

The Maharashtra State Cooperative Bank Ltd.



**INFORMATION TECHNOLOGY
DEPARTMENT**

**HEAD OFFICE: Sir Vithaldas Thackersey Memorial Building
9, Maharashtra Chamber Of Commerce Lane,
Fort, Mumbai 400001**

REQUEST FOR PROPOSAL (RFP)

FOR

**Supply Software Licenses for Fixed asset end to end management and
implementation, Physical verification & Tagging services**

REF NO. : MSCB/ITD/F-AMS/140/2018-19
RELEASE DATE : 24/12/2018

Disclaimer

The information contained in this RFP document or any information provided subsequently to Bidder(s) whether verbally or in documentary form by or on behalf of the Bank is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided. This RFP is neither an agreement nor an offer and is only an invitation by Bank to the interested parties for submission of bids. The purpose of this RFP is to provide the Bidder(s) with information to assist the formulation of their proposals. While effort has been made to include all information and requirements of the Bank with respect to the solution requested, this RFP does not claim to include all the information each Bidder may require. Each Bidder should conduct its own investigation and analysis and should check the accuracy, reliability and completeness of the information in this RFP and wherever necessary obtain independent advice. The Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. The Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

Tender Reference No.	MSCB/ITD/F-AMS /140/2018-19
Price of Tender Document	INR 1000.00 (Rupees One Thousand only) Plus GST @ 18%
Date of Commencement of Sale of Document	24/12/2018 11:00 am
Last date of submission of the Pre bid Queries	01/01/2019 upto 04:00 pm
Date of Pre-bid Meeting	02/01/2019 03:00 pm
Last date of submission of Bids	14/01/2019 upto 03:00 pm
Date of Opening of Eligibility & Technical Bids	14/01/2019 03:30 pm
Date of Presentation	Will be communicated to the Bidders via email
Date of Opening of Commercial Bids	To be communicated to technically qualified Bidders
Address for Communication	Manager, IT Department, The Maharashtra State Co-operative Bank Limited, Sir Vithaldas Thackersey Memorial Building, 9, Maharashtra Chamber of Commerce Lane, Fort Mumbai 400001.
Contact Telephone Numbers	022-2204 63 31 / 22800502 /22800528
FAX Numbers	022-2204 24 84 / 2204 34 21
Bank email id for RFP related communication	mscb.it@mscбанк.com / em@mscбанк.com

Terms and Conditions, eligibility criteria and procedure for submission of Bids are given in the tender document. The Tender document may be obtained by paying a non-refundable fee of INR 1,000/- (Rupees One Thousand only) plus GST @18% in the form of Cash / NEFT, from the office of The Manager, Information Tech. Dept. of the Bank during office hours between 11.00 am to 04.00 pm on working days. The same can also be downloaded from the official website of MSC Bank. (www.mscбанк.com) and may be submitted along with non-refundable fee of INR 1,000/- (Rupees One Thousand only) plus GST @18% which can be deposited electronically in NEFT/IMPS Account No 0002117030003377 (IFS Code – MSC10082002, title of account – Other receipts account). Only those Bidders who have submitted the tender fees on or before the Pre-bid meeting will be allowed to participate in the pre-bid meeting.

Date: 24.12.2018
Place: Mumbai

A R Deshmukh
Managing Director

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1. Introduction :

The Maharashtra State Co-operative Bank (hereafter referred as "the Bank") is a premier State level co-operative institute established in 1911. It is rendering services to its increasing number of clientele in more diversified and multifarious bank services and facilities over last 10 decades and has established itself as a leader of co-operative movement in the State of Maharashtra. It is in continuous process of helping the economic development of rural Maharashtra through its 6 Regional Offices and 47 Branches, 3 Extension Counters and Administrative Office and Head Office in the State.

The main business of the MSC Bank can be classified as direct financing for the District Central Co-operative (DCC) Banks, Co-operative societies engaged in various fields like Sugar production, Marketing, Spinning Mills, various types of agriculture processing units; direct financing to some State level and National level co-operatives and refinancing through three tier system i.e. MSC Bank at apex level, DCC Banks at middle level and primary agriculture societies at grass root level.

The MSC Bank initiated the process of computerization of its operations in a phased manner starting in 1998-99. At present the Bank has fully computerized environment with successfully running on Infracore Tech's OMNIEnterprise Version 2.0 Core Banking Solution. Infracore provides direct support for the CBS application. The Bank has a sophisticated Data Center at Mumbai and DR site at Pune location.

2. Request for Proposal (RFP)

The Objective of this RFP is to call response from Bidders for supply software license for fixed asset end to end management and implementation, physical verification and tagging services and required printer hardware.

This tender is meant for the exclusive purpose of bidding as per the terms and conditions and scope of work indicated. It shall not be transferred, reproduced or otherwise used for purposes other than for which it is specifically issued.

Bid related details are mentioned in the Tender Highlights section. These dates are likely to remain unchanged. However Bidders should check website www.msccbank.com for any changes/ addendums to the above dates and/or any other changes to this RFP. Bidders to confirm with Bank the time & venue one day prior to any of the above scheduled event.

Eligibility cum Technical bid will be opened, in the presence of the Bidder's representatives who choose to attend the opening of technical bid. No separate communication shall be sent in this regard.

Commercial bid will be opened in the presence of the Bidder's representatives who are technically qualified. Date of opening of 'Commercial Bid' shall be intimated separately to all the eligible Bidders.

All bids must be submitted at the same time giving full particulars in separate sealed envelopes at the bank's address within the time period specified as above.

Each bid must be accompanied by a bid security as specified in the RFP and must be delivered during office hours at the above address on or before specified date and time indicated above.

Technical Bids will be opened in the presence of the Bidders' representatives, who choose to attend Technical Bid Opening on the specified date and time.

No further discussion/interface will be granted to Bidders whose bids have been technically disqualified. Nonattendance at the Bid opening will not be a cause for disqualification of a Bidder.

The Bank reserves the right to accept or reject in part or full any or all the offers without assigning any reasons whatsoever.

3. Eligibility Criteria :

Only those Bidders who fulfill the following criteria are eligible to respond to the RFP. Offers received from the Bidders who do not fulfill all or any of the following eligibility criteria will be rejected.

- 3.1** The Bidder Company should be an Indian registered company, incorporated under the Indian Companies Act 1956.
- 3.2** The Bidder should have Annual Turnover of atleast Rs. 1 Crore per year for last 2 years.
- 3.3** The Bidder should have minimum 2 years of experience in supply for Fixed Asset Software License and implementation services.
- 3.4** The Bidder must have served minimum 5 customers for FAM solution.
- 3.5** The bidder must have installed solution minimum in 5 companies under BFSI sector and atleast one should be Bank.
- 3.6** The Bidder should not be black listed by Central Government / State Government/ PSU in India.

Bidder must comply with all above-mentioned criteria. Non-compliance of any of the criteria will entail rejection of the offer summarily. Photocopies of relevant documents / certificates should be submitted as proof in support of the claims made with self-attested by the Bidder. Bank reserves the right to verify /evaluate the claims made by the Bidder independently. Any decision of Bank in this regard shall be final, conclusive and binding upon the Bidder.

4. Introduction & Scope of Work :

The detailed scope of work is described below and the Bidder should go through all the requirements in details. The Bidder should propose a complete solution which takes into account all business requirements of the bank. The Bank reserves the right to change the scope of RFP considering the Bank's requirements.

- 4.1** Identification of priorities & assets based on ABC Analysis.
- 4.2** Identification of "Taggable & Non-Taggable assets", also assets which are out of the scope.
- 4.3** Wall to wall physical verification & tagging of all the assets.
- 4.4** Digitization & Sanitization of physically verified FAR with all the attributes of an asset as per the agreed scope.
- 4.5** Mapping of physically verified assets with existing linked FAR/Assets List.
- 4.6** Providing training to Bank's designated personnel and also provide Modular wise user manual as well as administrator's manual, post-implementation support for 6 months from Installation and further offsite support as long as the solution is under warranty/AMC.
- 4.7** The solution/s offered should be web based.
- 4.8** Installation, configuration and maintenance of the software required for Fixed Asset Management System (FAMS). Parameterization, historical data management, verifying data quality, migrating data, user acceptance testing, documentation, knowledge transfer and support.
- 4.9** All necessary license / ownership to be provided along with the right to use.

