

# **REQUEST FOR PROPOSAL (RFP)**

**For**

**Selection of Vendor for Maintenance of PCs & Peripherals**

**Through Comprehensive Annual Maintenance Contract for Branches/ Offices under**

**Pratapgarh Region for Period of 01.02.2021 to 31.01.2022.**

**RFP REF No- ROPRAT/12/IT/2020-21/153 Date- 23.12.2020**

**Baroda U.P. Bank  
Regional Office Pratapgarh.**

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**TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF  
COMPUTER HARDWARE AND PERIPHERAL.**

Sealed bid are invited from the reputed manufactures/companies/firms for onsite maintenance of computer hardware and peripherals installed at various branches/offices of our Bank located in Pratapgarh Region of Baroda U.P Bank.

- Last Date and time for receipt of Bid - 07.01.2021 till 11:00 AM
- Date and time of opening of Bid - 07.01.2021 at 2:30 PM
- Address for Communication - Baroda U.P Bank  
Regional Office  
Pratapgarh, Mecra Bhawan  
City Road,  
Pratapgarh-230001
- Email Address - [it.prtro@barodauprrb.co.in](mailto:it.prtro@barodauprrb.co.in)
- Contact Person - Afshan Khan -9554969964(I.T)  
Vinod Singh-9554969929(P.E)

**Eligibility Criteria –**

1. The bidder should have adequate turnover /facilities for services/maintenance of computer hardware and peripherals.
2. The firms/companies should have minimum 4 years of experience in field of Comprehensive Annual Maintenance Contract in PSBs and Financial Institutions.
3. The firms/companies should have been registered with Sales Tax Department for work contract and shall provide PAN/GSTIN No. with the bid.
4. Firm/Company must have strong support of technical staff to resolve calls within 24 hours.
5. The Firm/Company should not have been blacklisted by any public sector/ Bank /PSU/Government Department in the past. A self declaration letter by the bidder, on the company's letter head should be submitted along with bid.

**Payment Terms –**

1. Comprehensive Annual Maintenance Charges shall be paid at the end of each quarter on pro-rata basis after submission of satisfactory service report from all the branches.

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2. No advance payment shall be made in any case.
3. Payment will be released on quarterly basis, subject to the vendor submitting to our office, Satisfactory Service Report from all branches.

**Other Terms and Conditions –**

1. The contract will be effective for a period of one year i.e from 01.02.2021 to 31.01.2022. The bank shall have the right at its sole and absolute discretion to continue the assignment/ contract of the selected bidder for future requirement for various items/activities as described in RPF after expiry of contract period.
2. The contract will be for Comprehensive on Site Maintenance.
3. The maintenance service includes preventive and corrective maintenance of the computer hardware and peripherals. Preventive maintenance should be carried out on quarterly basis and it includes cleaning of internal circuit board, HDD data defragmentation and creating space. Lubricating printer shaft, scanner etc and all other measures necessary for proper functioning of the system. Corrective maintenance include repairing/ replacement of the computer spare parts like motherboard, SMPS, Hard disk, Processor, Monitor, RAM etc.
4. CMOS Battery, Adaptors, carriage assembly, plastic/rubber items such as knobs, sockets, belts, pulley lever, spring, carriage rods, ribbon masks, scanning assemblies, scanner lamp, scanner glass, Teflon sheet of Laser Printer, miler strip, Printer heads etc are also covered under AMC.
5. Replacement of Parts will be at the vendor's cost with original spares of the brand make model of the computer or reputed makes with the best quality spares. AMC vendor should keep sufficient spares at the office and should provide the replacement parts including hard disk, RAM, floppy and CD Drives, power supplies, cards, memory, monitor etc. within a reasonable period and in no case more than 48 hours.
6. Supply of Consumables viz. CDs/DVDs/Printer Paper/Ribbon/Printer Cartilage shall not be part of comprehensive Maintenance of PC and Peripherals.
7. The firm/company vendor will be required to provide maintenance for Operating Systems (Windows 10, Windows 7 and Windows XP), Installation or Re-Installation of Operating System, Installation / Updation of Antivirus software, Installation and configuration of peripherals as required by the Bank from time to time after updation of software installed. The rate quoted should cover onsite maintenance of the operating system, software installation (banking tool kits), computer data backup, pre-emptive actions against virus spread, detection/removal of virus.

