



(HEAD OFFICE: BANGALORE)

**REQUEST FOR EXPRESSION OF INTEREST FOR
EMPANELMENT OF VENDORS FOR
"SUPPLY, INSTALLATION, COMMISSIONING AND
MAINTENANCE OF
IT HARDWARE/SOFTWARE"**

EOI REFERENCE NO. : EOI - 08/11-12

DATE OF EOI DOCUMENT : 08.12.2011
DATE OF PRE BID MEETING : 20.12.2011 AT 3.00 PM

LAST DATE FOR SUBMISSION OF EOI : 06.01.2012 UPTO 3.00 PM
DATE OF OPENING OF EOI : 06.01.2012 AT 3.30 PM

NO. OF PAGES : 21

ISSUED BY : DEPUTY GENERAL MANAGER
CANARA BANK
ASSET PROCUREMENT & MANAGEMENT GROUP
DIT-WING, HEAD OFFICE
NAVEEN COMPLEX, 14, M G ROAD
BANGALORE 560 001

Contact Numbers : Tel - 080-25590070
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(Senior Manager, Asset Procurement &
Management Group)

The cost of EOI document is ₹ 5,000/- This document can be downloaded from Bank's website www.canarabank.com/English/Scripts/EOI.aspx. In that event, the suppliers should pay the cost of the tender document by means of DD drawn on any scheduled Bank for ₹ 5,000/- in favour of Canara Bank, payable at Bangalore and enclose the same to EOI.



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CALENDER OF EVENTS

Sl. No	EVENT	DATE
1	Date of Issue	08.12.2011
2	Date of Pre Bid Meeting	3.00PM, 20.12.2011 TUESDAY
3	Date of Submission of EOI	3.00PM, 06.01.2012 FRIDAY
4	Date of Opening of EOI	3.30PM, 06.01.2012 FRIDAY

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REQUEST FOR EXPRESSION OF INTEREST FOR EMPANELMENT FROM ELIGIBLE COMPUTER HARDWARE / SOFTWARE VENDORS FOR SUPPLY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF COMPUTER HARDWARE ITEMS SUCH AS DESKTOPS, LAPTOPS, SERVERS, PRINTERS & OTHER PERIPHERALS AND SOFTWARES

CANARA BANK, a premier Indian Public Sector Bank (herein after referred as 'Bank') having Pan India presence, invites Expression of Interest from reputed computer Hardware/Software Vendors/Suppliers for empanelment of vendors for Supply, Installation, Commissioning and Maintenance of Hardware & Software items detailed as under, in its branches / offices spread all across the country.

Sl. No.	Category	Details of Product
1	Computer Hardware & Peripherals	<ul style="list-style-type: none"> ✓ Desktops with Operating System, Laptops with related Operating system Software, Drivers, and Manuals. ✓ Servers ✓ Printers (both standalone and networked) like Line Printers, High Speed Printers, Dot Matrix Printers, LaserJet Printers, Inkjet Printers, Pass Book Printers, Cash Receipt Printers etc. ✓ Other Peripherals devices like Flat bed scanners, DVD/CD-ROM Drivers, Readers, Writers, Memory Sticks (SDRAM, DDR), USB Pen Drives etc.
2	System & Off-the Shelf Software	<ul style="list-style-type: none"> ✓ System Software like Microsoft Windows XP, Vista, Windows 7, Windows Server Operating Systems 2003-2008 (Standard/Enterprise), Red Hat Linux etc. ✓ Office Automation Software Like Lotus Smart suite, Star Office, Adobe, Visual studio, Crystal reports software, Microsoft Office etc.,

A vendor submitting the proposal in response to this EOI shall hereinafter be referred to as Bidder.

Interested Bidders who are dealing in Supply, Installation, Commissioning and Maintenance of IT Hardware / Software and meeting the following Eligibility Criteria may respond.