- 4.10** All statutory requirements including GST changes must be covered under warranty / AMC.
- 4.11** Integration with our CBS (Infrasoft's Omni 2.0)/Accounting system.
- 4.12** Barcode sticker printing and sticking to the assets.
- 4.13** Below are the functional requirement of Product:

Sl. No.	Business / Functional Requirements
1	Ability to monitor internal Asset transfers among main locations, branches, departments, cost centers, department, employees etc. And generate delivery challan
2	Ability to identify Idle assets department wise
3	Users to be notified about Asset's lease, insurance, warranty etc. expiry alerts through emailers
4	Multilevel work flow and approvals for fixed asset acquisition, assignment, transfer, disposal & scrap sales.
5	Provision to maintain multilevel asset categories
6	Must have inbuilt Barcode generator and can easily integrate with existing Barcode device if any.
7	The system should maintain a log and report for all transactions for audit purpose. Reporting of this module shall be integrated with the Dashboard Module.
8	Ability to clean up FAR report through assets write off, disposal, scrap sales etc.
9	Provision to split a single asset into multiple assets
10	Ability to asset revaluation.
11	Branch / location wise Fixed Asset
12	Consolidated FAR report – Bank group level
13	Fixed Assets Schedule report
14	Ability to generate Book wise Compliance related reports like Fixed Asset Register report, Fixed Asset Schedule, Assets by Net Book Value, Depreciation Completed Assets etc.
15	Provision to configure custom books.
16	Calculate depreciation half yearly basis.
17	Calculate depreciation based on useful life.
18	Branch renovation/construction cost to be tracked as a Capital Work-In-Progress. Must have provision to create multiple Projects and track asset, material, people and other expenses which can eventually be capitalized.

5. EVALUATION CRITERIA AND PROCESS :

5.1 Objective of Evaluation Process

- 5.1.1** The objective of the evaluation process is to evaluate the bids to select an effective and right fit solution at a competitive price. The evaluation by the Bank will be undertaken by an Internal Committee formed by the Bank. The bank may consider recommendations made by External Experts/ Consultants on the evaluation. The decision of the committee shall be final.
- 5.1.2** Each recipient acknowledges and accepts that the Bank may, in its sole and absolute discretion, apply whatever criteria it deems appropriate in the selection of solution, not limited to those selection criteria set out in this RFP document.
- 5.1.3** Through this RFP, Bank aims to select a Bidder/ application provider who would undertake the supply, deployment, implementation and maintenance of the Complete Asset Management solution. The Bidder shall be entrusted with end to end responsibility for the execution of the project under the scope of this RFP. The Bidder is expected to commit for the delivery of services with performance levels set out in this RFP.

5.2 Evaluation Process :

TWO BID SYSTEM : The offer should be submitted in two (2) separate envelopes and later in one (1) common envelope. The details thereof are as follows:

5.2.1 ENVELOPE-I (Technical Offer):

- 5.2.1.1** The Technical Offer (TO) should be completed and complied with in all respects and contains all information/ documents asked for, except commercial offer.
- 5.2.1.2** The TO should be in strict adherence to the chapter 5.2.3 and shall include all items as asked for in it.
- 5.2.1.3** It is mandatory to submit technical details in the prescribed format (Annexure B) duly filled in along with the offer.
- 5.2.1.4** The TO should not contain any commercial offer information.
- 5.2.1.5** The MSC Bank, at its sole discretion, may not evaluate a TO in case of non-submission or partial submission of technical details however technical scrutiny will be performed by adhering the procedure mentioned in the chapter 5.3 "Evaluation Criteria & Process" of this tender document.
- 5.2.1.6** CD / DVD / Pen Drive containing the soft copies of the documents (excluding commercial offer) shall be placed in the respective envelopes.
- 5.2.1.7** A separate envelope containing DD/Pay-order as Earnest Money Deposit in adherence to the chapter 6.9 of this tender document.

5.2.2 ENVELOPE-II (Commercial Offer):

- 5.2.2.1** The Commercial Offer (CO) should give all relevant price information and should not contradict the TO in any manner.
- 5.2.2.2** The CO should be in strict adherence to the Chapter 5.2.4 and shall include all items as asked for in it.
- 5.2.2.3** CO should be given strictly in the format given as Annexure E of the Tender
- 5.2.2.4** The Details such as Name, Address and Contact Numbers of the authorized person

representing the Bidder must be written on all two envelopes.

5.2.2.5 CD / DVD / Pen Drive containing the soft copies of the documents shall be placed in the respective envelopes.

5.2.2.6 All two envelopes should be properly sealed.

5.2.3 FORMAT FOR TECHNICAL OFFER/TECHNICAL BID

5.2.3.1 The Technical offer must be made in an organized, structured and neat manner and shall be spiral bound. Booklet / Brochures/ leaflets / Bill of Material etc. should not be submitted in loose form.

5.2.3.2 Bidder must ensure that all the documents are sealed and signed by the authorized signatory.

5.2.3.3 The printed copy of Technical bid proposal as given in Annexure – A to Annexure H, neatly typed on the letterhead of the Bidder company, duly filled in, signed by authorized signatory and complete in all respect including annexure for detailed specifications of equipment's to be supplied etc. as directed.

5.2.3.4 Other documents to be submitted in the Technical offer are:-

5.2.3.4.1 Index

5.2.3.4.2 Copies of Bidder related documents

5.2.3.4.2.1 Bidder Registration Certificate of relevant authority.

5.2.3.4.2.2 GSTIN, TAN No. TIN No. PAN

5.2.3.4.2.3 Service Tax Registration Certificate.

5.2.3.4.2.4 Audited Balance Sheet and Profit and Loss for past two years.

5.2.3.4.2.5 IT Returns of last two years.

5.2.3.4.2.6 A partner of leading multinational equipment and related software manufactures.

5.2.3.4.2.7 Profile, Infrastructure of Bidder / Partners, Establishment location – Branches, support and development centers etc.

5.2.3.4.2.8 Technical Documentation (Product Brochures, leaflets, manuals etc.).

5.2.3.4.2.9 Valid Bank Draft (Must submit in technical bid only) or RTGS / NEFT account no 11645 / 82 (IFS Code – MSC10082002) as EMD.

5.2.3.4.2.10 Detailed time schedule for implementation of Project and related equipment.

5.2.3.4.2.11 Tentative briefing about the team to be deployed: number, qualifications etc.

5.2.3.4.2.12 List of customers and services provided. Please attach proofs of the same.

5.2.3.4.2.13 All Claims made by the Bidder will have to be backed by documentary evidence. In case the same is found to be lacking in terms of the claims made, the Bidder is liable to disqualification. MSC Bank may request the Bidder to demonstrate all the technical functionalities and features (mentioned as 'compliant' in the Bidder's technical bid) at the MSCB's discretion. Bidders who cannot show a feature or demonstrate functionality (mentioned as 'compliant' in the Bidder's technical bid) will be disqualified.

5.2.3.5 A soft copy (Word/Excel/Power Point) of the entire Technical Bid document should also be submitted on a DVD/ CD / Pen Drive in the same sealed envelope along with the hard copy of the Technical Offer excluding Commercial Information.

5.2.3.6 The Technical Bid submitted in response to this Tender Document along with the supporting material, will become the property of the MSC Bank.

