

RFP No. COHUB:P&E:PI:RFP:02/2023-24  
Supply & Installation of Power Inverters at Urban Branches in Hubballi Circle

REQUEST FOR PROPOSAL (RFP)  
FOR  
"SUPPLY & INSTALLATION OF POWER INVERTERS  
AT  
URBAN BRANCHES IN HUBBALLI CIRCLE"

RFP REFERENCE NO : COHUB:P&E:PI:RFP:02/2023-24  
DATE OF RFP DOCUMENT : 23/05/2023  
DATE OF PRE BID MEETING : 07/06/2023 at 11.00 AM  
LAST DATE FOR SUBMISSION OF RFP : 14/06/2023 (UPTO 3.00PM)  
DATE OF OPENING OF TECHNICAL BID : 14/06/2023 (AT 3.30PM)

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ISSUED BY : ASSISTANT GENERAL MANAGER  
CANARA BANK  
PREMISES & ESTATE SECTION,  
CIRCLE OFFICE, HUBBALLI

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Contact Numbers : 0836-2239424/433

Email Id : pecohub@canarabank.com

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**BID SCHEDULE**

Description	Details
RFP No.	<b>COHUB:P&amp;E:PI:RFP:02/2023-24</b>
Brief Description of the RFP	Supply and Installation of Power Inverters at Urban Branches in Hubballi Circle
Bank's Address for Communication	Assistant General Manager, Premises & Estate Section, Canara Bank Circle Office, 2nd Floor, Centrum Building, Airport Road, Hubballi- 580030.  Telephone- 0836-2239424/433  Email: <a href="mailto:pecohub@canarabank.com">pecohub@canarabank.com</a>
Date of Issue of RFP	<b>23.05.2023</b>
Application Cost	₹ 1,000/- in the form of Demand Draft of a scheduled bank drawn in favour of " Premises & Estate section, Canara Bank, Hubballi"- payable at Hubballi (in a separate sealed cover, super scribing 'Application Cost for Inverter RFP') and submitted along with bid
Earnest Money Deposit (Refundable)	₹ 2,11,000/- in form of DD or Bank Guarantee detailed in the <b><u>Clause 6 as per General Rules &amp; Instructions</u></b>
Last Date and Time for Submission of Bids	14.06.2023 at 3.00 PM
Date, Time & Venue for opening of Technical Bid to Eligibility Criteria.	Tender Response to be submitted on or before 14.06.2023, 03.00 pm online through the e-Procurement portal <a href="http://www.gerpegov.com/canarabank">www.gerpegov.com/canarabank</a>  For any queries regarding submission of the tender kindly call or mail on the below mentioned details:  Name: Sushmitha E-mail ID: <a href="mailto:helpdeskcanbank@gmail.com">helpdeskcanbank@gmail.com</a> Mobile No. : 8951944383 Antares Systems Limited
Date, Time & Venue of opening of Financial Bid	Will be intimated to qualified bidders



<p>Pre-bid Meeting Date &amp; Time</p>	<p>Pre-bid meeting will be held on <b>07.06.2023</b> at 11.00 AM at Circle Office:Hubballi.</p> <p>Pre bid queries should be submitted as per prescribed format to e-mail: <a href="mailto:pecohub@canarabank.com">pecohub@canarabank.com</a> must reach us on or before <b>06.06.2023</b>, by 3.00pm.</p>
<p>Other Details</p>	<p>The bidders must fulfill the Pre-Qualification criteria for being eligible to bid.</p> <p>Subsequent changes made based on the suggestions and clarifications as per pre-bid meeting shall be deemed to be part of the RFP document and shall be uploaded on the Bank's corporate website <a href="http://canarabank.com/english/tenders">http://canarabank.com/english/tenders</a>.</p> <p>No suggestions or queries shall be entertained after pre-bid meeting.</p>
<p>Please visit our website <a href="http://canarabank.com/english/announcements/tenders">http://canarabank.com/english/announcements/tenders</a> and <a href="http://eprocure.gov.in">http://eprocure.gov.in</a> for details.</p> <p>Any amendments, modifications, Pre Bid replies &amp; any communication etc. will be uploaded in the Bank's website only (i.e. <a href="http://canarabank.com/english/tenders">http://canarabank.com/english/tenders</a>).</p> <p>No individual communication will be sent to the individual bidders.</p> <p>Bank reserves the right to change the dates, timings mentioned above or elsewhere in the RFP, which will be communicated by placing the same as corrigendum under Tender section on Bank's/Govt. web-site. Bidders should check the Bank's website before the submission of proposal for the corrigendum, if any.</p>	



**NOTICE INVITING REQUEST FOR PROPOSAL (RFP)**

**"SUPPLY & INSTALLATION OF POWER INVERTERS  
AT  
URBAN BRANCHES IN HUBBALLI CIRCLE"**

Canara Bank, a body Corporate and a Premier Public Sector Bank established in the year 1906 and nationalized under the Banking Companies (Acquisition and Transfer of Undertaking Act 1970) having its Head Office at 112, J.C. Road, Bengaluru - 560002 and among others, having General Administration section at 2nd Floor, Centrum Building, Airport Road, Hubli- 580030. The bank intends to procure power inverters for use at various Branches under Hubballi Circle. Sealed bids under two bids concept (Technical Bid and Financial Bid) are invited for supply & installation of Power Inverter as described in this document. A Firm submitting the proposal in response to this RFP shall hereinafter be referred to as Bidder.

Interested reputed bidders who are OEM / reputed sellers of power inverters and meeting the following Eligibility Criteria may respond.

**ELIGIBILITY CRITERIA**

S.No	Criteria	Documents Required
1.	Applicant should be in business of sales & services of INVERTER system of various ratings with minimum experience of 5 years as on 31.03.2023	1. Original Manufacturer / Authorized Dealer Certificate. 2. Order copies older than 5 years from 31.03.2023.
2.	Applicant should be registered with Tax Authorities for GSTIN, VAT, IT, GST, Excise Duty etc. and Tax clearance certificate	The registration no. of the firm /company along with Sales Tax no./ Valid IT Certificate / GST Certificate / Certificate of Incorporation.
3	The Bidder must have a minimum Annual Turnover of ₹ 1.69 Crores each year from sales of Power Inverter System during last three financial years as on 31.03.2022 i.e. FY 2019-2020, FY2020-2021 & FY2021-2022.	1. Audited Balance Sheet and P & L Account for the three years mentioned. 2. Certificate from Chartered Accountant for sales turnover in each of the last three financial years
4	The bidder should have positive Net worth at least for any two years during last three financial years as on 31.03.2022.	1. The bidder must produce a certificate from the company's CA to this effect. 2. The documents certified by CA should mandatorily contain Unique Document Identification Number.
5	The Bidder should have supplied and installed the minimum quantity of <b>28 No's of 2.5 KVA Power Inverter Systems/ UPS &amp; 58 No's of 2 KVA Power Inverter Systems/ UPS</b> to any Public Sector Banks/ Scheduled	1. Purchase order copies issued by the Bank/ Banks, Financial Institutions, Government organizations. 2. Satisfactory delivery certificate from the respective offices indicating the dates and quantities supplied in



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**Supply & Installation of Power Inverters at Urban Branches in Hubballi Circle**

	Commercial Bank/ Financial Institutions in India in the last three years as on 31.03.2022 in a year respectively.	respect of the above mentioned purchase order.
6	<p>The Bidders desirous of quoting should have their own manufactured brand and plant in any part of India for the and should have a permanent office in atleast 1 District of Hubballi Circle (Viz. Bidar, Kalaburagi, Vijayapura, Yadgir, Raichur, Bagalkot, Belagavi, Dharwad, Gadag, Koppal, Ballari, Haveri, Vijayanagara)</p> <p style="text-align: center;">OR</p> <p>Original Equipment Manufacturer (OEM) can also apply through one of their authorized dealer located in Hubballi Circle.</p>	<ol style="list-style-type: none"> <li>1. Declaration from the manufacturing company signed by the Competent Authority with details of address of manufacturing plant and address of Office in India.</li> <li>2. Authorization letter from OEM as per <b><u>Annexure-N</u></b> to deal/market &amp; services their product in the jurisdiction in case of authorized dealer.</li> </ol>
7	The bidder should not be a blacklisted/debarred company as on the date of submission of RFP by any Government Department /Financial Institution/ Public sector Units/Scheduled Commercial bank in India.	In this respect, the Bidders shall submit declaration as outlined in <b><u>Annexure -Q</u></b> on their Company Letter head duly sealed & signed.
8	The vendor should have full-fledged service setup in atleast 1 district of Hubballi Circle of Bank.	Detailed address and phone number of support office to be enclosed in letter Head

Before submission of the offer, the Bidders are requested to read all the instructions and the terms and conditions.

