation purpose however Bank will place order for these items at Bank’s discretion as per requirement.
- m. All Quoted Commercial Values should comprise of values only upto 2 decimal places. Bank for evaluation purpose will consider values only upto 2 decimal places for all calculations & ignore all figures beyond 2 decimal places.
- n. Commercial quote signed is final.

**Commercial Bid Submission on e-procurement portal:**

- 1) Bidder needs to download the commercial bid excel file from e-procurement portal, fill their commercial quotes in available cells only, save the file and upload the same file to the e-procurement portal.
- 2) Bidder needs to take a print of the same commercial excel file, completely filled in all respect which was uploaded to the system and physically sign and stamp this commercial sheet. This sheet needs to be scanned in at least 200 dpi resolution & converted to PDF format. The same pdf file must be uploaded to the e-procurement portal.
- 3) Bidder has to ensure that the quotes mentioned in PDF and excel are same. In case of any discrepancy between the pdf and excel files, the commercials mentioned in PDF will be taken as final for evaluation purposes.

Further, we confirm that we will abide by all the terms & conditions mentioned above and in the tender document. Also, we understood that if any mismatch is found between pdf & excel file, commercials mentioned in PDF will be taken as final for evaluation purposes.

Authorized Signatory

Name:

Designation:

Vendor’s Corporate Name

## Annexure 10 - E-Procurement Guidelines

Instructions to Bidders for E-Tendering

General Instructions

To view the Tender Document along with this Notice and its supporting documents, kindly visit following e-Tendering website of Bank of Baroda:

[www.tenderwizard.com/BOB](http://www.tenderwizard.com/BOB)

The bidders participating first time for e-tendering on Bank of Baroda e-tendering portal will have to complete the Online Registration Process on the e-tendering portal. A link for enrolment of new bidders has been provided on the above link. All bidders interested in participating in the online e-tendering process are required to procure Class III Digital Signatures e-Token having -02- certificates inside it, one for Signing/Verification purpose and another for Encryption/Decryption purpose. The bid should be prepared & submitted online using the bidder's authorized Class III Digital Signature (Individual certificate is allowed for proprietorship firms) Digital e- Token.

If any assistance is required regarding e-tendering (registration / upload / download / Bid Preparation / Bid Submission) please contact Tenderwizard Help Desk as per following:

**Helpdesk Contact No.: +91-11-49424365**

**email: [eprocarebob@etenderwizard.com](mailto:eprocarebob@etenderwizard.com)**

Primary Contact Number

- Mr. Krunal Mahajan : +91-8800907637

Alternate Contact Numbers

- Mr. Sandeep Gautam : +91-8800496478
- Mr. Kamal Mishra : +91-8800115821

Contact No. for other activities

- Registration Help Desk : +91-11-49424365

(Kindly put "REGISTRATION/PROFILE UPDATE" in the subject line of the email to [eprocarebob@etenderwizard.com](mailto:eprocarebob@etenderwizard.com))

- e-procurement queries : +91-11-49424365

(Kindly put "E-PROCUREMENT QUERIES" in the subject line of the email to [eprocarebob@etenderwizard.com](mailto:eprocarebob@etenderwizard.com))

*Note: please note support team will be contacting through email and whenever required through phone call as well. Depending on nature of assistance support team will contact on the priority basis. It will be very convenient for bidder to schedule their online demo in advance with support team to avoid last minute rush.*

### Downloading of Tender Document

The tender document is uploaded / released on Bank of Baroda e-tendering portal link as mentioned above. Tender document and supporting documents may be downloaded from same link. Subsequently, bid has to be prepared and submitted ONLINE ONLY as per the schedule given in Notice Details. The Tender document will be available online only. Tender document will not be sold / issued manually.

Only those tender offers shall be accepted for evaluation for which non-refundable Application Money and Earnest Money Deposit (EMD) is deposited as per the terms mentioned in this TENDER.

### Preparation & Submission of Bids

The bids (Pre-Qualification, Eligibility, Technical as well as Commercial) shall have to be prepared and subsequently submitted online only. Bids not submitted "ONLINE" or by

any other mean shall be summarily rejected. No other form of submission shall be permitted.