5.2.3.7 The specifications of the solution are mentioned in Annexure B.

5.2.4 FORMAT FOR COMMERCIAL OFFER

5.2.4.1 Rates should be quoted in Indian Rupees (INR) only.

5.2.4.2 The taxes shall be quoted in a separate column as given in the Annexure E.

5.2.4.3 The Commercial offer must not contradict the technical offer in any way.

5.2.4.4 The suggested format for submission of Commercial offer/Commercial bid is as follows:

5.2.4.4.1 Index

5.2.4.4.2 A detail Rate Schedule (as per Annexure E).

5.2.4.4.3 The commercial offer must contain all price information, including comprehensive AMC details.

5.2.4.4.4 The commercial offer must contain all price information.

5.2.4.4.5 A Written statement by the authorized signatory that the Bidder agrees to the payment schedule & penalties as mentioned in the Chapter 7.3 Schedule of Payment & 7.7 penalties.

5.2.4.5 A soft copy (Word/Excel/Power Point) of the entire commercial Bid document should also be submitted on a DVD/ CD / Pen Drive in the same sealed envelope along with the Hard Copy of the Commercial Offer.

5.3 Evaluation Criteria

Bidder evaluation and selection would be done based on a comprehensive Techno Commercial Evaluation.

5.3.1 Short-listing of Bidder

5.3.1.1 The general criteria for selection shall be as below but subject to change and its sole discretion of Bank:

5.3.1.1.1 Technical Evaluation: 75% for qualification.

5.3.1.1.2 Commercial Evaluation : 100%

As per bank policy this tender category is in general supplies. After technical qualification is done the selection of Bidder will be purely on commercial evaluation only.

5.3.1.2 Technical evaluation

The Bank will prepare a short-list of technically qualified Bidders who scores minimum of 75 marks in technical scrutiny. Commercial offers/bids of only those Bidders will be opened who qualify in the technical scrutiny.

5.3.1.2.1 The marks for Technical Evaluation would be as follows:

5.3.1.2.1.1 The evaluation will be done broadly in below parameters with weightage as defined below:-

5.3.1.2.1.1.1 Cumulative Turnover of last two financial years

SN	Cumulative turn over in last 2 years in Cr (Rs.)	Marks
1	Less than 1	0
2	1-2	12
3	2-4	14
4	4-6	18
5	Above 6	20

5.3.1.2.1.1.2 Number of customers served for the solution :

SN	No. of Customer	Marks
1	Less than 5	0
2	5-6	12
3	6-7	14
4	7-8	18
5	More than 8	20

5.3.1.2.1.1.3 No. of Banking Client from whom Asset Management Software is deployed :

SN	No. of banking Client	Marks
1	Less than 1	0
2	1-2	12
3	2-3	14
4	3-4	18
5	More than 4	20

5.3.1.2.1.1.4 Experience in deploying Asset Management Software:

SN	No. of Experience in deploying Asset Management Software	Marks
1	Less than 2	0
2	2-3	12
3	3-4	14
4	4-5	18
5	More than 5	20

5.3.1.2.1.1.5 Technical Presentation (20 marks) :

Bidder has to present technical PPT along with product demo. Technical PPT should include architecture of end to end solution, Project Plan, timelines for the implementation etc.

The Bidders must produce documentary evidence for above all evaluation criterion.

5.3.1.3 Commercial evaluation

Commercial bids of the technically qualified Bidders will be opened. All-inclusive price for the project will be considered for commercial evaluation and the bid with lowest score will be given Work Order.

6. GENERAL TERMS & CONDITIONS :

6.1 The tender document cannot be resold and / or transferred / assigned. If the same is done, tender documents are liable to be summarily rejected by the MSC Bank. Any decision of MSC Bank in this regard shall be final, conclusive and binding on the Bidder.

6.2 No changes should be made in this tender document. Bidder has a liberty to quote separately for new technical solutions or specifications wherever it is necessary other than general

specifications.

- 6.3** The products/services offered should strictly conform to the specifications given in the product literature. The technology proposed/marked for withdrawal from the market or under quality testing should not be offered.
- 6.4** Commercial offers of those Bidders will not be processed who are not qualified in the technical scrutiny as laid down in chapter 5.3.1.2
- 6.5** The price quoted by the Bidder shall be exclusive of all taxes (tax details such as rate & amount to be elaborated for each item) along with supportive documents to the MSC Bank. However actual tax enforcement at the time of delivery of Hardware and Software shall apply.
- 6.6** Bidder should ensure efficient and effective & timely implementation of project as well as to ensure smooth operations of the complete system during the entire project life, the prospective Bidder will be required to work in collaboration from the beginning of the project with the MSC Bank appointed Information Technology Consultant and System Integrators.

6.7 EARNEST MONEY DEPOSIT

- 6.7.1** Bidder shall furnish, as part of its bid, EMD of Rs 10,000/- (Rs. Ten thousand only) in the form of Demand Draft from any Scheduled bank drawn in favor of THE MSC BANK LTD, payable at Mumbai or through RTGS / NEFT account **no 11645 / 82** (IFS Code – MSCI0082002 Title of A/c – EMD for Asset Management Software).
- 6.7.2** Unsuccessful Bidder's EMD will be discharged within Thirty (30) days from the Tender Award date.
- 6.7.3** No interest will be payable on EMD.
- 6.7.4** Tender made without paying EMD will be rejected. (Any decision of MSC Bank in this regard shall be final, conclusive and binding on the Bidder.)
- 6.7.5** EMD may be forfeited:
 - 6.7.5.1** If the Bidder withdraws its bid during the period of bid validity.
 - 6.7.5.2** If Bidder makes any statement or encloses any information which turns out to be false, incorrect and/or misleading at any time prior to signing of contract and/or conceals or suppresses material information; and / or
 - 6.7.5.3** In case of the successful Bidder, if the Bidder fails:
 - 6.7.5.3.1** To sign the contract in the form and manner to the satisfaction of the MSC Bank
 - 6.7.5.3.2** To furnish performance security in the form and manner to the satisfaction of the MSC Bank
 - 6.7.5.3.3** In case the successful Bidder complies with the requirement mentioned above, EMD will be returned within 60 days of compliance thereof or signing of required SLA etc.

6.7.6 PRE BID MEETING:

There will be a pre-bid meeting with all the Bidders, to address any queries in connection with the tender document. It is essential that all clarifications / queries to be submitted to the MSC Bank before the pre-bid date or the date specified for this purpose by email to: mscb.it@mscbank.com queries raised after the date specified will not be entertained.

6.7.7 PERIOD OF VALIDITY OF BID:

- 6.7.7.1** Validity Period: Bids shall remain valid for Ninety (90) days after the date of opening of commercial offer as prescribed by MSC Bank.
- 6.7.7.2** Extension of Period of Validity: Under exceptional circumstances, the MSC Bank may solicit

the Bidder's consent to an extension of the validity period. The request and the response thereto shall be made in writing. Extension of validity period by the Bidder should be unconditional and irrevocable. EMD provided shall also be suitably retained further. A Bidder may refuse the request without forfeiting the EMD. A Bidder granted the request, will not be permitted to modify the commercial offer. The decision of MSC Bank in this behalf will be final, conclusive and binding on the Bidder.

6.7.8 MODIFICATION AND WITHDRAWAL OF OFFERS/BID:

Bidder may modify or withdraw its bid/offer after its submission, provided that written notice of the modification or withdrawal is received by the MSC Bank prior to the closing date and time prescribed for submission of tender document. No offer can be modified or withdrawn by the Bidder, subsequent to the closing date and time for submission of tender document.

6.7.9 ANNUAL MAINTENANCE CONTRACT (AMC):

The Bidder should also quote separately for Annual Comprehensive Onsite Maintenance for additional three years from the date of expiry of the initial warranty period of three years (post warranty). This rate should be quoted as mentioned in Annexure E of this tender document.

It may be noted that for additional AMC for three years, the MSC Bank reserves its right to ask for performance bank guarantee to the tune of 10% value of the order for AMC, for three year duration, if required. This bank guarantee will be linked to the AMC performance of the Bidder.