A. ELIGIBILITY CRITERIA

Sl. No.	Eligibility Criteria	Documents to be submitted with this EOI
1.	The Bidder should have national presence with minimum experience of 5 years (up to 31/03/2011) in the activity of supply installation and maintenance of IT Hardware, Peripherals and System & Off the Shelf Software	Manufacturer / Dealer / Distributor Certificate. The registration no. of the firm /company along with Sales Tax no./ Valid IT Certificate /Certificate of Incorporation.
2.	Bidders shall be the Original Equipment Manufacturers (OEM) of Desktops, Laptops, Servers, Printers & other Computer hardware Peripherals and other off-the-shelf software items detailed above. (OR) An authorized dealer	If the applicant is Manufacturer, they should have manufacturing and testing facilities of international standards and should enclose the details of locations where the manufacturing and testing facilities are available. If the bidder is an Authorised Dealer, an Authorisation letter from their OEM to deal/market their product in India and it should be valid for a minimum period of 6 years including empanelment period from the date of empanelment
3.	The IT turnover of the Bidder should be minimum ₹100 Crore per year during last two financial years.	1. The Bidder must produce a certificate from the Company's Chartered Accountant to this effect (with segmented balance sheet showing product wise turnover). 2. Audited balance Sheet for last 2 Years.
4.	The OEM shall have valid ISO certificate as on date.	Copy of valid ISO Certificate. In respect of Dealer, ISO Certificate of the OEM to be enclosed.
5.	The applicant shall have local office in Bangalore and own personnel / Service Support Centers (with minimum 2 Technical Staff at each center) to liaison various activities like installation, commissioning and maintenance etc. at minimum <u>30 locations (Circle Office Locations - list attached) of our Bank covering/ supporting rural and semi-urban centers all over the country and for the remaining centers an undertaking letter to be submitted stating that support will be provided by the bidder.</u>	The Bidders to furnish their existing service centre infrastructure details like contact details with postal address, no. of engineers, jurisdiction of the engineer etc besides Local Contact Person Name, Address, Phone No, Mobile No, Email etc.

[Handwritten signature]



6.	The bidder desirous for empanelment for supply of Desktop should have supplied at least 25000 desktops each year in last two years (up to 30/09/2011)	Proof of Orders issued by Banks, Reputed Companies & Public Sector Undertakings to be submitted.
7.	The bidder desirous for empanelment for supply of Servers should have supplied at least 200 servers each year in the last two years (up to 30/09/2011)	Proof of Orders issued by Banks, Reputed Companies & Public Sector Undertakings to be submitted.
8.	The bidder desirous for empanelment for supply of Laptops should have supplied at least 1000 laptops each year in the last two years (up to 30/09/2011)	Proof of Orders issued by Banks, Reputed Companies & Public Sector Undertakings to be submitted.
9.	The bidder desirous for empanelment for supply of the each types of following Printers 1. Passbook Printers/, 2. Dot Matrix Printers/, 3. High Speed Printers/, 4. Laser Jet Printers/ 5. All above The bidder should have supplied at least 1000 printers each year in the last two years (up to 30/09/2011).	Proof of Orders issued by Banks, Reputed Companies & Public Sector Undertakings to be submitted.
10.	The bidder should have supplied, installed and maintaining Servers, Desktops, Printers etc to at least 2 Public Sector Banks in India (incl SBI and its Associate Banks) other than Canara Bank in Multi locations during last 2 years.	Certificate from Information Technology Department / Wing of 2 Public Sector Banks to the effect should be submitted.
11.	OEM of Desktop / Laptop should be Direct Named OEM account of Microsoft authorized for pre-loading of Windows OS.	A letter to the effect should be furnished from Microsoft.

Further, all bidders will have to submit the following:-

1	Non Interest EMD for ₹ 2,00,000/- (Refundable)	By way of DD favoring "Canara Bank" payable at Bangalore/ Bank Guarantee in lieu of EMD as per Annexure J. If the EMD is in the form of Bank Guarantee, the same should be valid for minimum period of 6 months from the last date of submission of offer with a claim period of 3 months.
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2	Application fees for ₹ 5,000/- (Non Refundable)	By way of DD favoring "Canara Bank" payable at Bangalore.
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- Failure to produce the documents as necessary proof along with the EMD and Application fee while submission of EOI proposal shall render the applicant ineligible for empanelment.
- The Bidder should submit separate DDs one each for EMD and Application Fee, if DDs are submitted.