### Do's and Don'ts for Bidder

- ▶ Registration process for new Bidders should be completed within first week of release of tender.
- ▶ The e-procurement portal is open for upload of documents from the start of the bid submission date. Hence bidders are advised to start the process of upload of bid documents well in advance.
- ▶ Bidders have to prepare for submission of their bid documents online well in advance as
  - The encrypt/upload process of soft copy of the bid documents large in number to e-procurement portal may take longer time depending upon bidder's infrastructure and connectivity.
  - To avoid last minute rush & technical difficulties faced by bidders in uploading/submission of bids, bidders are required to start the uploading of all the documents required -01- week in advance for timely online submission of bid.
- ▶ Bidders to initiate uploading of few primary documents during the start of the tender submission and any request for help/support required for uploading the documents / understanding the system should be taken up with e-procurement service provider well in advance.
- ▶ Bidders should not raise request for extension of time on the last day of submission due to non-submission of their bids on time as Bank will not be in a position to provide any support at the last minute as the portal is managed by e-procurement service provider.
- ▶ Bidder should not raise request for offline submission or late submission since ONLINE submission is accepted only.
- ▶ Partly or incomplete submission of bids by the bidders will not be processed and will be summarily rejected.

### Guidelines to Bidders for Electronic Tendering System

#### Pre-requisites to participate in the Tenders

Registration of bidders on e-procurement portal of Bank of Baroda:

The bidders unregistered on e-procurement portal of Bank of Baroda and interested in participating in the e-tendering process shall be required to enroll/register on the e-procurement portal. To enroll, bidders have to generate User ID and password on [www.tenderwizard.com/BOB](http://www.tenderwizard.com/BOB). The bidders may obtain the necessary information on the process of registration/enrollment either from Helpdesk Support Team: +91-11-49424365 or may download Vendor Help Manuals available under "Help Manuals/ Latest Circulars/ Formats" on home page of e-procurement portal i.e. [www.tenderwizard.com/BOB](http://www.tenderwizard.com/BOB).

#### Preparation of Bid & Guidelines for Digital Certificate

The Bid Data that is prepared online is required to be signed & encrypted and the hash value of the Bid Data is required to be signed electronically using a Class III Digital Certificate. This is required to maintain the security of the Bid Data and also to establish the identity of the Bidder transacting on the System. This Digital Certificate should be having Two Pair (1. Sign Verification 2. Encryption/ Decryption). Encryption Certificate is

used to encrypt the data / information and Signing Certificate to sign the hash value during the Online Submission of Tender stage.

The Digital Certificates are issued by an approved Certifying Authority authorized by the Controller of Certifying Authorities of Government of India through their Authorized Representatives upon receipt of documents required to obtain a Digital Certificate.

Bid data / information for a particular Tender must be submitted only using the Digital Certificate. In case, during the process of preparing and submitting a bid for a particular tender, the bidder loses his / her Digital Signature Certificate (i.e. due to virus attack, hardware problem, operating system problem), he / she may not be able to submit the Bid online. Hence, the bidders are advised to store his / her Digital Certificate securely and if possible, keep a backup at safe place under adequate security to be used in case of need.

In case of online tendering, if the Digital Certificate issued to an authorized user of a partnership firm is used for signing and submitting a bid, it will be considered equivalent to a no objection certificate / power of attorney to that user to submit the bid on behalf of the Partnership Firm. The Partnership Firm has to authorize a specific individual via an authorization certificate signed by a partner of the firm (and in case the applicant is a partner, another partner in the same form is required to authorize) to use the digital certificate as per **Indian Information Technology Act, 2000**.

Unless the Digital Certificate is revoked, it will be assumed to represent adequate authority of the Authority User to bid on behalf of the Firm for the Tenders processed on the Electronic Tender Management System of Bank of Baroda as per **Indian Information Technology Act, 2000**. The Digital Signature of this Authorized User will be binding on the Firm. It shall be the responsibility of Partners of the Firm to inform the Certifying Authority or Sub Certifying Authority, if the Authorized User changes, and apply for a fresh Digital Signature Certificate. The procedure for application of a Digital Signature Certificate will remain the same for the new Authorized User.

The same procedure holds true for the Authorized Users in a Private / Public Limited Company. In this case, the Authorization Certificate will have to be signed by the Director of the Company or the Reporting Authority of the Applicant.

The bidder should Ensure while procuring new digital certificate that they procure a pair of certificates (two certificates) one for the purpose of Digital Signature, Non-Repudiation and another for Key Encipherment.

### **Recommended Hardware and Internet Connectivity**

To operate on the Electronic Tendering System, the bidders are recommended to use Computer System with at least 2 GB of RAM and broadband connectivity with minimum 1 Mbps bandwidth. However, Computer Systems with latest i3 / i5 Intel Processors and Broadband/4G connection is recommended for better performance.

- **Operating System Requirement**

Windows 7 & above

- **Browser Requirement (anyone from following)**

Microsoft Internet Explorer (IE) version 11 and above

Mozilla Firefox - Latest version

Google Chrome - Latest version

- **Browser settings**

1. Disable the 'Popup Blocker' in the browser under Tools. Make sure this is in 'Turn



Off' mode.