The offer must give commitment to provide maintenance at the price quoted as above for three years from the date of expiry of warranty. Bidders are expected to maintain the equipment supplied for at least six years from the date of acceptance by the bank.

AMC charges will be paid by the MSC Bank in Indian Rupees for every quarter after the end of each quarter after submission of invoices along with maintenance / service report. Bidder will have to sign SLA for the AMC period.

After warranty three years & AMC of three years, Bank may at its option to renew AMC beyond the 3rd year at the rate of AMC for 3rd year.

6.7.10 PRELIMINARY SCRUTINY:

MSC Bank will scrutinize the offers/bids to determine whether they are complete, whether any errors have been made in the offer/bid, (whether required technical documentation has been furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule.) as per procedure mentioned in the chapter 5 and also mentioned in the appropriate chapters of this tender document.

6.7.11 CLARIFICATION OF OFFERS/BIDS:

To assist in the scrutiny, evaluation and comparison of offers/bids, the MSC Bank may, at its

sole discretion, ask some or all Bidder for clarification of their offer/bid wherever required. The request for such clarifications and the response will necessarily be in writing and no change in the price or substance of the bid shall be sought, offered or permitted. Any decision of the MSC Bank in this regard shall be final, conclusive and binding on the Bidder.

6.7.12 SIGNING OF THE BID:

The bid shall be signed by a person or persons duly authorized by the Bidder with signature duly attested. In the case of a body corporate, the bid shall be signed by the duly authorized officers and supported by internal corporate authorizations.

6.7.13 ERASURES OR ALTERATIONS:

The offers/bids containing erasures or alterations will not be considered. There should be no hand-written material, corrections or alterations in the offer/bid. Technical details must be completely filled up. Correct technical information of the product being offered must be filled in. Filling up of the information using terms such as "OK", "accepted", "noted", "as given in brochure/manual" is not acceptable. MSC Bank may treat offers/bids not adhering to these guidelines as unacceptable. The bid form and the documents attached to it shall not be detached or removed one from the other and no alteration (s) or mutilation (s) (other than filling in all the blank spaces) shall be made in any of the bid documents attached thereto. Any alterations or changes to the entries in the attached documents shall be made by a separate covering letter, in the absence of which it shall be rejected forthwith. Any decision in this regard by MSC Bank shall be final, conclusive and binding on the Bidder.

6.7.14 COST OF PREPARATION & SUBMISSION OF BID:

The Bidder shall bear all costs for the preparation and submission of the bid. MSC Bank shall not be responsible or liable for reimbursing/compensating these costs, regardless of the conduct or outcome of the bidding process.

6.7.15 ARITHMETICAL ERRORS:

MSC Bank reserves the right to adjust arithmetical or other errors in the bid, in the manner in which MSC Bank considers appropriate or deem fit. Any adjustments so made by the MSC Bank shall be stated to the Bidder, if MSC Bank makes an offer to accept his bid. The final decision as to any error manifest or otherwise shall be at the sole discretion of MSC Bank and be final, conclusive and binding on the Bidder.

6.7.16 LANGUAGE:

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and MSC Bank and supporting documents and printed literature shall be in English.

6.7.17 BID REJECTION CRITERIA:

The bid(s) will be rejected in case of any one or more of the following conditions:

6.7.17.1 Bids are not substantive and not in strict compliance with the pro-forma given in this document.

6.7.17.2 Bids are not made in compliance with the procedure mentioned in this document.

- 6.7.17.3** Failure on part of the Bidder to provide appropriate information as required in the bid proposal or any additional information as requested by the Bank including any supporting document.
- 6.7.17.4** Incomplete or conditional bids or partly quoted bids or bids that do not fulfill all or any of the conditions as specified in this document.
- 6.7.17.5** The submission of more than one bid under different names by one Bidder is not acceptable. If the same is found at any stage, all the bids by that Bidder and related partners will be rejected.
- 6.7.17.6** Material inconsistencies in the information submitted.
- 6.7.17.7** Misrepresentations in the bid proposal or any supporting documentation.
- 6.7.17.8** Bid proposal received after the last date, time and submission mode specified in this document.
- 6.7.17.9** Bids found in unsealed cover, unsigned bids, bids signed by unauthorized person and alterations made by over writing /scratching in the bids.
- 6.7.17.10** Bids containing erasures or overwriting except as necessary to correct typographical errors made by the Bidder, in which case such corrections shall be authenticated by the person or persons signing the bid.
- 6.7.17.11** Any threat or communication to the bank officials or Consultant for marketing of any Bidder name.

6.7.18 DISCLAIMERS AND EXCLUSIVE RIGHTS OF THE MSC BANK :

- 6.7.18.1** Any decision as to compliance of the terms and conditions of the tender document and on rejection of any tender document or any part thereof shall be at the sole discretion of MSC Bank and shall be final, conclusive and binding on the Bidder.
- 6.7.18.2** At any time, up to the last date of receipt of Bids, the MSC Bank may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by an amendment. All such amendments shall be binding on the entire Bidder. The bank shall inform such amendments to all the Bidders only by e-mail on the PROVIDED Email ID by the Bidder.
- 6.7.18.3** In order to afford prospective Bidder reasonable time to take the amendment into account in preparing their Bids, the Bank may, at its discretion, extend the last date for the receipt of Bids and date of opening the bids which shall be conveyed to all the Bidder only by e-mail on the PROVIDED Email ID by the Bidder.
- 6.7.18.4** MSC Bank reserves the right to accept or reject in part or full any or all the offers without assigning any reasons thereof. Any decision of MSC Bank in this regard shall be final, conclusive and binding on the Bidder.
- 6.7.18.5** MSC Bank reserves the right to re-issue the tender and or any part thereof without assigning any reason whatsoever, at the sole discretion of MSC Bank. Any decision in this regard shall be final, conclusive and binding on the Bidder.
- 6.7.18.6** MSC bank reserves the right to give negative marks or disqualify in case if bank noticed the pricing quoted purposely low to get the tender award. In such situation bank may compare, evaluate the pricing quoted by the other Bidders and arrived at appropriate decision for maintaining the banks interest by selecting the qualified Bidder.
- 6.7.18.7** MSC Bank reserves the right to accept or reject any bid in part/full or annul the bidding process and reject all bids at any time prior to award of contract without assigning any

reason, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the ground for its action. Any decision of the Bank in this regard shall be final, conclusive and binding on the Bidder.

6.7.18.8 MSC Bank reserve the right, not an obligation, to carry out the capability assessment of the Bidder (with the help of outside agency, if required) and pre dispatch inspections at the cost of the Bidder. The Bank's decision shall be final in this regard.

6.7.18.9 MSC Bank reserves a right to give minor deviations to any / the entire Bidder in the techno-commercial specifications of bid. Any decision of the Bank in this regard shall be final and shall be binding on the Bidder.

6.7.18.10 In case, any difference of opinion between Bidder and the Bank about any term / clause / condition, the interpretation of the Bank shall be final and conclusive.

6.7.19 RIGHT TO ALTER QUANTITIES:

The Bank reserves the right to issue Purchase Order in phases or to alter the quantities/brand/product specified in the offer. The Bank also reserves the right to delete one or more items from the list of items specified in offer. Any decision of the Bank in this regard shall be final, conclusive and binding on the Bidder without any recourse.

6.7.20 NO COMMITMENT TO ACCEPT LOWEST OR ANY OFFER/BID:

MSC Bank shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers without assigning any reason whatsoever. MSC Bank has the right to re-issue tender/bid. MSC Bank reserves the right to make any changes in the terms and conditions of purchase that will be informed to all Bidders. MSC Bank will not be obliged to meet and discuss with any Bidder, and/or to listen to any representations once their offer/bid is rejected. Any decision of MSC Bank in this regard shall be final, conclusive and binding on the Bidder without any recourse.