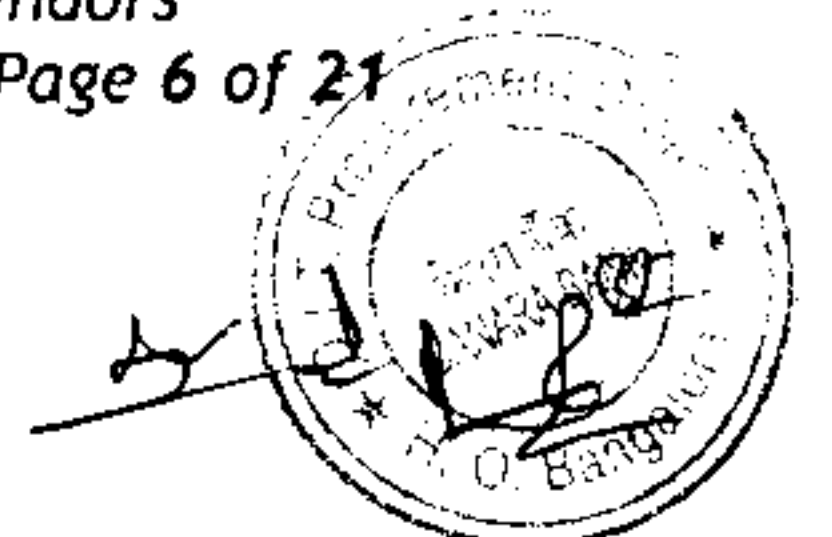
B. SCOPE OF EMPANELMENT

- a) Empanelment would be for following items:
- i. Various types of Servers
 - ii. Desktops with / without TFT Monitors / Thin Clients
 - iii. Laptops
 - iv. Printers
 - v. Scanners & Other Computer items
 - vi. System & Off-Shelf Software
- b) During empanelment period, Bank reserves the right de-empanel any vendor. Bank's decision will be final in this regard.
- c) During the empanelment period, Bank will float limited tenders amongst the empanelled vendors and seek responses for various requirements. Individual tender/s will contain detailed terms & conditions, instructions and scope of work. Such limited tenders shall be floated either by DIT Wing, Head Office or by Circle Offices. Bank may float limited tenders for Rate Contract towards supply of Desktops, Printers (Dot Matrix Printers, LaserJet Printers, Pass book printers, Color Printers, Line Printers and Cash Receipt Printers) and Scanners across the country.
- d) If the service provided by the vendor is found to be unsatisfactory or if at any time it is found that the information provided for empanelment or for any tender is false or if irregularities shown by the vendor when applying for the tenders, the Bank reserves the right to remove such vendors from the empanelled list without giving any notice to the vendor in advance.
- e) Empanelled Vendors not submitting their response continuously for 3 limited tenders may be de-listed from our empanelment list at the discretion of the Bank.

C. EMPANELMENT PROCEDURE

The vendor will be empanelled as per the following process:

- a) Bidders satisfying the eligibility criteria and have submitted the EMD and application fee will be short listed and will be empanelled with the Bank after due scrutiny of documents submitted by the bidder.
- b) Empanelment would be done nationally.
- c) The Bidder who has not satisfactorily completed any of the earlier contracts with Canara Bank will not be eligible for participation in this empanelment.
- d) The empanelment will be valid for one year or till the completion of next empanelment process.



D. INSTRUCTIONS TO THE APPLICANTS

- a) The response should be submitted in a structured format as per the checklist appended and it should be paginated. Each page of the application should be signed by person/s on behalf of the organization having necessary authorisation / PA to do so, duly affixing the company seal. Applications containing false or inadequate information are liable for rejection. (Copy of Power of Attorney or Authorization Letter from the company should be furnished along with the Bid)
- b) Any alterations, erasures, overwriting, blanking out or discrepancies in figures etc may render the EOI submission as invalid.
- c) A pre-Bid meeting of the intending bidders will be held at **3.00 pm** on **Tuesday 20th December 2011** at Canara Bank, Conference Hall, II Floor, Naveen Complex, 14 M G Road, Bangalore - 560 001 to clarify any point/doubt raised by them in respect of this EOI. No separate communication will be sent for this meeting. All communications regarding points requiring clarifications and any doubts shall be given in writing to the Deputy General Manager, DIT Wing, HO Bangalore by the intending bidders before **11.00 hours IST on Friday, 16th December 2011**.

Authorized representatives of interested bidders shall be present during the scheduled time. The Bank shall clarify the queries during the pre-bid meeting and the replies along with the queries shall be uploaded in the Bank's website and no individual correspondence shall be made. No individual consultation shall be entertained.