The Bidder registered/ Empanelled with Public sector Bank's/ Scheduled Commercial Bank's/ RBI related to supply of power inverters should submit a valid certificate from the respective authorities and the same is optional.

**Assistant General Manager**  
**Premises & Estate Section,**  
**Circle Office,**  
**Hubballi.**



**CHECKLIST**

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

1. Pre Qualification - Annexure A.
2. Covering Letter - Annexure B.
3. Applicant's Profile - Annexure C.
4. Copy of Power of Attorney/Signing power/Authorization letter
5. Write up on the Firm's experience / expertise in Supply, Installation, commissioning and maintenance of Inverters.
6. 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.
7. The documents in support of Eligibility Criteria, wherever required as mentioned in this RFP.
8. Filled details of Escalation Matrix as per Annexure E.
9. Filled details of the Service locations as per Annexure F.
10. Filled technical requirement of the INVERTER as per Annexure G.
11. Certificate for Turnover and Profit statement by Chartered Accountant in CA's letter head as per format in Annexure H.
12. Compliance by vendor as in Annexure I.
13. Format of prebid queries Annexure J.
14. Details of tentative locations- Annexure L
15. Annexure M- Bank guarantee format for earnest money deposit
16. Annexure N - Manufacturer's Authorization Form
17. Annexure Q (DECLARATION TO BE SUBMITTED ON LETTER HEAD OF THE BIDDER)
18. Annexure T- Declaration regarding countries sharing land border with India
19. Annexure V- Indemnity Format

Sd/-

**Assistant General Manager**

P & E SECTION

CO HUBBALLI

CANARA BANK



**A. GENERAL RULES & INSTRUCTIONS TO BIDDERS**

**1. BIDDING PROCEDURE.**

Nature of the document: **ONLINE TWO BID CONCEPT** along with **Reverse Auction**.  
 This Tender document comprises of the following:

**1.1. Contents of the bid.**

**1.1.1 Contents of the Technical Bid:** The following documents are to be signed in all pages and scanned documents of the same to be uploaded in the e-Procurement portal ([www.gerpegov.com/canarabank](http://www.gerpegov.com/canarabank)).

- a. Price bid. This should be a photocopy of the actual Price Bid Bidder’s Covering letter. This should be as per **Annexure O** with list of clients where the model quoted is supplied.
- b. Power of Attorney / authorization with the seal of the bidder’s company / firm in the name of the person signing the RFP documents.
- c. Earnest Money Deposit (EMD) in the prescribed form.
- d. Profile of the Company / Firm as per **Annexure**.
- e. **Documents in support of all eligibility criteria.**
- f. Technical Offer as per Specifications given in **Annexure** should be complete with all the columns filled in
- g. Technical Documentation (Product Brochures, leaflets, manuals, drawings). An index of technical documentation submitted with the offer must be enclosed.
- h. Media containing the detailed pictures of Power Inverters its dimensions and functioning etc.
- i. It is mandatory to furnish the make & model of the Power Inverters quoted.
- j. The bidder should submit the Self Declaration Certificate in prescribed format is mandatory.
- k. The Bidders to furnish their existing service centre infrastructure details like contact details with postal address, as per **Annexure F** .

**1.1.2. Contents of the Financial Bid.**

- a. Financial bid for all the line items should be submitted in the e-Procurement portal [www.gerpegov.com/canarabank](http://www.gerpegov.com/canarabank)

**2) Submission and opening of Tenders:**

- a) Tenders to be submitted only through online from the e-Procurement portal [www.gerpegov.com/canarabank](http://www.gerpegov.com/canarabank), for any queries regarding the submission of the tenders online the vendors can contact on the below mentioned details -



<b>Name</b>	Sushmitha
<b>E-mail ID</b>	<a href="mailto:helpdeskcanbank@gmail.com">helpdeskcanbank@gmail.com</a>

<b>Official Mobile No</b>	<b>8951944383</b>
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**Note: Tenders submitted through any other form will be rejected.**

b) If last day of submission of tender is declared a holiday under NI Act by the Government subsequent to issuance of tender, the next working day will be deemed to be the last day for submission of the tender.

**3) Pre bid queries and clarification to Tender :**

The tenderer should carefully examine and understand the specifications, terms and conditions of the Tender and may seek clarifications, if required. The tenderer in all such cases seek clarification in writing in a word document (.doc) in the same serial order of that of the Tender by mentioning the relevant page number and clause number of the Tender. The soft copy of the pre-bid queries should be sent by E-Mail to [pecohub@canarabank.com](mailto:pecohub@canarabank.com) and the pre-bid query should be in the following format.

Sl No	Page No	Tender Clause No	Tender Clause	Query

All communications regarding points requiring clarifications and any doubts shall also be given in writing to the Divisional Manager, CanaraBank, at 2nd Floor, Centrum Building, Airport Road, Hubli- 580030 by the intending tenderers before 3:00 PM on **06.06.2023**. No oral or individual consultation shall be entertained. No queries will be entertained from the tenderers after the pre-bid meeting.

**Pre-Bid meeting:**

A pre-bid meeting of the intending tenderers will be held on **07.06.2023** at 11 AM to clarify any point /doubt raised by them in respect of this Tender document.

Bidders intending to participate in the pre bid meeting should sent their request in this regard to the mail: [pecohub@canarabank.com](mailto:pecohub@canarabank.com).

No separate communication will be sent for this meeting. If the meeting date is declared as a holiday under NI Act by the Government subsequent to issuance of RFP, the next working day will be deemed to be the pre-bid meeting day. Authorized representatives of interested tenderers shall be present during the scheduled time.

The Bank will consolidate all the queries and discussions during the pre-bid meeting and the consolidated replies for the queries shall be made available in the Bank's website and no individual correspondence shall be made. The replies/clarification of the Bank in response to the queries raised by the bidder/s, and any other clarification / amendments / corrigendum furnished hereof will become part and parcel of the Tender document and it will be binding on the tenderers.

Non-reply to the queries raised by any of the Tenderer shall not be accepted as a valid reason for non-submission of the Tender. In addition, non-reply to any





query may not be deemed the version of the Tenderer as reflected in the query has been accepted by the Bank.

**4) Amendment to Tender document :**

At any time prior to deadline for submission of Tender, the Bank, for any reason, whether, at its own initiative or in response to a clarification requested by prospective bidder may modify the Tender document by amendment. Notification of amendments will be made available on the Bank's website ([www.canarabank.com](http://www.canarabank.com)) and also on [www.gerpegov.com/canarabank](http://www.gerpegov.com/canarabank) and will be binding on all tenderers and no separate communication will be issued in this regard. In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tender, the Bank, at its discretion, may extend the deadline for a reasonable period as decided by the Bank for the submission of tender.

**5) SCRUTINY OF OFFERS.**

- The Bank will scrutinize the Bid/s received to determine whether they are complete in all respects as per the requirement of RFP.
- The Technical Bid will be evaluated only for those bidders who submit EMD.
- The Technical Bid submitted by the bidder will be evaluated based on the stipulated eligibility criteria and RFP Terms.

- The indicative price bid of only the technically qualified will be opened on a pre-notified time & date, under intimation to such qualified / shortlisted applicants. Thereafter, Bank will fix a start price and conduct reverse action among the technically qualified bidders. Bank reserves the rights to fix the starting price for reverse action. Lowest quoted tender (L1) will be arrived based on the evaluation of all the financial bids and after having online reverse auction. Bank reserves right of accepting / rejecting any / all the financial bids without assigning any reasons whatsoever.

- EARNEST MONEY DEPOSIT:** The tenderer should submit the Earnest Money Deposit of ₹ 2,11,000/- (**Rupees Two lakh Eleven thousand rupees only**) by way of Demand Drafts of a Scheduled commercial Bank issued in favour of **Canara Bank, Circle Office payable at Hubballi** /BG issued by a Nationalized Bank other than Canara Bank to be eligible for submitting the Bid.

The bidder should submit the Demand Draft and other require documents as per Annexure K. The same should be submitted to the following address to reach on or before **14.06.2023** (3:00 pm). Those who submit the DD/BG with required documents will only be able to submit the Bid online tendering process.

**Assistant General Manager,  
Canara Bank,  
Premises & Estate Section,  
Circle Office,  
2nd Floor, Centrum Building  
Airport Road, Hubli- 580030**

Submission of EMD in the form of fixed deposit or in any other form is not acceptable and tenders with such EMD shall be rejected.