7. POST SELECTION INSTRUCTIONS AND TERMS & CONDITIONS :

7.1 RESPONSIBILITIES OF SELECTED BIDDER:

7.1.1 The Bidder shall undertake and complete the project as per the given Project Plan.

7.1.2 The Bidder must provide details of the installation, configuration, support and maintenance to be given to the Bank.

7.1.3 The Bidder shall maintain the infrastructure provided by the Bank for the implementation and operation of the project and allied services.

7.2 RESPONSIBILITIES OF THE BANK:

7.2.1 The Bank shall provide space / infrastructure, related equipment and components etc. On day to day basis. The officials of the Bank shall assist engineers deputed by the Bidder for the job in their capacity.

7.2.2 The Bank will provide the required space for installation of any hardware.

7.3 SCHEDULE OF PAYMENT :

Hardware Cost:

The generic payment schedule with the finalized Bidder shall be as follows:

- 7.3.1** 60% of the order value will be paid on Delivery of the Hardware.
- 7.3.2** 30% of the order value will be paid on completing successful installation and commissioning and acceptance of equipment's ordered. The MSC Bank will make this payment against the acceptance of the installations.
- 7.3.3** 10% will be paid against a performance bank guarantee (as per the format prescribed by the MSC Bank) for the Hardware value, valid for three years warranty period.

Software Cost:

- 7.3.4** 40% of the license cost will be paid on delivery of licenses of applications to the bank.
- 7.3.5** 30% of the license cost will be paid on UAT sign off.
- 7.3.6** 20% of the license cost will be paid after successfully go live of the application.
- 7.3.7** 10% on 3 months completion of implementation which includes successful smooth run.
- 7.3.8** The Payment of transaction charges or monthly maintenance charges (if any) will be made on monthly basis.
- 7.3.9** In case of recurring payment, 100% payment will be made at the end of each month after receiving invoices from the Bidder.
- 7.3.10** Bank reserves the rights to withheld payment if the Bidder fails to comply with the tender terms & conditions & adhere to the time line mentioned in the appropriate chapter of the tender document.

Opex Model (Cloud Model):

- 7.3.11** 100% Payment will be done on successful implementation and invoice received from the bidders.

7.4 RATES :

The rates quoted shall remain firm throughout the period of contract and this contract will remain valid up to the date of completion of the job by the Bidder and shall not be subject to any upward modification whatsoever.

7.5 TAXES AND DUTIES :

The applicable taxes should be mentioned separately and shall have to be included separately in the invoices by the selected Bidder.

GST will be on Banks account on actuals.

Variation (+/-) in rate of tax if any will be on the Banks accounts.

7.6 PERFORMANCE GUARANTEE:

The selected Bidder shall furnish unconditional and irrevocable Bank Guarantee for 10% of the contract value, for a period of 3 years in favor of MSC Bank, from a scheduled commercial bank acceptable to MSC Bank towards due performance of the contract in accordance with the specifications and conditions of the bid document mentioned in paragraph above.

The Bidder shall submit the above guarantee within 60 days from the effective date (the date of acceptance of the order). The contract performance guarantee shall be kept valid for three years till the completion of the Guarantee/Warranty period. The guarantee should have additional claim period of three months after expiry of guarantee.

7.7 PENALTIES:

For any delay in installation and commissioning of the software & Hardware within specified schedule, the MSC Bank will charge penalty @ 1% of the order value per week or part thereof, subject to maximum of 5%.

7.8 INSURANCE:

The Bank will not pay for any insurance charges against loss or damage of whatsoever nature in respect of development of Project, employee of the Bidder or third party contract working for the Bidder. The Bidder shall be responsible for the same and expectation of providing required insurance is necessity whenever and wherever required.

7.9 FORCE MAJEURE DURING THE PENDENCY:

Force Majeure is herein defined as any cause, which is beyond the control of the selected Bidder or MSC Bank as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as:

7.9.1 Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics

7.9.2 Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos

7.9.3 Terrorist attack, public unrest in work area

Provided either party shall within 10 days from occurrence of such a cause, notify the other in writing of such causes. The Bidder or MSC Bank shall not be liable for delay in performing his/her obligations resulting from any force majeure cause as referred to and/or defined above. Any delay beyond 30 days shall lead to termination of contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding this, provisions relating to indemnity, confidentiality and dispute resolution mechanism survive termination of the contract.

7.10 CONFIDENTIALITY:

Bidder agrees that they shall hold in trust any Information received by them, under the Contract/Agreement, and the strictest of confidence shall be maintained in respect of such Information. Bidder also agrees:

7.10.1 To maintain and use the Information only for the purposes of the Contract/Agreement and only as permitted by MSC Bank;

7.10.2 To only make copies as specifically authorized by the prior written consent of MSC Bank and with the same confidential or proprietary notices as may be printed or displayed on the original;

7.10.3 To restrict access and disclosure of Information to such of their employees, agents, strictly on a "need to know" basis, to maintain confidentiality of the Information disclosed to them in accordance with this Clause

7.10.4 To treat all Information as confidential. Confidential Information does not include information which:

7.10.4.1 Bidder knew or had in its possession, prior to disclosure, without limitation on its confidentiality;

7.10.4.2 Is independently developed by the Bidder without breach of the Contract/Agreement ;

7.10.4.3 Information in the public domain as a matter of law;

7.10.4.4 Is received from a third party not subject to the obligation of confidentiality with respect to such information;

7.10.4.5 Is released from confidentiality with the written consent of the MSC Bank.

Bidder shall have the burden of proving that Clauses (1) or (2) above are applicable to the information in the possession of the Bidder.

Notwithstanding the foregoing, the Bidder acknowledge that the nature of the Service(s) to be performed under the Contract/Agreement may require the Bidder's personnel to be present on premises of MSC Bank /Purchaser or may require the Bidder's personnel to have access to computer networks of MSC Bank while on or off premises of MSC Bank. It is understood that it would be impractical for MSC Bank to monitor all information made available to the Bidder under such circumstances and to provide notice to the Bidder of the confidentiality of all such information. Therefore, the Bidder agrees that any technical or business or other information of the Bidder that the Bidder's personnel, or agents acquire while on the MSC Bank 's premises, or through access to MSC Bank 's computer systems or databases while on or off MSC Bank 's premises, shall be deemed Confidential Information. Confidential Information shall at all times remain the sole and exclusive property of MSC Bank. Upon termination of the Contract /Agreement, Confidential Information shall be returned to MSC Bank or destroyed, if incapable of return. The destruction shall be witnessed and so recorded, in writing, by an authorized representative of each of MSC Bank and the Bidder. Nothing contained herein shall in any manner impair rights of MSC Bank in respect of the Service(s), and Documents, etc.

In the event that MSC Bank hereto becomes legally compelled to disclose any Confidential Information, the Bidder shall disclose to a third party any Confidential Information without the prior written consent of MSC Bank. The obligations of this Clause shall be satisfied by handling Confidential Information with the same degree of care, which the receiving Party applies to its own similar confidential information but in no event less than reasonable care.

The provision of this clause shall survive termination of the Contract till such Confidential Information enters public domain.

7.11 TERMINATION OF CONTRACT:

The Bank shall be entitled to terminate the agreement with the Bidder at any time by giving 30 days (Thirty days) written notice in advance to the Bidder.

7.12 EFFECT OF TERMINATION:

7.12.1 Bidder agrees that it shall not be relived of its obligations under the reverse transition mechanism notwithstanding the termination of the assignment

7.12.2 Bidder agrees that after completion of the term or upon earlier termination of the

assignment the Bidder shall, if required by the bank continue to provide maintenance services to the Bank at no less favorable terms than those contained in this tender

7.13 Ownership and Retention of Documents:

7.13.1 MSC Bank shall own the documents, prepared by or for the Bidder arising out of or in connection with the Contract.

7.13.2 Forthwith upon expiry or earlier termination of the Contract and at any other time on demand by MSC Bank, the Bidder/ shall deliver to MSC Bank all documents provided by or originating from MSC Bank / Purchaser and all documents produced by or from or for the Bidder in the course of performing the Service(s), unless otherwise directed in writing by MSC Bank at no additional cost.