- d) The Sealed envelope containing the response to EOI along with the required documents shall be superscribed on the top of the envelope "**Empanelment of IT Hardware / Software Vendors in response to EOI 08/11-12 dated 08.12.2011**". The EOI response should be deposited in the Tender Box kept at Canara Bank, DIT Wing, First floor, Naveen Complex, 14 M G Road, Bangalore - 560 001, on or before Friday, 06th January 2012, 03:00 PM. The Bids should be addressed to:

**THE DEPUTY GENERAL MANAGER
CANARA BANK
ASSET PROCUREMENT & MANAGEMENT GROUP
DIT WING, NAVEEN COMPLEX,
14, MG ROAD, BANGALORE - 560 001**

- e) The EOI will be opened in the presence of applicants on **Friday, 06th January 2012 at 03.30 PM** at Canara Bank, 2nd Floor, Conference Hall, Naveen Complex, 14 M G Road, Bangalore. The applicant's representative may be present during the bid opening at our office address mentioned above well in time along with the authorization letter from the company (as per Annexure B). The applicants may note that no further notice in this regard will be given. Further, in case the Bank does not function on the aforesaid date due to unforeseen circumstances or Holiday, then the EOI will be accepted up to 03.00 PM on the immediate next working day and EOIs will be opened at 03.30 PM at the same venue on the same day. **The response not received in conformity with the above will not be evaluated.**
- f) The Expression of Interest is not an offer by Canara Bank but an invitation to get the response from the interested bidders for short listing the bidders for



Bank's requirements. No contractual obligations whatsoever shall arise from the Expression of Interest process.

- g) The short listed applicants will be notified in due course. Only shortlisted applicants will be invited to participate in the tender for supply, installation and commissioning of hardware, peripherals & software in the Bank. No interim enquiries will be entertained. The decision taken by the Bank shall be final and no representation or correspondence shall be entertained.
- h) Canara Bank reserves the right to accept / reject any or all expression of interest received in response to this advertisement without assigning any reasons, whatsoever.
- i) Non-submission of DD/ Bank Guarantee for ₹2,00,000/- towards EMD or DD for ₹ 5,000/- towards the cost of Application or both for this EOI will render the EOI application submitted by the vendor as rejected.
- j) The EMD of all the Bidders will be returned after finalization of Empanelment.
- k) Please note that the members of the Bank's existing panel who desire to be considered on the new panel are also required to respond this " Expression of Interest"

E. CHECKLIST

Interested applicant/s conforming to the above requirements may respond by furnishing the following.

- a) Covering Letter as Per Annexure A.
- b) Applicant's Profile - Annexure C.
- c) List of major clients and the quantum of orders with approximate value executed to various organizations including Major PSU Banks and other financial institutions for the last 3 years. - Annexure D.
- d) List of Offices / Branches and Authorized Service provider /Franchisees across the country. - Annexure E & Annexure F.
- e) Details of brands of Computer Hardware items for which the Bidder is OEM / Authorised Dealer (Certificate from the principal should be enclosed in case of Authorised Dealers) as per Annexure G.
- f) Details of Technical Experts / Personnel as per Annexure H.
- g) Copy of the Authorization letter from the OEMs for marketing / supplying the hardware and software items - Annexure I.
- h) A non-interest bearing refundable EMD of ₹ 2,00,000/- by Demand Draft favoring Canara Bank payable at Bangalore/Bank Guarantee as per Annexure J .
- i) Compliance Statement as per Annexure K.
- j) A DD for ₹ 5,000/- (non refundable) by way of Demand Draft favoring Canara Bank payable at Bangalore towards Application fee.
- k) Copy of Power of Attorney or Authorization letter from the company designating the Authorised representative of the Company for signing the Bid document should be furnished along with the bid document.
- l) Write up on the Company's experience / expertise in Supply, Installation, commissioning and maintenance of computer hardware items such as

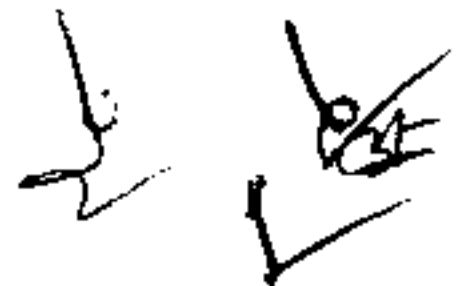
Desktops, Laptops, Servers, Printers and other Peripherals and software items (max 5 pages).