No interest shall be allowed on the Earnest Money Deposit (EMD). Tenders without EMD shall be summarily rejected. However, MSEs are exempted from paying EMD as



per MSME Act 2012. For getting the benefits in case of MSE firms, Bidders / agencies should submit registration certificate issued from the relevant authorities. Such request also should reach the above address on or before 14.06.2023 (3.00 pm)

- 7) **OFFER VALIDITY PERIOD:** The tender for the works shall remain open for acceptance for a period of **180 days** from the date of opening of price bids, the rates and terms pertaining to rates shall be as per our price bid. If any tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable to the Bank, then the Bank shall, without prejudice to any other right or remedy, be at liberty to forfeit full value of the earnest money as aforesaid.
- 8) This Notice Inviting Tender shall form a part of the contract document. The successful Tenderer/Bidder, on acceptance of his tender by the Accepting Authority, shall, enter in to an agreement within 15 days from the date of acceptance letter.
- 9) **CLARIFICATION OF OFFERS:** During the process of scrutiny, evaluation and comparison of offers, the Bank may, at its discretion, seek clarifications from all the bidders/any of the bidders on the offer made by them. The request for such clarifications and the Bidders response will necessarily be in writing and it should be submitted within the time stipulated by the Bank, failing which the bids are liable for rejection.
- 10) **NO COMMITMENT TO ACCEPT LOWEST OR ANY OFFER:**
- The Bank is not bound to accept the lowest bid or any offer / bid or to assign any reason for non-acceptance. It also reserves its right to reject any or all the offers / Bids without assigning any reason thereof whatsoever.
  - The Bank will not be obliged to meet and have discussions with any bidder and /or to entertain any representations in this regard.
  - The bidder including those, whose RFP is not accepted shall not be entitled to claim any costs, charges, damages and expenses of and incidental to or incurred by them through or in connection with his submission of RFPs, even though the Bank may opt to modify/withdraw the RFP / Recall the RFP.
- 11) **INCOMPLETE OFFERS WILL BE REJECTED:** The incomplete offers will be rejected without any further reference. Such rejections may take place in case of non-adherence to the format or partial submission of technical information as per the format given in the offer or not Furnishing the information sought for.
- 12) Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the Bidders who resort to canvassing will be liable for rejection.
- 13) **DETERMINATION OF L-1 PRICE:** The L-1 bidder will be determined on the basis of the lowest price quoted in the reverse auction process.



- 14) **SPLIT CLAUSE:** The L1 & L2 will be determined on the basis of the lowest price in the Reverse Auction. L2 bidder will have to match L1 price. The orders may be split between L1 & L2 in the ratio of 60% & 40% respectively. In case the L2 bidders does not / cannot match the prices with the L1 bidder, under the RFP there shall be an option to make an offer and negotiate with the L3 bidder and so on and so forth.
- 15) **ONLINE REVERSE AUCTION (ORA):** Bidders, whose Commercial Bids (Indicative) have been opened by the Bank will be called for the Reverse Auction.

Reverse Auction event will be carried out among the technically qualified Bidders, based on Technical Evaluation, for providing opportunity to the Bidders to quote the price dynamically for the procurement for which RFP is floated and also to get the most competitive price.

- i. For finalization of the most competitive offer, the Bank will conduct "Reverse auction". The detailed procedure and Business rules for the Reverse auction is given as per Annexure - U.
  - ii. The Bank will inform the technically qualified bidders whose Commercial Bids (Indicative) have been opened by the Bank for participating in the Reverse auction process which will be conducted by an Auction Agency authorized by the Bank. The Bank will share the contact details of the concerned person of the Auction Agency. Specific rules for this particular event viz. date and time, CAP price, bid decrement value, duration of event etc. shall be informed by the Auction Agency to the participating bidders before the event. The bidders should furnish indicative prices for the project in their Indicative Commercial bid (indicative) to facilitate finalizing the start bid for "Reverse auction". However, the CAP price for Reverse auction will be fixed by the Bank.
  - iii. Bidders should note that the indicative Commercial bid (indicative) is considered for the purpose of conducting Reverse auction process only. The L-1 bidder will be decided only later, on finalization of prices through Reverse auction.
- 16) **RE-AUCTION/S RULES:** The Bank may consider the option of a Re-Auction/s in the following circumstances:
- a. At the end of the Reverse Auction, L1 price is not acceptable to the Bank.
  - b. During the process of reverse auction, if there is no bids from logged in bidders, Bank may decide a re-auction by revising the CAP price for Re-auction.
  - c. At the end of the Reverse Auction If only one bidder bids, the Bank at its discretion may decide to finalize or a re-auction.
  - d. If only two price bids are qualified, for reverse auction, Bank reserve rights for Re-Auction with the required amendments if necessary.

Even after conducting Reverse Auction/s, if no Bidder has quoted or the prices quoted by them are not acceptable to the Bank, the Bank at its discretion can ask all the technically qualified Bidders to submit the Commercial bid (indicative) by giving sufficient time to the Bidders. If Bidder/s are not



submitting the Commercial bid (indicative) within due date and Time, their EMD will be liable to be forfeited. If the EMD is submitted by way of BG, the Bank can at its discretion invoke the Bank Guarantee.

Canara Bank reserves the right to reject any or all the proposals. Similarly, it reserves the right not to include any bidder in the final short-list.

The Bank reserves the right to modify any terms, conditions and specifications of the RFP and Bank reserves the right to obtain revised price bids from the bidders with regard to change in RFP clauses. The Bank reserves the right to accept any bid in whole or in part.

- 17) **PROVISIONS FOR MICRO & SMALL ENTERPRISES (MSES):** As per Government of India's Public Procurement Policy act 2012, certain benefits will be given for MSE Units. The details are as under.
- The Public Procurement Policy shall apply to MSEs registered with District Industries Centres or Khadi Village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts & Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprises.
  - MSEs participating in Tender/RFPs and qualified for opening price bid, quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 in a situation where L1 price is from someone other than a MSE & such MSE shall be allowed to supply upto 20% of total Tender/ RFP value. In case of more than one such MSE, the supply shall be shared proportionately (to Tender/RFP quantity).
  - MSEs are also exempted from paying Tender/RFP fee/cost, EMDs. For getting the benefits in case of MSE firms, shall submit relevant documents such as valid MSE registration Certificates as per policy under clause 14.1.

18) **DISCLAIMER**

- The information contained in this RFP document or any information provided subsequently is provided to the bidder on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.
- The RFP is neither an agreement nor an offer and is only an invitation by the Bank to interested parties who are qualified for submission of bids. No contractual obligation whatsoever shall arise from the RFP process until a formal contract is executed by the duly signatory of the Bank and the Successful bidder/s.
- The purpose of this RFP is to provide the bidders with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each bidder may require. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary may obtain



independent advice. 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.

- Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP. Such change will be published on the Bank's website [www.canarabank.com](http://www.canarabank.com), also on e-procurement site and it will be binding on the bidder.
- The Bank reserves the right to reject any or all the proposals received in response to this RFP document at any stage without assigning any reason whatsoever. The decision of the Bank shall be final, conclusive and binding on all the parties.

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**B. TERMS AND CONDITIONS:**

**1. EFFECTIVE DATE**

1.1 The contract shall come into effect from the date of receipt of purchase order by the successful bidder.

**2. SCOPE CONTRACT**

The scope of procurement includes Supply, Installation & Commissioning of Power Inverters in the desired location of Bank, in good condition at various Branches of Canara Bank in the Circle.

**This RFP consists of following requirements:**

	<b>ITEM DETAILS</b> (Technical specifications detailed in Annexure G)	<b>QTY</b>	<b>LOCATIONS</b>
1	2.5 KVA Power Inverter Systems	35 No's	The Details of the tentative locations where the Power Inverter are required is furnished in Annexure-L.
2	2 KVA Power Inverter Systems	73 No's	

It may be noted that the requirement given in this RFP is indicative only and Bank will have the option to purchase 20% more or less than the quantity specified in this RFP at the same price and the Terms & Conditions of the RFP.

**2.3 Definition: The definitions of the words used shall be as follows:**

Bidder - Firm participating for subject RFP.

Bank - Canara Bank.

Branches - Canara Bank's Branches.

Contract - Agreement / Order between Bank and successful bidder.

Vendor : Successful bidder on whom the Purchase Order is placed by Bank.

**3. TIME PERIOD.**

3.1 The supply and installation of the Power Inverter has to be commissioned within a period of **21 days** from the date of receipt of the Purchase order by the bidder. The Power Inverter should be made operational within 7 days from the date of delivery of the Power Inverter.

3.2. Time is the essence of the Contract. Time Period for delivery and to make the safe operational shall be firm and binding on the bidder / vendor.



- 3.3. The successful bidder shall co-ordinate the activities relating to provision of infrastructural facilities within the scope of the Bank. Such facilities shall be specifically listed out by the Bidder at the time of submission of the RFP.
- 3.4. The delay on delivery and to make the Power Inverter Systems operational will attract Liquidated Damages as per clause 7 of the terms & conditions of RFP.
- 3.5 The warranty period will start from the date of delivery as certified by the Bank in writing.