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8. The firm/company must provide three dedicated resident engineers, they should be available to branches for managing all the service requests logged by our branches on all working days of bank. If in case presence of any of the service engineer is not possible, another engineer should be provided in his/her by the firm/company.
9. It shall be responsibility of the firm/company to make all computers and peripherals work satisfactorily throughout the contract period and to hand over the system in working condition to the bank after expiry of the contract. In case any damage is found, the firm/company will be liable to rectify it even after expiry of AMC contract.
10. The vendor will have to monitor the calls till its resolution. A single point of contact should be available to the I.T. Department and branches for regular contact on a single tracking point, from where all complaints will be managed. The vendor will be required to provide the bank Help desk/ call resolution statistics on weekly basis including new/pending complaints. The details provided should include-
  - a. Complaint No.
  - b. Complaint Date and Time
  - c. Nature of Complaint
  - d. Date and Time of First Visit with report verified by Branch.
  - e. Present Status of Complaint.
  - f. Date of Resolution of Complaint.
11. The service engineer shall ensure that all material and information which may come into its possession or knowledge in context with this contract or during the tenure of CAMC should be kept confidential from any third parties as sharing of data and other information may be damaging or cause loss to the bank. Appropriate measures should be taken to ensure that the obligations of non use and non disclosure of confidential information are fully satisfied.

#### **Earnest Money Deposit-**

1. The bidder shall furnish Earnest money deposit of Rs.50000 /- (Rs. Fifty Thousand Only). The earnest money shall be in form of Demand Draft favoring Baroda U.P. Bank, Payable at Pratapgarh.
2. EMD will be refunded without interest to the unsuccessful bidder within a month from the date of issue of letter of intent to the successful bidder.
3. The EMD may be forfeited by the bank-
  - a. If the bidder withdraws their bid during the period of bid validity specified by the bidder on the bid form, or
  - b. In case of successful bidder, if the bidder fails to:
  - c. Sign the contract within 15 Days of issue of letter of intent/offer
  - d. Furnish performance security within 15 Days from the date of placing the order or signing of contract whichever is earlier for any reason what so ever.

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## Security Money-

1. Security Money Deposit of Rs. 50,000.00 (Rupees Fifty Thousand Only) in form of FDR in our bank or Bank Guarantee from any bank toward security for the entire period of assignment, within 15 days from the date of letter of appointment.
2. The Security Money Deposit of the firm/company shall be refunded after successful completion of CAMC tenure subject to renewal of CAMC if any.

## Security Money Deposit will be forfeited if-

1. The successful firm/company withdraws from the CAMC without any notice to the bank before completion of CAMC period/tenure. Bidder must inform the bank and would need to provide service for minimum 2 months from the date in case of withdrawing from AMC before date mentioned in contract.
2. The firm/company violates any of the provisions of the terms and conditions of this TENDER specification.
  - **Bids must be submitted either through registered post or by hand to hand at Regional Office, Pratapgarh.**
  - **The bid must contain three envelopes as per procedure given below.**

## Submission Details-

Eligibility, Technical & Financial bids shall be submitted in separate sealed sub- envelope marked 1, 2 & 3.

1)"ELIGIBILITY BID FOR BARODA U.P BANK- SELECTION OF VENDORS FOR MAINTENANCE OF COMPUTER H/W, S/W AND PERIPHERALS FOR THE PERIOD FROM 01.02.2021 TO 31.01.2022 SUBMITTED BY .....ON.....AT PRATAPGARH, DUE DATE....." on the top of the sub envelope containing the Eligibility Bid.