- m) The Applicant shall produce Microsoft certificate, Linux certificate, DMI Certificate, ERTL Certificate, TCO Certificate, MPR II Certificate or any other certificate available for the respective hardware items manufacture / marketed by them.
- n) The Applicant shall be authorized dealer for Microsoft products, oracle software and other software items that the bank may purchase in implementation of various projects or shall have back to back agreement with original partner dealing with the above mentioned software items.
- o) The documents in support of Eligibility Criteria, wherever required as mentioned in this EOI.



R Rajendran
Deputy General Manager





ANNEXURE - A

Covering Letter Format

Offer Reference No:

Date:

To

The Deputy General Manager,
Canara Bank,
Asset Procurement & Management Group,
DIT, Naveen Complex, 14 M G Road,
Bangalore - 560 001, Karnataka

Dear Sir,

EOI Ref: EOI 08/11-12 DT: 08.12.2011

Having examined the EOI document including all Annexure the receipt of which is hereby duly acknowledged, we, the undersigned, offer to empanel our company to supply, deliver and commission Hardware and Software in conformity with the said EOI.

If our offer is accepted, we undertake to supply, install, commission and Maintain Hardware and Software to the Bank for the given period.

We enclose a Demand Draft / Bank Guarantee in lieu of EMD for ₹ 2,00,000/- in favour of Canara Bank as EMD.

We agree to abide by and fulfill all the terms and conditions of the EOI and in default thereof, to forfeit and pay to you or your successors, or authorized nominees such sums of money as are stipulated in the conditions contained in EOI.

We enclose a list of clients in India (giving their full addresses) where the model quoted by us now have been supplied by us and the name and addresses of our Bankers.

Our PAN number for Income Tax is _____.

We are registered with the Sales Tax/Service Tax authorities and our registration numbers are as follows.

Sales Tax/VAT Registration Number is _____.

Service Tax Registration Number is _____.

Our Bank Details

Name and Style of Bank Account :

Name of the Bank and Branch address :

Account Number :

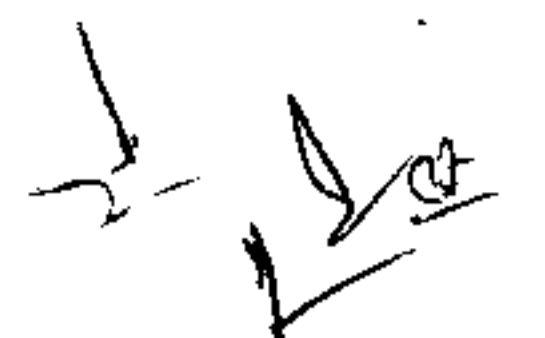
RTGS / NEFT Code :

We accept all the Instructions and Terms and Conditions of the subject EOI.

Dated this _____ day of _____ 2011

Signature _____

Signature of the Authorized Signatory with date & seal



ANNEXURE - B
Authorization Letter Format

The Deputy General Manager
Canara Bank,
Asset Procurement & Management Group
DIT Wing
Naveen complex, 14 MG Road
Bangalore - 560 001

Date _____

Dear Sir,

SUB: Authorization Letter for attending the Bid Opening

REF: Your EOI No: 08/11-12 dated 08.12.2011

This has reference to your above EOI for Empanelment of vendors for supply installation, commissioning and maintenance of IT Hardware and Software.

Mr. / Miss/Mrs. _____ is hereby authorized to attend the bid opening of the above EOI on _____ on behalf of our organization.

The specimen signature is attested below:

Specimen Signature of Representative

Signature of Authorizing Authority

Name of Authorizing Authority



Annexure C
Applicant's Profile

Category for which applying Empanelment in our Bank out of following items: { Mention (YES/NO) against each item}		
Sl. No.	Category / Item	Mention (YES/NO)
1	Desktop	
2	Servers	
3	Laptops	
4	Printers	
5	Scanners & Other Computer items	
6	System & Off-Shelf Software	