7.13.3 Bidder shall not, without the prior written consent of MSC Bank / Purchaser store, copy, distribute or retain any such Documents. Bidder shall preserve all documents provided by or originating from MSC Bank /Purchaser and all documents produced by or from or for the Bidder in the course of performing the Service(s) in accordance with the legal, statutory, regulatory obligations of MSC Bank / Purchaser in this regards.

7.14 ARBITRATION:

All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the sole arbitrator to be appointed by the bank. The award of the sole arbitrator shall be final and binding on both the parties under the provisions of the Arbitration and Conciliation Act or by statutory modification/re-enactment thereof for the time being in force. Such arbitration shall be held at Bank's head office located in Mumbai in Maharashtra state.

7.15 JURISDICTION OF COURTS :

Bidder will abide by all applicable Indian laws and regulations and will obtain (or demonstrate current possession of) any and all permits, licenses, certifications or other approvals that may be required and/ or appropriate for performing services hereunder. The laws of India will govern any agreement resulting from this tender. In all matters and disputes arising there under, the appropriate Courts at Mumbai in Maharashtra state only shall have the jurisdiction to entertain and try them.

7.16 REPRESENTATIONS AND WARRANTIES:

In order to induce MSC Bank to enter into the Contract, Bidder hereby represents and warrants as of the date hereof, which representations and warranties shall survive the term and termination hereof, the following:

7.16.1 That the Bidder/ has the requisite qualifications, skills, experience and expertise in providing Service(s) contemplated hereunder to third parties, the technical know-how and the financial wherewithal, the power and the authority to enter into the Contract and provide the Service(s) sought by MSC Bank / Purchaser.

7.16.2 That the Bidder is not involved in any major litigation, potential, threatened and existing, that may have an impact of affecting or compromising the performance and delivery of Service(s) under the Contract/Agreement.

- 7.16.3** That the representations made by the Bidder in its bid are and shall continue to remain true and fulfill all the requirements as are necessary for executing the duties, obligations and responsibilities as laid down in the Contract/Agreement and the Bid Documents and unless MSC Bank / Purchaser specifies to the contrary, the Bidder shall be bound by all the terms of the bid.
- 7.16.4** That the Bidder has the professional skills, personnel and resources/ authorizations that are necessary for providing all such Services as are necessary to perform its obligations under the bid and this Contract/Agreement.
- 7.16.5** That the Bidder shall ensure that all assets including but not limited to software, licenses, Databases, documents, etc. developed, procured, deployed and created during the term of the Contract are duly maintained and suitably updated, upgraded, replaced with regard to contemporary and statutory requirements.
- 7.16.6** That the Bidder shall use such assets of MSC Bank as the Bank may permit for the sole purpose of execution of its obligations under the terms of the bid, Tender or the Contract. The Bidder shall however, have no claim to any right, title, lien or other interest in any such property, and any possession of property for any duration whatsoever shall not create any right in equity or otherwise, merely by fact of such use or possession during or after the term hereof.
- 7.16.7** That the Bidder shall procure all the necessary permissions and adequate approvals and licenses for use of various software, for this proposed solution to be supplied and any copyrighted process/product free from all time claims, titles, interests and liens thereon and shall keep MSC Bank indemnified in relation thereto.
- 7.16.8** That all the representations and warranties as have been made by the Bidder with respect to its bid are true and correct, and shall continue to remain true and Applicable only in case Bidder is a Bidder within the meaning of Companies Act, 1956 correct through the term of the Contract.
- 7.16.9** That the execution of the Service(s) herein is and shall be in accordance and in compliance with all applicable laws.
- 7.16.10** That the Bidder has the corporate power to execute, deliver and perform the terms and provisions of the Contract and has taken all necessary corporate action to authorize the execution, delivery and performance by it of the Contract.
- 7.16.11** That all conditions precedent under the Contract has been complied.
- 7.16.12** That neither the execution and delivery by the Bidder of the Contract nor the Bidder's compliance with or performance of the terms and provisions of the Contract (i) will contravene any provision of any applicable law or any order, writ, injunction or decree of any court or governmental authority binding on the Bidder or (ii) will conflict or be inconsistent with or result in any breach of any or the terms, covenants, conditions or provisions of, or constitute a default under any agreement, contract or instrument to which the Bidder is a party or by which it or any of its property or assets is bound or to which it may be subject or (iii) will violate any provision of the Memorandum and Articles of Association of the Bidder.
- 7.16.13** That all registrations, recordings, filings and notarizations of the Contract and all payments of any tax or duty, including without limitation stamp duty, registration charges or similar amounts which are required to be effected or made by the Bidder which is necessary to ensure the legality, validity, enforceability or admissibility in evidence of the Contract have

been made.

- 7.16.14** That the Bidder confirms that there has not and shall not occur any execution, amendment or modification of any agreement/contract without the prior written consent of MSC Bank, which may directly or indirectly have a bearing on the Contract or Service(s).
- 7.16.15** That the Bidder owns, has license to use or otherwise has the right to use all Intellectual Property Rights, which are required or desirable for the Service(s) and the Bidder does not, in carrying on its business and operations, infringe any Intellectual Property Rights of any person. None of the Intellectual Property or Intellectual Property Rights owned or enjoyed by the Bidder or which the Bidder is licensed to use, which are material in the context of the Bidder's business and operations are being infringed nor, so far as the Bidder is aware, is there any infringement or threatened infringement of those Intellectual Property or Intellectual Property Rights licensed or provided to the Bidder by any person.
- 7.16.16** All Intellectual Property Rights (owned by the Bidder or which the Bidder is licensed to use) are valid and subsisting. All actions (including registration, payment of all registration and renewal fees) required to maintain the same in full force and effect have been taken thereon and shall keep MSC Bank /Purchaser, its directors, officers, employees, agents, representatives and consultants indemnified in relation thereto.

7.17 CANCELLATION OF THE CONTRACT & COMPENSATION :

MSC Bank reserves the right to cancel the contract placed on the selected Bidder and recover expenditure incurred by MSC Bank under the following circumstances: -

- 7.17.1** Bidder commits a breach of any of the terms and conditions of the bid.
- 7.17.2** Bidder goes into liquidation, voluntarily or otherwise.
- 7.17.3** An attachment is levied or continues to be levied for a period of seven days upon effects of the bid.
- 7.17.4** The progress regarding execution of the order accepted, made by the selected Bidder is found to be unsatisfactory.
- 7.17.5** If deductions on account of liquidated damages exceeds more than 5% of the total contract price.
- 7.17.6** If uptime is less than 99% during contract period.
- 7.17.7** In case the selected Bidder fails to deliver the quantity as stipulated in the delivery schedule of 8 to 10 weeks, MSC Bank reserves the right to procure the same or similar product from alternate sources at the risk, cost and responsibility of the selected Bidder.
- 7.17.8** After the award of the contract, if the selected Bidder does not perform satisfactorily or delays execution of the contract, MSC Bank reserves the right to get the balance contract executed by another party of its choice by giving one month's notice for the same. In this event, the selected Bidder is bound to make good the additional expenditure, which MSC Bank may have to incur in executing the balance contract. This clause is applicable even if for any reason, the contract is cancelled.
- 7.17.9** MSC Bank reserves the right to recover any dues payable by the selected Bidder from any amount outstanding to the credit of the selected Bidder, including the pending bills and/or invoking the bank guarantee under this contract.

7.18 LIQUIDATED DAMAGES :

Notwithstanding MSC Bank's right to cancel the order, liquidated damages at 1% of the system value per site per week will be charged for every week's delay in the execution of the purchase order beyond the specified delivery/installation schedule subject to a maximum of 5% of the value of the systems ordered. MSC Bank reserves its right to recover these amounts by any mode such as adjusting from any payments to be made by MSC Bank to the Bidder. Liquidated damages will be calculated per week on per site basis.