2)"TECHNICAL BID FOR BARODA U.P BANK- SELECTION OF VENDORS FOR MAINTENANCE OF COMPUTER H/W, S/W AND PERIPHERALS FOR THE PERIOD FROM 01.02.2021 TO 31.01.2022 SUBMITTED BY .....ON.....AT PRATAPGARH, DUE DATE....." on the top of the sub-envelope containing the Technical Bid.

3)"COMMERCIAL BID FOR BARODA U.P.BANK- SELECTION OF VENDOR FOR MAINTENANCE OF COMPUTER H/W AND PERIPHERALS FOR THE PERIOD FROM 01.02.2021 TO 31.01.2022 SUBMITTED BY .....ON.....AT PRATAPGARH, DUE DATE....." on the top of the sub envelope containing the Commercial Bid.

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These three separate sealed sub-envelops should be put together in another sealed master envelope super scribing "BID FOR BARODA U.P BANK – SELECTION OF VENDORS FOR MAINTENANCE OF COMPUTER H/W AND PERIPHERALS FOR THE PERIOD FROM 01.02.2021 TO 31.01.2022- REFERENCE NO.....SUBMITTED BY.....ON.....AT PRATAPGARH, DUE DATE....."

#### Eligibility Bid –

- Dully filled up Annexure-1 Eligibility Criteria Compliance Supporting credential Letters or copies of documentation from clients or purchase order copies certifying compliance.
- A self declaration letter by the bidder stating that the company has not been blacklisted by any public sector/Bank/PSU/Government Department in the past.
- Details of infrastructure in order to provide proper services.
- Attested photocopy of document w.r.t. registration of firm along with GSTIN No.
- Photocopy of duly attested PAN.
- Photocopy of duly attested GSTIN.
- Income tax return for the last four years.
- Certificates/documents w.r.t. Experience.
- The entire tender document shall be dully signed by the vender as a mark of acceptance of terms and condition of the tender document.
- All the documents should be self-attested with stamp of the Firm.

#### Technical Bid—

- Proposal Form.
- Annexure 2 – Technical Bid Format.
- One copy of Technical Bid with pages properly numbered, each page signed stamped. The technical Bid should be signed in such a way that the section of the Bid cannot be removed and separated easily.

#### Financial Bid—

- The commercial quote is required to be submitted at the time of tender submission by the bidder as per Annexure-3.
- The e-mail address and Phone/fax number of the bidders shall also be indicated on sealed envelopes.
- Price bid will not be accepted in any other format or document.

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**The above mentioned envelops must be addressed to the following:**

**The Regional Manager**

**Baroda U.P. Bank**

**Regional Office: Pratapgarh**

**Meera Bhawan, City Road**

**Pratapgarh-230001**

**Request for Information-**

All queries relating to the tender must be either in writing or email only-  
[it.roprat@barodauprrb.co.in](mailto:it.roprat@barodauprrb.co.in).

**Note- All papers included in the Eligibility bid, Technical bid and financial bid must be stamped and signed by Authorized signatory under company seal. If any of the paper remains unsigned the bid is liable to be rejected.**



**(Keshav Ram)**

**Regional Manager**

**Pratapgarh** ✓

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**Eligibility Bid Format-****Annexure 1**

<b>Bid Support Criteria</b>	<b>Yes/No</b>
Firm/Company is registered under Companies Act & certificate is attached. Furnish document/certificate towards GSTIN No./ PAN No.	
Firm/Company must have its own office/ Branch/ Support setup within Pratapgarh district. In case the vendor does not have its own setup. At least three dedicated staff should be resident in the region for providing support, details of which should be mentioned clearly in a separate letter being provided in the bid.	
Strong support of technical staff to resolve call within 24 hours.	
Firm/ Vendor has been in AMC business for at least 4 Yrs.	
Firm/Company has minimum 4 years experience in the maintenance of PC's and peripherals.	
Minimum turnover of each year in last 4 year is above 25 Lakh.	
DD no. ....of Rs.....	
Date.....towards Earnest Money Deposit.	