2. Add the e-procurement domain name in the 'Compatibility View' list of your browser Turn off the 'SmartScreen Filter' in the browser.

- **Supported File Types**

1. General Documents such as DOC, XLS, JPG, BMP, GIF, PNG, PDF, ZIP formats are allowed
2. Files with .EXE, .PSD extensions are not allowed
3. File size not to exceed 5 MB per attachment
4. All uploaded files should be virus free and error free

- **Minimum System Configuration**

1. CPU speed of 2.0 GHz
2. USB Ports
3. 2 GB of System Memory (RAM)
4. Anti-virus software should be enabled and updated regularly

- **Requirement of utility software**

1. Java Run Time Engine (JRE – 1.8.0) or higher.
2. Microsoft Office 2003 with MS Word and MS Excel
3. Adobe Acrobat Reader, PKI Installation Driver for Digital Signature

### **Steps to participate in the e-Tenders**

#### 2.4.1 Online viewing of Detailed Notice Inviting Tenders

The bidders can view the Detailed Tender Notice along with the Time Schedule (Key Dates) for all the Live Tenders released by Bank of Baroda on the home page of bank's e-Tendering Portal on [www.tenderwizard.com/BOB](http://www.tenderwizard.com/BOB).

#### 2.4.2 Download of Tender Documents

The Pre-qualification / Main Bidding Documents are available for free downloading. However, to participate in the online tender, the bidder must pay application money via Demand Draft/NEFT/RTGS mode & submit the details in the e-procurement portal.

#### 2.4.3 Online Submission of Tender

Submission of bids will be preceded by Online Submission of Tender with digitally signed Bid Hashes (Seals) within the Tender Time Schedule (Key dates) published in the Detailed Notice Inviting Tender. The Bid Data is to be prepared in the templates provided by the Tendering Authority of BOB. The templates may be either form based, extensible tables and / or upload-able documents. In the form-based type of templates and extensible table type of templates, the bidders are required to enter the data and encrypt the data/documents using the Digital Certificate / Encryption Tool wherever applicable.

#### 2.4.4 Close for Bidding

After the expiry of the cut-off time of Online Submission of Tender stage to be completed by the Bidders has lapsed, the Tender will be closed by the Tender Authority.

#### 2.4.5 Online Final Confirmation

After submitting all the documents bidders need to click on “Final Submission” tab. System will give pop up “You have successfully completed your submission” that assures submission completion.

#### 2.4.6 Short listing of Bidders for Commercial Bidding Process

The Tendering Authority will first open the Technical Bid documents of all Bidders and after scrutinizing these documents will shortlist the Bidders who are eligible for Commercial Bidding Process. The short-listed Bidders will be intimated by email.

#### 2.4.7 Opening of the Commercial Bids

The Bidders may remain present in the office of the Tender Opening Authority at the time of opening of Commercial Bids. However, the results of the Commercial Bids i.e. TCO of all bidders shall be made available on the bank's e-procurement portal after the completion of opening process.

#### 2.4.8 Tender Schedule (Key Dates)

The bidders are strictly advised to follow the Dates and Times as indicated in the Time Schedule in the detailed tender Notice for the Tender. All the online activities are time tracked and the electronic Tendering System enforces time-locks that ensure that no activity or transaction can take place outside the Start and End Dates and time of the stage as defined in the Tender Schedule.

At the sole discretion of the tender Authority, the time schedule of the Tender stages may be extended.

#### Notes:

The Bid hash values are digitally signed using valid Class – III Digital Certificate issued by any Certifying Authority. The bidders are required to obtain Digital Certificate well in advance.

- The bidder may modify bids before the deadline for Online Submission of Tender as per Time Schedule mentioned in the Tender documents.
- This stage will be applicable during both Pre-bid / Pre-qualification and Financial Bidding Processes.

Steps by step detailed Vendor Manual are available on homepage under Support section related to activities like Java Settings, Registration, Login Process, Tender Participation, Bid Download, upload & Submission, Corrigendum/Addendum, Clarifications, Re-submissions etc. on e-procurement portal i.e. [www.tenderwizard.com/BOB](http://www.tenderwizard.com/BOB)

**Note: Bank and ITI Limited shall not be liable & responsible in any manner whatsoever for any failure to access & bid on the e-tender platform due to loss of internet connectivity, electricity failure, virus attack, problems with the PC, any other unforeseen circumstances etc. before or during the event. Bidders are advised to ensure system availability and prepare their bid well before time to avoid last minute rush. Bidders can fix a call with support team members in case guidance is required by calling on helpdesk number.**