#### 4. PRICE.

- 4.1. The Price/s quoted for supply of the Power Inverter must be made in Indian Rupees only and shall include the following:
- All duties and importing cost, if any.
  - Cost of any other miscellaneous items supplied by the Bidder for functioning of Power Inverter Systems if any.
  - Packing, Transportation and Forwarding charges to the site.
  - Delivery at the desired location in the Branch as per instructions of the Branch in Charge and making the same operational at free of cost.
- 4.2 **Goods & Service Taxes (GST) is payable extra. The price quoted by the vendor shall include all other taxes and levies.**
- 4.3 No escalation in price is permitted for any reason whatsoever. Prices quoted must be firm till the completion of the contract
5. **AGREEMENT:** The Successful bidders shall sign an agreement on bank prescribed format with the Bank within 14 days from the date of receipt of Purchase Order.

#### 6. DELIVERY.

- 6.1. The delivery has to be made at the locations detailed in **Annexure L**
- 6.2. In the event of any change / modification in the locations where the Power Inverter are to be delivered, the bidder in such cases shall deliver, at the modified locations at no extra cost to the Bank. However if the Power Inverter are already delivered, and if the modification in location is made after delivery, the bidder shall carry out shifting work at the modified location and the Bank in such cases shall bear the shifting charges / arrange shifting. The Warranty should be applicable at the altered locations also.
- 6.3 If the Bidder fails to deliver the power inverter and make it operational within the stipulated time schedule or by the date extended by the Bank, the same shall be treated as a breach of contract. Partial supply of the ordered quantity shall also be considered as breach of contract. In such case, the Bank may invoke the proportionate amount of Security Deposit / Bank Guarantee.



6.5 The Bank will not arrange for any Road Permit / Sales Tax clearance for delivery of safe to different locations and the Bidder is required to make the arrangements for delivery of Power Inverter Systems to the locations as per the list of locations /items provided from time to time by the Bank. However, the Bank will provide letters / certificate / authority to the Bidder, if required. Import / Export license, if any required shall be arranged by the bidder only on his own, at his own cost. Failure to obtain required license from the competent authority will not be considered as Force majeure.

6.6 Operation of the Power Inverter will be deemed as complete only when the same is certified by the Branch In charge in accordance with the Terms & Conditions of this RFP.

**7. LIQUIDATED DAMAGES FOR DELAY**

7.1 If the bidder fails to deliver and keep the Power Inverter in operation within the specified time, the Bank shall have the option to accept or reject the Power Inverter delivered by the bidder after the expiry of the time period specified in the RFP. In case of acceptance of the delayed operational of the Power Inverter, the bidder shall be liable to pay the Bank the following amount as Liquidated damages at the rates specified below, for each completed week of delay or part thereof, on the cost price of the TRTL Power Inverter as per item 1 of BOQ.

Liquidated Damages per week of delay or part thereof	0.5% of the tendered cost of the Power Inverter which is delivered late per week subject to a maximum of 10% of the tendered cost
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**For the purpose of this clause, Supply and delivery at each location shall be treated as separate entity.**

7.2. The bidder agrees and considers that the liquidated damages set out herein above are fair and reasonable and that he will raise no objection or dispute with regard to the bank’s right to recover the liquidated damages.

7.3. The liquidated damages shall be deducted / recovered by the bank from any money due or becoming due to the bidder under this purchase contract or may be recovered by encashment of bank guarantees or otherwise from bidder.

**8. TERMS OF PAYMENT**

The following terms of payment shall be applicable to this contract.

8.1. Bank will not pay any advance.

8.2. Satisfactory site delivery certificate signed by the Branch In charge as per Banks approved format shall be submitted along with the final invoice.





- 8.3. Payment of the Invoice shall be made within 15 working days after receipt of satisfactory post delivery reports as per Terms and Conditions. Pending receipt of post delivery reports, payment can be made against submission of separate Performance Bank Guarantee issued by a Scheduled Bank in India other than Canara Bank for the total invoice amount/ purchase order amount valid for a period of 180 days or to be extended till receipt of satisfactory test report.

Please note that Bidder's Signed Financial Invoice, Delivery Proof and Power Inverter Systems operational Reports duly signed by bank officials of the respective branch / office, delivery reports should be submitted in originals only while claiming payment in respect of orders placed.

## 9. SECURITY DEPOSIT.

- 9.1. The successful bidder should submit a Security Deposit for 10% value of the contract within **fourteen days** from the date of receipt of the Banks' purchase order. If the Security Deposit is not submitted within the stipulated time, Bank reserves rights to cancel the order and forfeit the EMD.
- 9.2. The successful bidder should submit Security Deposit by way of Performance Bank Guarantee issued by a Scheduled Bank in India other than Canara Bank. No interest shall be payable by the Bank on the above in case of BG as security deposit. The format of performance BG is shall be as per **Annexure P**.
- 9.3. Security deposit if submitted in the form of Performance Bank Guarantee, the guarantee /maturity period should be valid for the period till expiry of warranty & AMC period, whichever is later. The guarantee should also contain a claim period of three months from the last date of validity.
- 9.4. 100% of the security deposit / bank guarantee will be returned to the bidder / vendor within 30 days after completion of warranty + AMC period subject to satisfactory performance of the Power Inverter as per the RFP rules, terms& conditions and deducting the recoveries if any.
- 9.5. The selected bidder shall be responsible for extending the validity date and claim period of the Bank guarantees as and when it is due, on account of incomplete work and unsatisfactory performance during the warranty period.
- 9.6. The Bank shall invoke the Bank guarantee before the expiry of validity, for breach of contract and or if the guarantee is not extended, or if the selected bidder fails to complete his obligations under the contract. The proceeds of the guarantee shall be payable to the Bank.

## 10. ORDER CANCELLATION.

The Bank reserves its right to cancel the entire / unexecuted part of Purchase Order at any time by assigning appropriate reasons in the event of one or more of the following conditions treating it as default / non performance of the contract:



1. Fails to accept the purchase order within the specified time.
2. Fails to sign the agreement within the specified time.
3. Fails to deposit the Security deposit /performance Guarantee within the specified time.
4. Delay in delivery beyond the specified period.
5. Partial Delivery.
6. Serious discrepancies noted in the items delivered.
7. Breaches in the terms and conditions of the Order.

In addition to the cancellation of purchase order, the Bank shall invoke the Bank Guarantee or forfeit the Security Deposit given by the bidder towards non performance/non compliance of the terms and conditions of the contract, to appropriate the damages to the extent of number of Power Inverter not delivered, defective Power Inverter.

Notwithstanding anything contained hereinabove Bank reserves the right to cancel/terminate the entire/unexecuted part of Purchase Order/Contract at any time, without assigning any reasons by giving a 30 days notice to the selected bidder.

## 11. MANUALS.

- 11.1. The bidder shall supply along with each Power Inverter ordered, all the related documents without any additional cost. The media and documents shall be in English. These will include but not restricted to User Manual, Operation Manual, etc.
- 11.2. All related documents, manuals, catalogues and information furnished by the bidder shall become the property of the Bank.

## 12. WARRANTY.

- 12.1 The Power Inverter shall be under Comprehensive Onsite Warranty covering all parts, maintenance or support for its proper operation as specified in the RFP for a period as per price bid from the Date of satisfactory operational of Power Inverter and Certified by the Branch In-Charge in writing.
- 12.2 The supplied Power Inverter shall be free from defective material and workmanship and any shortfall/defect that may appear/be detected within warranty period from the date of site acceptance, which in the opinion of the Bank has arisen from bad design, material and/or poor workmanship, shall upon intimation to the bidder, be made good at the bidder's own risk within 10 days.
- 12.3 During the said warranty period, the bidder shall without any extra cost, attend to any difficulties/defects/replacements that may arise in the operation of the system.

- 12.7 The issue of safe operational, certificate/inspection certificate/approval by the Bank shall in no way relieve the Bidder from the provisions of this clause.



12.8 If the bidder does not rectify either by repair or replacement, such defects and put back the Power Inverter into satisfactory operation within 10 working days from the date of notice by the Bank or does not complete the said rectification with reasonable diligence, a penalty of ₹ 1000/- per day per Power Inverter subject to a maximum of cost of Power Inverter will be levied and deducted from the security deposit or such other/any other sums payable to the bidder.

12.9 Bank reserve rights to forfeit the Security Deposit deposited by the vendor incase of any breach / deviations on part of vendor on any service related issues or warranty issues or any breach in the contact during warranty period.

### 13. ANNUAL MAINTENANCE CONTRACT.

13.1 The Bank, at its discretion may enter into Annual Maintenance Contract with the bidder.

13.2. The support for maintenance of Power Inverter and its components viz., battery backup, alarm systems etc supplied should be available for a minimum period after warranty period by the bidder.