Offer Covering Letter

To,

The Maharashtra State Co-operative Bank Ltd (MSC BANK)
Sir Vithaldas Thackersey Memorial Building,
9 Maharashtra Chamber of Commerce Lane, Fort Mumbai 400001.

Dear Sir,

Sub : Supply Software Licenses for Fixed asset end to end management and implementation, Physical verification & Tagging services with required printer hardware

We have examined the Tender and we offer to Design, Supply, Installation, Configuration, Customization, Operations and Maintenance of Asset Management Solution with all requisite hardware as per the terms and conditions and technical specifications spelt out, and in accordance with the schedule of prices indicated in the commercial bid and made part of this offer/bid.

We agree to abide by this offer till expiry of the period of validity of our offer and our offer shall remain binding upon us and may be accepted by MSC BANK any time before the expiry of that period.

We agree to abide by providing warrantee for three years from the date of contract for Asset Management Solution with all requisite hardware solution.

Until a formal contract is prepared and executed, this offer, together with MSC BANK's written acceptance thereof and MSC BANK's notification of award shall constitute a final, conclusive and binding contract between us.

We also certify that the information/data/particulars furnished in our bid are factually correct. We also accept that in the event of any information/data/particulars proving to be incorrect, MSC BANK will have the right to disqualify us from the bid.

We understand that MSC BANK may reject any or all of the offers without assigning any reason whatsoever. Any decision of MSC BANK in this regard shall be final, conclusive and binding on us.

The above arrangement is binding on our successors and assigns. We agree not to assign these provisions / presents without prior written approval of MSC BANK.

Yours faithfully,

(Name and Designation)

For and on behalf of _____

Pl. furnish the corporate authorization on letterhead.

Technical Bid**1. Technical Specifications (Part A) –**

Sl. No.	Business / Functional Requirements	Compliance (Yes/No)
Generic Requirements		
1	Ability to monitor internal Asset transfers among main locations, branches, departments, cost centers, department, employees etc. And generate delivery challan	
2	Ability to identify Idle assets department wise	
3	Users to be notified about Asset's lease, insurance, warranty etc. expiry alerts through emailers	
4	Multilevel work flow and approvals for fixed asset acquisition, assignment, transfer, disposal & scrap sales.	
5	Provision to maintain multilevel asset categories	
6	Must have inbuilt Barcode generator and can easily integrate with existing Barcode device if any.	
7	The system should maintain a log and report for all transactions for audit purpose. Reporting of this module shall be integrated with the Dashboard Module.	
8	Ability to clean up FAR report through assets write off, disposal, scrap sales etc.	
9	Provision to split a single asset into multiple assets	
10	Ability to asset revaluation.	
11	Branch / location wise Fixed Asset	
12	Consolidated FAR report – Bank group level	
13	Fixed Assets Schedule report	
14	Ability to generate Book wise Compliance related reports like Fixed Asset Register report, Fixed Asset Schedule, Assets by Net Book Value, Depreciation Completed Assets etc.	
15	Provision to configure custom books.	
16	Calculate depreciation half yearly basis.	
17	Calculate depreciation based on useful life.	

18	Branch renovation/construction cost to be tracked as a Capital Work-In-Progress. Must have provision to create multiple Projects and track asset, material, people and other expenses which can eventually be capitalized.	
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DETAILS OF HARDWARE TO BE SUPPLIED BY THE BIDDER (Part B) for CAPEX Model-

Sr No.	Description	Quantity	OEM Make & Model	Version/Year of release	Configuration	Remarks (if any)

Details of the Bill of the Material (Hardware to be Supplied) to be provided in the above Format.

Details of the Bidder

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

SR. NO	DETAILS OF THE COMPANY	RESPONSE
A	Name of Company	
B	Company Head Office and registered office address	
C	Telephone and Fax numbers	
D	Date of incorporation. Please enclose Company Registration Certificate.	
E	Ownership structure (e.g. Proprietorship, Partnership, Pvt. / Pub Ltd Company)	
F	Company Sales Tax Number, GST registration number, & Service Tax number. Please enclose supporting document.	
G	Company PAN & TIN number. Please enclose supporting document.	
H	Please enclose financial accounts (Profit and Loss account and Balance sheet for last three financial years).	
I	Quality Certification Please enclose copies of Quality Certificates (ISO 9000/9001 certification) if any.	
J	List of Support Centers with addresses and phone numbers	
K	Total strength of the Company. Bifurcation : <ul style="list-style-type: none"> • Installation Team • Maintenance Team • Support Team • Any Other Teams 	

Bank Details

(To be included in Technical Bid Envelope)

1	Name of the Bank	
2	Address of the Bank	
3	Account Type and Number	
4	Contact Person	
5	Telephone No.	
6	Fax No	
7	e-mail	
8	Over Draft/CC/Other fund based Limit	
9	Bank Guarantee Limit	
10	Remarks, if any	

Corporate Authorization details.

Note: This statement has to be duly attested by the banker.

Signature:

Signature:

Name of the Authorized Person:

Name of the Authorized Person:

Designation:

Designation:

Bidder Seal

Banker Seal

All authorizations should be collected

PRO FORMA - COMMERCIAL BID
RATE SCHEDULE FOR HARDWARE

Bidder should fill the details of products supplied in below format.

A) CAPEX Model (In Premise) :

Sr No.	Description	Quantity	Unit Cost	Total Cost	Applicable Taxes	Total Cost inclusive of applicable Taxes
1	One Time					
1-A	Software Cost					
1-B	Hardware Cost					
2	Recurring					
2-A	AMC-Software					
	4 th year					
	5 th year					
	6 th year					
2-B	AMC-Hardware					
	4 th year					
	5 th year					
	6 th year					
2-C	Physical Verification and Asset tagging Cost per Asset (including Barcode Sticker)					

B) OPEX MODEL (Cloud Model):

Sr No.	Description	Quantity	Unit Cost	Total Cost	Applicable Taxes	Total Cost inclusive of applicable Taxes
1	One Time Set Charge					
2	Recurring Charge or Per user Charge					
3	Physical Verification and Asset tagging Cost per Asset (including Barcode Sticker)					
4	Any other Charges					

**** Note: Taxes on each item (Do not mention only the applicable percentage of Tax, please mention the amount of Tax also. If require you may create additional columns and rows).**

GST will be on Banks account on actuals. Variation (+/-) in rate of tax if any will be on the Banks accounts.

Format of Power of Attorney for signing of bid

POWER OF ATTORNEY

(On Stamp Paper of relevant value)

Know all men by these presents, we _____ (name of the Bidder / partnership firm and address of the registered office) do hereby appoint and authorize Mr. _____ (full name and residential address) who is presently employed with us and holding the position of _____ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for Design, Supply, Installation, Configuration, Customization, Operations and Maintenance of Asset Management Solution with all requisite hardware solution in response to the RFP (Request for Proposal) by MSC BANK (hereinafter referred to as MSC BANK), including signing and submission of all documents and providing information/responses to MSC BANK in all matters in connection with our bid / offer.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this _____ day of _____ 2018

For _____

(Signature)
(Name, Designation and Address)

Accepted

(Signature)
(Name, Title and Address of the Attorney)

Date:

Note:

1. To be executed by the all members in case of a Consortium.
2. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.

3. Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
4. In case the Application is signed by an authorized Director / Partner or Proprietor of the Applicant, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.

Undertaking

It is certified that the information furnished here in and as per the document submitted is true and accurate and nothing has been concealed or tampered with. We have gone through all the conditions of bid and are liable to any punitive action for furnishing false information / documents.

It is also certified that we are not blacklisted by Government department, ministry, agency or any PSU's.