Sl. No.	Particulars	Details (at Page no.)									
A	Profile										
1	Name of the Applicant										
2	Status of Applicant (Company, Partnership, Prop., etc)										
3	Classification [i.e. Manufacturer (OEM), Authorized agent, dealer, others, please specify]										
4	Whether in technical collaboration with foreign company? If so give details										
5	If the applicant is a sole distributor / vendor, valid authorization letter from OEMs to deal / market their product in India and date up to which the agreement is valid										
6	Year of Establishment & Details of Registration (attach Documentary Proof)										
7	Number of years experience in Computer Hardware / Software Business										
8	Address										
9	Telephone number										
10	Fax number										
11	Email Address										
12	Website address of the Company										
13	Key person (s) with contact details a)Head Office / registered Office b)Bangalore Office										
14	Authorized Official with Name, Designation, Contact Phone No/Mobile No / FAX No. etc for the EOI										
15	Sales Tax Number										
16	Income Tax Number										
17	3 Years Audited Balance sheet and Financial Statements										
18	Annual turnover from Hardware / Software Integration alone for the last three years (certificate from Auditor).										
19	Brief Financial Particulars for the last 3 financial years										
	<table border="1"> <thead> <tr> <th>Year</th> <th>2009-2010</th> <th>2010-2011</th> </tr> </thead> <tbody> <tr> <td>Net Profit/Loss</td> <td></td> <td></td> </tr> <tr> <td>Total Turnover</td> <td></td> <td></td> </tr> </tbody> </table>	Year	2009-2010	2010-2011	Net Profit/Loss			Total Turnover			
Year	2009-2010	2010-2011									
Net Profit/Loss											
Total Turnover											

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	(Hardware, Software, Maintenance separately)				
	Revenue earned Server / PC Business				
20	Enclose copies of Income Tax registration and last Income Tax clearance certificate				

B	Technical Experience and Expertise				
1	Write up on the Company's experience/expertise in supply, installation, integration, commissioning and maintenance of hardware and other peripherals covering technical skills & capability of the company (max 5 pages)				
2	Location and Address of Manufacturing / Assembling Plant				

C	Certifications				
1	Copy of ISO 9001 and above. In respect of distributor / dealer ISO certificate of the OEM.				
2	Whether blacklisted by any Government or any Government agencies or Banks in India				

D	Details of personnel				
1	No. of Employees (Permanent / Under Contract) with Dept.-wise break-up [i.e. Production, Quality control, Marketing, Installation & Commissioning, Service, Spare parts, Administrative, etc]				

E	At Service Centres of the applicant all over India				
1	No. of skilled employees				
2	No. of unskilled employees				
3	No. of engineering employees				
4	No. of administrative employees				
5	List of special repair/ workshop facility available				
6	Any other information				

Wherever applicable submit documentary evidence to facilitate verification.

We hereby declare that the information submitted above is true to the best of our knowledge. We understand that in case any discrepancy is found in the information submitted by us our tender is liable to be rejected.

Signature of the Authorized Signatory with date & seal



List of Applicant's Major Customers in Last 3 Years and References

Sl. No.	Name and complete Postal Address of the Customer (Purchaser)	Name, Designation, Telephone, Fax, Telex Nos., e-mail address of the contact person (customer)	Nature and Description, Quantity of Goods ordered by the customer during last 3 years	Value of Goods ordered in last 3 years	Whether reference Letter Enclosed
1	2	3	4	5	6

(Enclose necessary documentary proof)

Signature of the Authorized Signatory with date & seal



Annexure - E

List of Bank's Circle Office Locations

Sl. No.	CO Locations	Whether Direct Service Support available (Yes/No)	Whether Service Support through Franchisee available (Yes/No)
1	Agra		
2	Ahmedabad		
3	Bangalore Metro		
4	Bangalore Rural		
5	Bhopal		
6	Bhubaneswar		
7	Calicut		
8	Chandigarh		
9	Chennai		
10	Coimbatore		
11	Dehradun		
12	Delhi		
13	Goa		
14	Gulbarga		
15	Guwahati		
16	Hubli		
17	Hyderabad		
18	Jaipur		
19	Karnal		
20	Kolkata		
21	Lucknow		
22	Madurai		
23	Mangalore		
24	Meerut		
25	Mumbai		
26	Mysore		
27	Nagpur		
28	Patna		
29	Pune		
30	Ranchi		
31	Shimoga		
32	Trivandrum		
33	Trichy		
34	Vishakapatnam		