13.3. The Bidder shall quote his rates per year per safe for all inclusive maintenance service **exclusive of applicable Goods & Services Taxes** after the expiry of Warranty period, for minimum period of Five years.

13.4. The rate of AMC must be quoted both in words and figures in the Financial Bid separately for maintenance contract (which shall cover replacement of defective parts) for the quoted period after the expiry of warranty.

13.5. The AMC Charges should cover the regular maintenance of Power Inverter Systems and the electronic components, cost of the replaced parts, consumables and also the manpower cost except electrical power.

It may be noted by the bidder that Bank will not provide any kind of assistance in the form of men/material and the Bidder will have to make his own arrangements for deputing the required skilled manpower including all necessary spares for setting right the reported/observed defects. These rates shall remain firm and valid for a period of AMC as per price bid from the date of expiry of the warranty period.

Repairs to the Power Inverter and trouble shooting of software in the event of any breakdown, the scope of the contract shall include all costs, transport, handling, insurance charges and including all taxes, duties, levies for the following.

Troubleshooting, settings, adjustments including cost of repair/supply of spares/ components/ sub-systems.

13.7. Any breakdown of the Power Inverter or its components/ shortfall in its



performance will be intimated to the bidder by the Bank and the bidder shall attend to the fault and rectify the **same within 24 hours of reporting the fault**. If the machine is not put back into satisfactory operation within 2 working days, a penalty at the rate of ₹ 1000/- per working day per machine subject to a maximum of 10% cost of power inverter system will be imposed and the same will be deducted from the AMC charges payable or from the security deposit/performance guarantee.

13.8. The Bank shall have the option to terminate the service contract any time during the contract period by giving a written notice of 3 months, without assigning any reason thereof. However, the contractor shall commit himself to the service contract for a minimum period of 5 years, unless the service contract is terminated by the Bank and bidder will have no right to terminate the contract within this period.

13.9. Bank reserve rights to forfeit the Security Deposit deposited by the vendor incase of any breach / deviations from the vendor side on any service related issues or any breach in the contact during AMC period.

13.10. There should be a preventive maintenance during the AMC period, such preventive maintenance should be at **least once in three months**.

#### **15. LOCAL SUPPORT.**

The bidder should be capable of meeting the service & support standards as specified in this RFP. Service support should be available during all Bank working days/ hours.

#### **16. PUBLICITY.**

Any publicity by the bidder in which the name of the Bank is to be used will be done only with the explicit written permission of the Bank.

#### **17. GUARANTEES FOR SOFTWARE.**

The bidder should guarantee that the Power Inverter to the Bank are brand new, including all components. In the case of software for the components, the bidder should guarantee that the software supplied to the Bank is licensed and legally obtained. All hardware and features must be supplied with their original and complete printed documentation.

#### **18. SPARE PARTS**

The bidder will make the spare parts for the Power Inverter available for a minimum period of 5 years after warranty period.



If any of the peripherals / components are not available during the warranty / AMC period, the substitution shall be carried out with peripherals / components of equivalent or higher capacity.

## 19. NEGLIGENCE.

In connection with the provisions of General Terms, If the bidder neglects to execute the order with due diligence or expedition or refuses or neglects to comply with any reasonable order given to him in writing by the Bank, in such eventuality, the Bank may after giving notice in writing to the bidder calling upon him to make good the failure, neglect or contravention complained of, within such times as may be deemed reasonable and in default of the said notice, the Bank shall have the right to cancel the Contract holding the bidder liable for the damages that the Bank may sustain in this behalf. Thereafter, the Bank may make good the losses at the risk and cost of the Contractor.

## 20. RESPONSIBILTY FOR COMPLETENESS

Any supplies and services which might not have been specifically mentioned in this RFP but are necessary for the design, engineering, manufacture, supply and operationalizing, completeness of the order, shall be provided / made available as per the time schedule for smooth and efficient operation and maintenance of the safe under Indian condition.

The Bidder shall be responsible for any discrepancies, errors and omissions in the drawings or other information submitted by him irrespective of whether these have been approved, reviewed or otherwise accepted by the bank or not. The bidder shall take all corrective measures arising out of discrepancies, error and omission in drawings and other information as mentioned above within the time schedule and without extra cost to the bank.

## 21. FORCE MAJEURE

The bidder shall not be liable for default or non-performance of the obligations under the contract, if such default or non-performance of the obligations under this contract is caused by any reason or circumstances or occurrences beyond the control of the bidder, i.e. Force Majeure.

For the purpose of this clause, “Force Majeure” shall mean an event beyond the control of the bidder, due to or as a result of or caused by acts of God, wars, insurrections, riots, earth quake and fire, events not foreseeable but does not include any fault or negligence or carelessness on the part of the bidder, resulting in such a situation.

In the event of any such intervening Force Majeure, the Bidder shall notify the Bank in writing of such circumstances and the cause thereof immediately within five



calendar days. Unless otherwise directed by the Bank, the Bidder shall continue to perform / render / discharge other obligations as far as they can reasonably be attended / fulfilled and shall seek all reasonable alternative means for performance affected by the Event of Force Majeure.

In such a case, the time for performance shall be extended by a period (s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, the Bank and the Bidder shall hold consultations with each other in an endeavor to find a solution to the problem.

Under no circumstances the bidder will be entitled to any compensation, damages or extra cost. Notwithstanding above, the decision of the Bank shall be final and binding on the Bidder.

## **22. RESOLUTION OF DISPUTES.**

All disputes and differences of any kind whatsoever, arising out of or in connection with this Offer or in the discharge of any obligation arising under this Offer (whether during the course of execution of the order or after completion and whether beyond or after termination, abandonment or breach of the Agreement) shall be resolved amicably. In case of failure to resolve the disputes and differences amicably the matter may be referred to a sole arbitrator mutually agreed upon after issue of at least 30 days notice in writing to the other party clearly setting out there in the specific disputes. In the event of absence of consensus about the single arbitrator, the dispute may be referred to joint arbitrators; one to be nominated by each party and the said arbitrators shall appoint a presiding arbitrator. The provisions of the Indian Arbitration and Conciliation Act, 1996, shall govern the arbitration. In case the Proposal is not received as required above on or before the said date and time, Bank shall presume that bidder is not interested proceeding with the dispute. The venue of arbitration shall be Hubballi-Dharwad, INDIA.

## **23. JURISDICTION :**

The Purchase Contract shall be governed by the Laws and Regulations of India for the time being in force and will be subject to the exclusive jurisdiction of the Courts in Hubballi-Dharwad, India.

## **24. INDEMNITY :**

The Bidder shall keep and hold the purchaser Bank indemnified and harmless from time to time and at all times against all actions, prosecutions proceedings, claims, suits, liabilities (including statutory liability), penalties, demands, charges, costs (including legal costs) and expenses, damages, losses and any other expenses which may be caused to or suffered by or made or taken against the Purchaser arising out



- i. The breach, default or non-performance of undertakings, warranties, covenants or obligations by the Bidder, non-compliance of safety rules, regulations, instructions by the Bidder and mishaps occurring at the site due to the shifting or manoeuvring.
- ii. Any contravention or Non compliance with any applicable laws, regulations, rules, statutory or legal requirements by the Bidder.

Further, the Bidder shall indemnify, protect and save the purchaser against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of the services offered by the Bidder.

All Indemnities shall survive notwithstanding expiry or termination of the contract and Bidder shall continue to be liable under the indemnities.

Claims made by the purchaser / third parties in case of infringement of Intellectual property rights or for claims relating to the loss of damage to real property and tangible personal property and for bodily injury or death and in these cases the liability will be unlimited.

Indemnity format is enclosed as Annexure U. The same to be duly filled and submitted by the successful bidder in a non-judicial stamp paper of appropriate value.