Dated this ____ day of _____ 2018

Signature

(Bidder Seal)

In the capacity of

Duly authorized to sign bids for and on behalf of:

List of Bank Locations:

Sr. No.	Name of the office	Full address of the premises with pin code
1	Head Office	9, Maharashtra Chamber of Commerce Lane, Fort, Mumbai - 400 001.
2	Andheri (E) Br.	Devta Co-op. Hsg. Sty. Ltd., Dev Darshan Building, Old Nagardas Road, Radha Krishna Marg, Shop No.1 & 2, Andheri (East), Mumbai - 400 069.
3	Bandra (E)	Aaram shopping centre Opp. Chetana College, Government Colony, Bandra (E), Mumbai - 400 051.
4	Borivali	Kesarbaug Co-op. Hsg. Sty. Ltd., Building No. 1, Gala No. 2, Plot No. 179, F.P. No. 213, Eksar Village, Borivali (W), Mumbai - 400 092.
5	Byculla	National Solidarity Centre, Sevaniketan Bldg, Ground floor Sir J.J.Road, Byculla, Mumbai - 400 008.
6	Chembur	Plot No. 177 B, D.K.Sandu Marg, Chembur, Mumbai - 400 071.
7	Dahisar	1/2, First Floor, Pokar kunj, Tawadewadi, Lokmanya Tilak Rd., Dahisar (West), Mumbai - 400 068.
8	Ghatkopar (East)	Kot Mahal Co-op. Hsg. Sty. Ltd., Gala No.A-1, Plot No. 148, Garodiya Nagar, Ghatkopar (East), Mumbai - 400 077.
9	Goregaon Br.	Joyvilla, Plot No.58, Road No. 4, Jawahar Nagar, Goregaon (W), Mumbai - 400 062.
10	Jogeshwari (Ext. Counter)	Mahananda Dugdhashala, Western Express Highway, Goregaon (East), Mumbai - 400 065.
11	Kandivli (W) Br.	A/4 Best Staff Quarters, Bajaj Road, Kandivli (W), Mumbai – 400 067.
12	Khar (W)	Shop No 1, Ground Floor, Plot No 20,21,22, Darvesh Grand, 4th Road, Near Khar (West) Railway Station, Khar (West), Mumbai - 400 052.
13	Kurla (W)	Navaz Manzil, 303/304, Lal Bahaddur Shastri Marg, Kurla (West), Mumbai - 400 070.
14	Malad (E)	Paras, Daftari Road Malad (E) Mumbai - 400 097.

15	Mulund (W)	Plot No. 180, Parag Building, Ground floor, Ganesh Gawade Marg, Mulund (West), Mumbai - 400 080.
16	Parel	Contractor Bldg. 268-272, Dr.Babasaheb Ambedkar Road, Parel, Mumbai - 400 012.
17	Pedder Road Br.	63, "Ratna", Dr. Gopalrao Deshmukh Marg, Mumbai - 400 026.
18	Prabhadevi Br.	Shri Siddhivinayak Co-op. Hsg Sty. Ltd., Veer Savarkar Marg, Prabhadevi, Mumbai - 400 028.
19	Santacruz(E)	Neel Kamal CHS, Shop No 4 & 5, Neelkamal Prabhat Colony, Junction Road No. 5 and 7, Behind Galaxy Hotel, Santacruz (E), Mumbai – 400 055.
20	Santacruz(W)	2, Sai Aradhana CHS, Phirozshah Road, Opposite High life Mall, Santacruz (W), Mumbai - 400 054.
21	Sion	Murlidhar Mandir Trust Bldg., Near Ram Mandir, Plot No. 202 Sion(E), Mumbai - 400 022.
22	Shivaji Park Br.	Ganesh CHS Ltd., Block No. 12, Ground Floor, Ganesh peth lane, Dadar(w), Mumbai - 400 028.
23	Versova	"Elders Home" Seven Bungalow, Fisheries University Road, Aaram Nagar No. 1, Versova, Andheri (W), Mumbai - 400 061.
24	Vikhroli	Kannamvar Nagar, Maharashtra Housing Board, Vikhroli (E), Mumbai - 400 083.
25	Vile-Parle (E)	Vile Parle (East) Branch, Trimbak Niwas, 65, M. G. Road, Vile Parle (East), Mumbai - 400 057.
26	Vashi	Plot No. 88, Sector No. 17, Vashi, Navi Mumbai - 400 703.
27	Turbhe Vashi Extn. Counter	APMC Market, Sankul – 2, Sector – 19B, Plot No. 7, G1, Avalon Heights School Building, Turbhe, Vashi, Navi Mumbai - 400 705.
28	Y. B. Chavan Extention counter	General Jagannath Bhosle Marg, Near Sachivalaya Gymkhana, Mumbai - 400 021.
29	Deonagar (Nagpur)	Santaji Colony, Deonagar, Nagpur – 440 015.
30	Dhantoli (Nagpur)	Vijay Bhavah, Lokmat chowk., wardha Road, Nagpur - 440 012.
31	Dharampeth (Nagpur)	Madhumadhav Commercial Complex, Laximibhavan chowk, Dharampeth, Nagpur - 440 010.

32	Ranapratap Nagar (Nagpur)	"Shewalkar Gardens", Opp. V.N.I.T., South Ambazari Marg, Nagpur – 440 010.
33	Sadar (Nagpur)	"Vhora Complex ", Beside Patni Automobiles, Kamti Road , Nagpur - 440 001.
34	Sitabardi (Nagpur)	Rajaram Bldg., Main Road, Sitabardi, Nagpur – 440 027.
35	Vanjarinagar (Nagpur)	Tylin Empire, Kukade Lay Out, Plot No. 20, Babhulkheda ,Vanjarinagar, Nagpur - 440 027.
36	Chota Tajbaug (Nagpur)	Plot No. 115, Priti Apartment, Chota Tajbaug Chowk, Nagpur - 440 024.
37	Bairamji Town (Nagpur)	32, Chitnis Lay out, Bairamji Town, Nagpur - 440 013.
38	Manewada (Nagpur)	"Gulmohar Mange Bhavan" Mahalaxmi Nagar, Cement Road, Nagpur - 440 024.
39	Dighori (Nagpur)	Plot No.9, Adarshnagar, Ring Road Chowk, Umred Road, Dighori, Nagpur – 440 009.
40	Akola	Old cotton Market, Akola – 444 001.
41	Amravati	Dr. Panjabrao Deshmukh Bldg., Mahanagar palika ward No.41, Topenagar, Amravati Camp, Amravati - 444 601.
42	Aurangabad	Plot No. 10, Town centre, CIDCO, P. B. No. 654, Aurangabad - 431 003.
43	Regional Office Nagpur Branch	Dr. Dhananjay Gadgil Road, Mahal, Nagpur – 440032.
44	Kolhapur	C S No. E-451/1, Block No. 224 to 230 First floor, Kevij Plaza, Venus Corner, Shahupuri, Kolhapur 416001
45	Dhule	Mr. Shivaji Siddhuji Gavali, Survey No.7, Galli No. 4, Nagarpatti, Near Gandhi Statue, Dhule-424 001
46	Nanded	Plot No. 180, Vasant Nagar, Near Sharda Nagar Bus Stop, P. O. Box. No. 15, Nanded – 431602.
47	Pune	The Maharashtra State Co-op. Bank Ltd., Divisional Office, Pune 915/2, Shivaji Nagar, Dr. Sule Road, P. O. Box No. 882, Pune – 411004

48	Nashik	The Maharashtra State Co-op. Bank Ltd., Regional Office Nashik, Plot No. 3, Sector - E, Mumbai - Agra Road, CIDCO, P. O. Box. No. 81, Nashik – 422009
49	Beed	Plot No N H 1-3-651, Shivaji Nagar, Barshi Road, Beed 431122.
50	Solapur	Lokmangal Bazaar, Lokmangal Bhavan, Opp. Mayor Bungalow, Railway line, Solapur - 413001.
51	Jalgaon	Shop No. 199,200,201,210,211,212, 1st Floor, B Wing, Vallabhdas Valji Municipal Market, (Golani Market), Navi Peth, Jalgaon-425 001

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