**Place-****Date-****Signature of the Authorized Signatory & Seal**

**Technical Bid-**

**Annexure 2**

**(To be included in technical Bid Envelope)**

**Date -**

The Regional Manger

Baroda U.P Bank

Regional Office

Pratapgrah-230001

Sir,

**Re: Request for proposal for Comprehensive Annual Maintenance Contract of the Computer hardware and peripherals.**

Having examined the Proposal Document, the receipt of which is duly acknowledged, we, the undersigned, offer to carry Comprehensive Annual Maintenance Contract, in conformity with the said Proposal documents.

We undertake, if our Proposal is accepted, to execute the Comprehensive Annual Maintenance Contract in accordance with the terms and conditions specified in the Bid Document.

If our Proposal is accepted, we will provide security of Rs.50000/- (Rupees Fifty Thousand Only) for the due performance of the Contract, in the form prescribed by the Bank.

We agree to abide by the proposal and the rates quoted herein.

Until a formal contract is prepared and executed, this Proposal, together with your written acceptance thereof and your notification afterwards, shall constitute a binding Contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We understand that the Bank is not bound to accept the lowest or any Proposal received.

**Place-**

**Date-**

**Signature of Authorized Signatory & Seal**

**Technical Bid****Annexure 2-A****Pre Qualification: Profile of Firm/Company**

1.	Name Of the Firm/Company	
2.	Address(Head Office)	
3.	Phone No.	
4	Year Of Establishment	
5.	Name Of Proprietor or Name Of Partner/Directors/Associates	1. 2. 3. 4.
6.	Details and Value of major AMC taken up during the last 3 yrs with reputed financial organization/banks. Details to be mentioned in Annexure 2-A.	
7.	List of other major customers (Experience/ Service certificates to the effect from the customers are to be enclosed).	
8.	PAN Number(for TDS)	
9.	GSTIN No	
10.	Annual turnover/Net profit/Loss per year	Please attach Audit balance sheet/ITR for last 4 years
11.	Any other relevant information with document.	

**Place-****Date-****Signature of Authorized Signatory & Seal**

**Technical Bid****Annexure 2-B**

BUPB, IT Department, Pratapgarh RFP for Maintenance of Computer System Under Comprehensive Annual Maintenance Contracts.

List of Major contracts undertaken during the Last 3 yrs.

S. No	Name and Address of Client	Contancy No.	Period Of AMC	District covered	Value Of AMC (in Rs.)
1.					
2.					
3.					
4.					
5.					

Notes:-

1. PO/Satisfaction certificate issued by the client shall be closed.
2. The work should have been executed by the firm/ company under execution.

Place-

Date-

Signature of Authorized Signatory & Seal

**Technical Bid****Annexure 2-C**

List of Support Engineer/Service engineer available in Region-

Sr.No.	Name	Address and Contact Person.
1.		
2.		
3.		
4.		
5.		

Place-

Date-

Signature of Authorized Signatory & Seal

**Commercial Bid****Annexure 3**

<b>Sr.No</b>	<b>Name of the Item</b>	<b>Quantity</b>	<b>AMC Rate</b>	<b>Total Cost = Quantity x Rate</b>
1	Desktop Computer	411		
2	Passbook Printer	160		
3	Scanner	100		
4	Laser Printer	105		

TOTAL CAMC COST-

**Place-**

**Date-**

**Signature of Authorized Signatory & Seal**

1. L-1 bid will be derived on total cost of ownership for all items together.
2. Applicable taxes extra as per prevailing rates. TDS to be deducted as applicable.
3. Payment will be released by the regional office on quarterly basis.
4. Hardware item which is under warranty at present may be given into AMC after expiry of warranty of such hardware. However AMC charges in such cases will be calculated on proportionate for the remaining period of AMC.
5. AMC rate includes cost of services of resident engineers.
6. AMC rate includes travelling lodging and boarding of employees of the vendor.
7. AMC rate includes travelling, lodging and boarding of service engineer.
8. Preventive measures to be carried out once in a quarter.