## 25. RIGHT TO AUDIT :

- a. The Bidder has to get itself annually audited by internal/ external empanelled Auditors appointed by the PURCHASER/inspecting official from the Reserve Bank of India or any regulatory authority, covering the risk parameters finalized by the PURCHASER/such auditors in the areas of products (IT hardware/software) and services etc., provided to the PURCHASER and the Bidder is required to submit such certification by such Auditors to the PURCHASER. The Bidder and or his/their outsourced agents/subcontractors (if allowed by the PURCHASER) shall facilitate the same. The Bidder shall, whenever required by the Auditors, furnish all relevant information, records/data to them. All costs for such audit shall be borne by the PURCHASER.
- b. Where any deficiency has been observed during audit of the Bidder on the risk parameters finalized by the PURCHASER or in the certification submitted by the Auditors, the Bidder shall correct/resolve the same at the earliest and shall provide all necessary documents related to resolution thereof and the auditor shall further certify in respect of resolution of the deficiencies. The resolution provided by the Bidder shall require to be certified by the Auditors covering the respective risk parameters against which such deficiencies have been observed.



c. The Bidder shall, whenever required by the PURCHASER, furnish all relevant information, records/data to such auditors and/or inspecting officials of the PURCHASER/Reserve Bank of India and or any regulatory authority. The PURCHASER reserves the right to call and/or retain for any relevant material information/reports including auditor review reports undertaken by the Bidder (e.g., financial, internal control and security reviews) and findings made on Bidder in conjunction with the services provided to the PURCHASER

26. Bidder or any of its subcontractor(s) shall not hire any of the existing/ex/retired employees of the bank during the contract period or after the closure/ termination of contract even if existing/ ex/retired employee actively seek employment from Bidder or any of its subcontractor(s). The period / duration after the date of resignation/ retirement/ termination after which the existing/ ex/ retired employee shall be eligible for taking up such employment shall be governed by regulatory guidelines/HR policies of the Bank.

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**ANNEXURE A - PRE QUALIFICATION**

	Eligibility Criteria	Documents to be submitted	Compliance (Yes/No)
1.	Applicant should be in business of sales & services of INVERTER system of various ratings with minimum experience of 5 years as on 31.03.2023	1. Original Manufacturer / Authorized Dealer Certificate. 2. Order copies older than 5 years from 31.03.2023.	
2.	Applicant should be registered with Tax Authorities for GSTIN, VAT, IT, GST, Excise Duty etc. and Tax clearance certificate	The registration no. of the firm /company along with Sales Tax no./ Valid IT Certificate / GST Certificate / Certificate of Incorporation.	
3	The Bidder must have a minimum Annual Turnover of ₹ 1.69 Crores each year from sales of Power Inverter System during last three financial years as on 31.03.2022 i.e. FY 2019-2020, FY2020-2021 & FY2021-2022.	1. Audited Balance Sheet and P & L Account for the three years mentioned. 2. Certificate from Chartered Accountant for sales turnover in each of the last three financial years	
4	The bidder should have positive Net worth at least for any two years during last three financial years as on 31.03.2022.	1. The bidder must produce a certificate from the company's CA to this effect. 2. The documents certified by CA should mandatorily contain Unique Document Identification Number.	
5	The Bidder should have supplied and installed the minimum quantity of <u>28 No's of 2.5 KVA Power Inverter Systems/ UPS &amp; 58 No's of 2 KVA Power Inverter Systems/ UPS</u> to any Public Sector Banks/ Scheduled Commercial Bank/ Financial Institutions in India in the last three years as on 31.03.2022 in a single year respectively.	1. Purchase order copies issued by the Bank/ Banks, Financial Institutions, Government organizations. 2. Satisfactory delivery certificate from the respective offices indicating the dates and quantities supplied in respect of the above mentioned purchase order.	



6	<p>The Bidders desirous of quoting should have their own manufactured brand and plant in any part of India and should have a permanent office in atleast any one of districts of Hubballi Circle (Viz. Bidar, Kalaburagi, Vijayapura, Yadgir, Raichur, Bagalkot, Belagavi, Dharwad, Gadag, Koppal, Ballari, Haveri, Vijayanagara)</p> <p style="text-align: center;">OR</p> <p>Original Equipment Manufacturer (OEM) can also apply through one of their authorized dealer located in Hubballi Circle.</p>	<ol style="list-style-type: none"> <li>1. Declaration from the manufacturing company signed by the Competent Authority with details of address of manufacturing plant and address of Office in India.</li> <li>2. Authorization letter from OEM as per <b>Annexure-M</b> to deal/market &amp; services their product in the jurisdiction in case of authorized dealer.</li> </ol>	
7	<p>The bidder should not be a blacklisted/debarred company as on the date of submission of RFP by any Government Department /Financial Institution/ Public sector Units/Scheduled Commercial bank in India.</p>	<p>In this respect, the Bidders shall submit declaration as outlined in <b>Annexure -Q</b> on their Company Letter head duly sealed &amp; signed.</p>	
8	<p>The vendor should have full-fledged service setup in atleast any one of districts of Hubballi Circle of Bank.</p>	<p>Detailed address and phone number of support office to be enclosed in letter Head</p>	



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**ANNEXURE B - COVERING LETTER FORMAT**

**Ref No:**

**Date:**

The Assistant General Manager,  
P & E section  
Circle Office, Hubballi  
Canara bank

**Dear Sir,**

**SUB:** RFP Ref: COHUB:P&E:PI:RFP:02/2023-24 DT: 23.05.2023

Having examined the RFP document including all Annexure the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply, deliver and commission of Inverter in conformity with the said RFP.

If our offer is accepted, we undertake to supply, install, commission and Maintain Inverter to the Bank for the stipulated period (i.e within 3 weeks from the date of receipt of purchase order).

We agree to abide by and fulfill all the terms & conditions and in default thereof, to forfeit and pay to you such sums of money as are stipulated in the conditions of RFP. 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. We also confirm that we have not been disqualified by any bank/institution for supply of Inverters. We are registered with the Sales Tax/Service Tax authorities and our registration numbers are as follows.

Our PAN & GST Number is \_\_\_\_\_ & \_\_\_\_\_ respectively.

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2023

**Signature of the Authorized Signatory with date & seal**



**ANNEXURE C- APPLICANT PROFILE**

**Particulars of Bidders / Manufacturer**

	<u>Particulars</u>	
<b><u>A</u></b>	<b><u>Company/ Bidder Profile</u></b>	
1	Name of the Bidders/ Firm Company	
2	Constitution	
3	Date of Establishment/ Incorporation	
4	Address Registered Office Corporate Office	
5	Telephone No Mobile No FAX No E-mail Address Website	
6	Sales Turnover 2019-2020 2020-2021 2021-2022	
7	Domestic Customer Base (Number of Power Inverter supplied in India)	
8	Service Network details	
<b><u>B</u></b>	<b><u>Manufacturer's Profile</u></b>	
1	Name of the Manufacturing Company	
2	Constitution of the Manufacturing Company	



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3	Date of Establishment/Incorporation of the Manufacturing Company	
4	Address of the Manufacturing Company Registered Office Corporate Office	
5	Telephone No FAX No E-mail Address Website	
6	Nature of Relationship of your company with the Manufacturing Company. Subsidiary of the Manufacturing Company/Division of Manufacturing Company/Sole Distributor/Non Exclusive Distributor/Agent/Others Please Specify	
7	Details of Key person (s) in the jurisdiction of Hubballi Circle	
8	Service Centres of the applicant in the jurisdiction of Hubballi Circle	
9	Whether blacklisted by any Government or any Government agencies or Banks in India	

Wherever applicable submit documentary evidence to facilitate verification and mention the respective page numbers in the column.

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**

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**ANNEXURE D- LIST OF APPLICANT'S MAJOR CUSTOMERS IN LAST 3 YEARS AND REFERENCES**

(In Firm's Letter Head)

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					

(Enclose necessary documentary proof and letter from respective organization)

Signature of the Authorized Signatory with date & seal



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**ANNEXURE E -ESCALATION MATRIX**

(In Firm's Letter Head)

Name of Company:

Delivery Related Issues

Sr. No	Name	Designation	Full Office Address	Phone No	Mobile No	Fax	e-mail address
		First level Contact					
		Second level Contact (If response not received in 24 Hours)					
		Regional / Zonal Head (If response not received in 48 Hours)					
		Country Head (If response not received in One week)					

Service related Issues

Sr. No	Name	Designation	Full Office Address	Phone No	Mobile No	Fax	e-mail address
		First level of Support					
		Second level Contact (If response not received in 6 Hours)					
		Regional / Zonal Head (If response not received in 24 Hours)					
		Country Head (If response not received in 48 Hours)					

Any change in designation, substitution will be informed by us immediately.