Signature of the Authorized Signatory with date & seal

 2/6/07

Annexure -F

Service Support Details

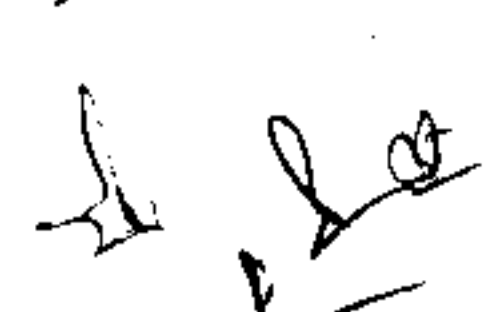
Sl. No	Name of the Service Centre	Address and Telephone No's of the Service Agent Supporting the Centre in Col 2	In respect of column 3 please state whether own branch or franchise	Status of Office Working Days and Hours	Number of Software engineers	No of Hardware engineers	No of Administration Staff
1	2	3	4	5	6	7	8

Signature of the Authorized Signatory with date & seal

(Enclose necessary documentary proofs)

Important Note:

- (i) Please specify whether the service support will be rendered by the Bidder/Dealer/Franchise.
- (ii) If the Service Support information is not furnished strictly as per the format above, the Bid submitted may be treated as non responsive.
- (iii) Please specify whether the Service support is available at all Circle Offices of the Bank as per list enclosed as per Annexure E.



Annexure - G

Brands of Computer Hardware

(For which the Bidder is OEM / Authorised Dealer - Certificate from the principal should be enclosed in case of Authorised Dealers)

Sl. No.	Items	Details
1	Servers	
2	Desktops	
3	Laptops	
4	Printers	
5	Scanners & Other Computer items	
6	System and Off-Shelf Software	

Signature of the Authorized Signatory with date & seal



Details of Technical Experts / Personnel

SL No.	Items	Details (No of Engineers, their experience etc.)
1	Novell Net Ware Expert	
2	SCO Unix Expert	
3	Linux Expert	
4	Oracle Expert	
5	Expert in M S Products	
6	Hardware Expert	

Signature of the Authorized Signatory with date & seal



ANNEXURE - I
Manufacturer's Authorization Form (MAF)

No. _____ dated _____

To
The Deputy General Manager,
Asset Procurement & Management Group,
DIT-Wing, Canara Bank,
Naveen Complex, 14 M G Road,
Bangalore-560 001
Karnataka

Dear Sir,

EOI Reference No. EOI 08/11-12 dated 08.12.2011.

We _____ who are established and reputed manufacturers of IT Hardware/Software having factories at 1. _____ and 2. _____

Do hereby authorize M/s _____ (Name and address of the Agent/Dealer) to offer their quotation, negotiate and conclude the contract with you against the above invitation for tender offer.

We hereby extend our full guarantee and warranty as per terms and conditions of the EOI and the contract for the equipment and services offered against this invitation for tender offer by the above firm.

Yours faithfully

(Name)
For and on behalf of
M/s _____
(Name of Manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturing concern and should be signed by a competent person of the manufacturer.



Annexure J

BANK GUARANTEE FORMAT FOR EARNEST MONEY DEPOSIT

To

.....
.....
.....
.....

WHEREAS _____(Name of Bidder) (hereinafter called "the Bidder" has submitted its Bid dated _____ (Date) for the execution of (Name of Contract) _____(hereinafter called "the Bid") in favour of _____ hereinafter called the "Employer";

KNOW ALL MEN by these presents that we, _____(name of the issuing Bank), a body corporate constituted under the _____ having its Head Office at _____ amongst others a branch/office at _____ (hereinafter called "the Bank" are bound unto the employer for the sum of Rs _____(Rupees _____ only) for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors and assigns by these presents;

THE CONDITION of this obligation is:

If the bidder withdraws or amends their offer of empanelment before finalization of empanelment by the employer,

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence the above condition.

Notwithstanding anything contained herein

- i) Our liability under this Bank Guarantee shall not exceed Rs. _____ (Rupees _____ only)
- ii) This Bank Guarantee is valid up to _____ and
- iii) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before _____(mention period of guarantee as found under clause (ii) above plus claim period)

Dated _____ day of _____ 20_____

SIGNATURE OF THE BANK



Annexure K

Compliance Statement

Sl. No	Description	Complied Yes/No
1	Scope of Empanelment	
2	Empanelment procedure	
3	Instructions to the Applicants	

We hereby declare that the information submitted above is true to the best of our knowledge. We understand that in case any discrepancy is found in the information submitted by us our tender is liable to be rejected.

Signature of the Authorized Signatory with date & seal