Signature

Name of representative

Designation

Company Seal



**ANNEXURE F - DETAILS OF THE SERVICE LOCATIONS**

Name of the Region	Name of District	Address of the Service Office
Kalaburagi	Bidar	
	Kalaburagi	
Vijayapura	Vijayapura	
Raichur	Yadgir	
	Raichur	
	Koppal	
Belagavi	Belagavi	
Chikodi		
Hubballi I	Dharwad	
Hubballi II	Gadag	
	Haveri	
Ballari	Ballari	
	Vijayanagara	
Bagalkot	Bagalkot	





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**ANNEXURE G - TECHNICAL SPECIFICATIONS**  
(In Firm's Letter Head)

	Parameter	Minimum Technical Specifications	Offered Specification	Compliance (Yes/ No)
1	SINE WAVE INVERTER System shall consist of the following	Converter / Rectifier		
		Should confirm to IS:13314		
		Battery Charger		
		By-pass switch		
2	Pure Sine wave inverter of Reputed Brand approved by BIS	2500 VA, 24 V		
		2000 VA, 24 V		
3	Output voltage	220volts +/- 5% with full load		
	Output Frequency	50 Hz +/- 0.5 Hz		
	load power factor	0.8		
	Response time	20 milli second		
4	Protection	Under / overvoltage		
		Output short-circuit		
		Battery over-charging		
		Battery low voltage /current		
		Battery reverse pole		
		Over temperature		
5	Overall efficiency	80%		
6	Controls	Inverter on / off switch		
		By-pass / Inverter		
		MCB for input on / off		
		Automatic input low voltage cut off and mode change over		
		Metering : Digital panel meter / LCD panel meter		
7	Batteries (Reputed Brand approved by BIS & Warranty period of minimum 60 months)	Tubular batteries specifically recommended for use with INVERTER,		
		Rack / Trolley to house batteries.		



**Signature of the Authorized Signatory with date & seal**

**ANNEXURE- H CHARTERED ACCOUNTANTS CERTIFICATE FORMAT**  
(In Letter Head of Auditor Firm)

No.Date:

To

**The Assistant General Manager**  
Premises & Estate Section,  
Canara Bank Circle Office,  
**Hubballi**

Dear Sir,

Tender Reference No. \_\_\_\_\_

This is to certify that we, \_\_\_\_\_, vide our registration No. \_\_\_\_\_,  
Auditors of the company/firm M/s \_\_\_\_\_  
do hereby certify that, the company/firm has turnover and net profit for last three financial Year  
from the type of work for which empanelment application is submitted is given as under:-

Financial Year	Assessment Year	Turnover (Rs. In Lacs)	Net profit after tax (Rs. In Lacs)

The certificate has been based on information and documents produced before us. (Copy of the certified documents attached for your reference)

Yours faithfully

(Name & Signature with Seal)

For and on behalf of M/s \_\_\_\_\_ (UDIN: \_\_\_\_\_)

Place:

Note: This CA Certificate should be on the letter head of the Auditor Firm and should be signed by a competent person of the Firm.



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### ANNEXURE I COMPLIANCE BY VENDOR

(In Firm's Letter Head)

The bidder should comply with the following:

Sl. No:	Bank's Requirement	Response From Vendor (please fill in)
1	Please specify whether the service support will be rendered by the Dealer/Franchise. No generic call centre or telephonic support is acceptable. Weightage will be given for direct service support rendered by Dealer.	
2	The Bidder should have technically qualified engineers who have expertise and certification to support the installations of Inverter System.	
3	While a call centre is acceptable for logging support requirements, support must be provided on site by a qualified engineer as stated above.	
4	Banking is 24 hours service oriented sector and hence any technical problem should be resolved by next business day from the date of lodge of complaint. If problem is not resolved by next business day, the bidder should provide standby INVERTER System.	
5	The Bidder should stock adequate spares of all items supplied.	
6	The Engineers at the support offices should be provided with a cell and the support / branch offices should have telephone facility with local e-mail facility.	

**Signature of the Authorized Signatory with date & seal**



RFP No. COHUB:P&E:PI:RFP:02/2023-24

Supply & Installation of Power Inverters at Urban Branches in Hubballi Circle

ANNEXURE J - FORMAT FOR PRE-BID QUERIES

RFP REF:

Name :
Designation :
Mobile Number :
Company Name :

Table with 3 columns: Section/Page Reference of RFP, Query Raised by Bidder, Recommendation Form Bidder With Justification

Signature with Seal:

Date:

Place:



**Annexure K- BANK GUARANTEE FORMAT FOR EARNEST MONEY DEPOSIT**

To

\_\_\_\_\_

WHEREAS \_\_\_\_\_ ( Name of bidder ) ( hereinafter called "the bidder " has submitted its RFP dated \_\_\_\_\_ (Date) for the execution of (Name of Contract) \_\_\_\_\_ (hereinafter called "the RFP") in favour of Canara Bank hereinafter called the " Employer " ;

KNOW ALL MEN by these presents that we, \_\_\_\_\_ Bank, a body corporate constituted under the Banking Companies (Acquisition & Transfer of Undertakings) Act, 1970 having its Head Office at \_\_\_\_\_ amongst others a branch 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 CONDITIONS of this obligation are:

- (a) If the bidder withdraws its RFP during the period of RFP validity specified in the RFP; or
- (b) If the bidder having been notified of the acceptance of his RFP by the Employer during the period of RFP validity;
  - (i) Fails or refuses to execute the Agreement, if required; or
  - (ii) Fails or refuses to furnish the performance security or security Deposit, in accordance with clause 9 of Terms and Conditions of this RFP.

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 of one or both of the two conditions, specifying the occurred condition or conditions.

Not withstanding anything contained herein,

- 1) our liability under this Bank guarantee shall not exceed ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_ only)
- 2) The bank Guarantee is valid upto \_\_\_\_\_ and
- 3) 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 the Guarantee as found under clause (ii) above plus claim period)

Dated \_\_\_\_\_ day of \_\_\_\_\_ 2023

SIGNATURE OF THE BANK



Annexure L - Power Inverter are to be supplied & installed

a. Tentative Locations: 2.5 KVA Power Inverter & 2 Nos of 150 AH Tubular Battery

	DP	RO Name	Branch Name
1	502	Bagalkot	BAGALKOT
2	10853	Bagalkot	BAGALKOT NAVNAGAR-II
3	537	Ballari	HOSAPETE
4	1425	Ballari	BALLARI CANTONMENT
5	10600	Ballari	BALLARI (MAIN)
6	10602	Ballari	BALLARI ROYAL CIRCLE
7	10603	Ballari	HOSAPETE-II
8	1829	Belagavi	SME BRANCH, UDYAMBAGH
9	2537	Belagavi	BELAGAVI MAHADWAR ROAD
10	10502	Belagavi	BELAGAVI CAMP-II
11	10504	Belagavi	BELAGAVI NEHRU NAGAR
12	509	Hubballi - I	DHARWAR MARKET (MAIN)
13	514	Hubballi - I	HUBBALLI STATION ROAD
14	595	Hubballi - I	TRAFFIC ISLAND (MAIN)
15	1382	Hubballi - I	BAILAPPAVAR NAGAR
16	1628	Hubballi - I	HUBBALLI VIDYANAGAR
17	2853	Hubballi - I	HUBBALLI DURGADBAIL
18	8655	Hubballi - I	SME BRANCH, LAKSHMINAGAR
19	11202	Hubballi - I	HUBBALLI SUPER MARKET
20	11205	Hubballi - I	DHARWAD SUBHAS ROAD (MAIN)
21	511	Hubballi - II	GADAG
22	568	Hubballi - II	RANEBENNUR
23	11227	Hubballi - II	RANEBENNUR-II
24	448	Kalburgi	BIDAR MAIN
25	513	Kalburgi	KALABURAGI MAIN
26	873	Kalburgi	KALABURAGI STATION ROAD
27	10701	Kalburgi	BIDAR-II
28	11300	Kalburgi	FORT ROAD (MAIN)
29	519	Raichur	RAICHUR MAIN
30	547	Raichur	GANGAVATHI
31	11800	Raichur	RAICHUR
32	11802	Raichur	GANGAVATHI-II
33	504	Vijayapura	VIJAYAPURA MAIN
34	2391	Vijayapura	VIJAYAPURA JALANAGARA
35	10800	Vijayapura	VIJAYAPURA MAIN



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b. Tentative Locations - 2 KVA Power Inverter & 2 Nos of 150 AH Tubular Battery

	DP	RO Name	Branch Name	Ca
1	8684	Bagalkot	SRI BASAVESWARA ENGG.COLLEGE	LB
2	10802	Bagalkot	SME BRANCH, BAGALKOT	LB
3	3866	Ballari	BALLARI VSKD UNIVERSITY	MI
4	4125	Ballari	SME BRANCH, HOSAPETE	LE
5	10609	Ballari	TUNGABHADRA DAM	MI
6	10621	Ballari	SME BRANCH, HOSAPETE-II	LE
7	10623	Ballari	BALLARI ZILLA PANCHAYAT	LE
8	10641	Ballari	BALLARI GANDHINAGAR	LE
9	10642	Ballari	HOSAPETE MAIN BAZAR	M
10	10643	Ballari	BALLARI INFANTRY ROAD	M
11	10648	Ballari	MUNDARGI INDUSTRIAL AREA	M
12	8511	Belagavi	BELGAUM CITY CORPORATION	M
13	8514	Belagavi	KLE'S ENGINEERING COLLGE	LI
14	8515	Belagavi	KLE'S HOSPITAL & RESEARCH CENTRE	M
15	10538	Belagavi	BELAGAVI GOAVES	LI
16	10556	Belagavi	ST. PAUL'S HIGH SCHOOL	LI
17	10582	Belagavi	BELAGAVI MAHANTESH NAGAR	M
18	12431	Belagavi	BELAGAVI BIMS	M
19	510	Hubballi - I	DHARWAD MALAMADDI	L
20	567	Hubballi - I	MRITHYUNJAYANAGAR	L
21	1514	Hubballi - I	DHARWAR NARAYANPUR	L
22	2538	Hubballi - I	HUBBALLI KOPPIKAR ROAD	L
23	2949	Hubballi - I	HUBBALLI KESHWAPUR	L
24	3865	Hubballi - I	HUBBALLI NAVANAGAR	L
25	4206	Hubballi - I	GOKUL ROAD (DRM'S OFFICE)	L
26	8509	Hubballi - I	DHARWAD RAMANAGAR	L
27	11204	Hubballi - I	HUBBALLI VISWESHWARNAGAR	L
28	11206	Hubballi - I	DHARWAD UNIVERSITY CAMPUS	L
29	11230	Hubballi - I	DHARWAR SATTUR	M
30	11238	Hubballi - I	DHARWAR VIDYAGIRI	L
31	11239	Hubballi - I	HUBBALLI BENERI	L
32	11240	Hubballi - I	KLE SOCIETY COLL CAMPUS	L
33	11241	Hubballi - I	KMC VIDYANAGAR (KIMS)	L
34	11242	Hubballi - I	KARNATAKA A&S COLLEGE	L
35	11243	Hubballi - I	HUBBALLI NEHRU NAGAR	L
36	11244	Hubballi - I	HUBBALLI BVB ENGG COLLEGE	L
37	11247	Hubballi - I	SREE DHARMASTHALA COLLEGE	L
38	11260	Hubballi - I	DHARWAD TEJASWINAGAR	L
39	11267	Hubballi - I	HUBBALLI SHIRUR PARK	L
40	11207	Hubballi - II	GADAG-II	L
41	11261	Hubballi - II	GADAG BETAGERI-II	L
42	11262	Hubballi - II	GADAG MULGUND NAKA	L
43	3245	Kalburgi	KALABURAGI ADARSH NAGAR	L
44	5344	Kalburgi	BIDAR OLD CITY	L
45	5783	Kalburgi	KALABURAGI GUNJ ROAD	L
46	6050	Kalburgi	KALABURAGI RAM MANDIR	L
47	8683	Kalburgi	PDA ENGG.COLLEGE CAMPUS	L



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	DP	RO Name	Branch Name
48	10703	Kalburgi	BIDAR AIR FORCE STATION
49	11301	Kalburgi	KALABURAGI STATION BAZAR-II
50	11305	Kalburgi	M R MEDICAL COLLEGE
51	11307	Kalburgi	KALABURAGI DARGAH
52	11308	Kalburgi	NUTAN VIDYALAYA
53	11309	Kalburgi	KALABURAGI M S K MILLS
54	2797	Raichur	RAICHUR L V D COLLEGE
55	3062	Raichur	RAICHUR STATION ROAD
56	3321	Raichur	SME BRANCH, RAICHUR
57	11816	Raichur	SSRG WOMEN'S COLLEGE
58	11817	Raichur	KARNATAKA KHADI GS SAN
59	11827	Raichur	GANGAVATHI JULYIEE NAGAR
60	5046	Vijayapura	SME BRANCH, VIJAYAPURA
61	10801	Vijayapura	SME BRANCH, VIJAYAPURA
62	10855	Vijayapura	AL AMEEN MEDICAL COLLEGE
63	10875	Vijayapura	VIJAYAPURA ASHRAM ROAD

**c. Tentative Locations - 2 KVA Power Inverter & 2 Nos of 200 AH Tubular Battery**

	DP	RO Name	Branch Name	Cat
1	5346	Bagalkot	MUGANUR	SB
2	10632	Ballari	KALLAHALLI	SB
3	10645	Ballari	KENCHANAGUDDA	SB
4	10595	Belagavi	YARAZARVI	SB
5	5349	Raichur	BOPPUR	SB
6	6811	Raichur	KANNE KOLUR	SB
7	11321	Raichur	GOGI	SB
8	11818	Raichur	CHIKKA JANTKAL	SB
9	11825	Raichur	ANWARI	SB
10	1088	VIJAYAPURA	SABALESHWAR	SB

**NOTE:**

- The Bidder should be able to provide qualified service engineers for attending the problems if any during the Warranty/AMC period.
- Qualified Engineers should be employee of the company. The Bidders to furnish their existing service centre infrastructure details like contact details with postal address, no. of engineers, jurisdiction of the engineer etc.
- Detailed list of offices wherein power inverter system to be installed shall be provided with purchase order.





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Supply & Installation of Power Inverters at Urban Branches in Hubballi Circle

**ANNEXURE M - Manufacturer's Authorization Form**

No. \_\_\_\_\_.

Dated. \_\_\_\_\_

To

The Assistant General Manager  
Premises & Estate Section,  
Circle Office,  
Hubballi.

Dear Sir,

RFP No. COHUB:P&E:PI:RFP:02/2023-24 DATED.....2023

We \_\_\_\_\_ who are established and reputed manufacturers of \_\_\_\_\_ having factories at \_\_\_\_\_ and \_\_\_\_\_ 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 RFP offer.

We hereby extend our full guarantee and warranty as per terms and conditions of the RFP and the contract for the equipment and services offered against this invitation for RFP offer by the above firm and will extend technical support for a warranty + AMC period from the date of submission of this RFP.

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.**



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**ANNEXURE N- Indicative Price bid & Bill of Material**

	Description of Items	Qty in Nos	Rate / unit (₹)	Amount / Total Cost (₹)
		A	B	C=A X B
1	Cost of the Power Inverter as Technical specifications in Annexure G adhering to terms & conditions of RFP including, transportation, and installation of the Power Inverter at the identified locations.			
a	<b>2.5 KVA Power Inverter + 2 nos of Tubular Battery of 150 VAH</b>	35 No's		
b	<b>2 KVA Power Inverter + 2 Nos of 150 AH Tubular Battery</b>	63 No's		
b	<b>2 KVA Power Inverter + 2 Nos of 200 AH Tubular Battery</b>	10 No's		
2	Annual maintenance Charges exclusive of all Goods & Service taxes for <b>2.5 KVA Power Inverter</b>			
	AMC for the 1st year ( after warranty period of <b>24 months</b> )	35 No's		
	AMC for the 2nd year	35 No's		
	AMC for the 3rd year	35 No's		
	AMC for the 4th year	35 No's		
	AMC for the 5th year	35 No's		
3	Annual maintenance Charges exclusive of all Goods & Service taxes for <b>2 KVA Power Inverter</b>			
	AMC for the 1st year ( after warranty period of <b>24 months</b> )	73 No's		
	AMC for the 2nd year	73 No's		
	AMC for the 3rd year	73 No's		
	AMC for the 4th year	73 No's		
	AMC for the 5th year	73 No's		
4	Annual maintenance Charges exclusive of all Goods & Service taxes for per unit of <b>200 AH Tubular Battery</b>			
	AMC for the 1st year ( after warranty period of <b>60 months</b> )	20 No's		
	AMC for the 2nd year	20 No's		
5	Annual maintenance Charges exclusive of all GST for per unit of <b>Tubular Battery of 150 AH</b>			
	AMC for the 1st year ( after warranty period of <b>60 months</b> )	196 No's		
	AMC for the 2nd year	196 No's		
<b>GRAND TOTAL</b>				



Notes:

- Bidder must take care in filling price information in the Financial Offer, to ensure that there are no typographical or arithmetic errors. All fields must be filled up correctly.
- All the above prices and AMC charges should be inclusive of all imports cost, duties, excise duty, and exclusive of applicable Taxes like Goods & Service Taxes etc.
- GST shall be payable as per norms.
- L1 will be arrived on basis of Grand Total.



**ANNEXURE O - AGREEMENT FORMAT**

**FORM OF AGREEMENT**

This agreement made the \_\_\_\_\_ day of the month of \_\_\_\_\_ in the year 2023 BETWEEN, Canara Bank a body corporate constituted under the Banking Companies (Acquisition and Transfer of undertakings Act, 1970, having its Circle office at 2<sup>nd</sup> Floor, Centrum Building, Gokul Road, Hubballi-580030 represented by DM & its duly constituted attorney (hereinafter referred to as the Employer / Bank) on the ONE PART; and

\*Sri \_\_\_\_\_ S/D/o \_\_\_\_\_  
\_\_\_\_\_ resident of \_\_\_\_\_ the sole proprietor of  
M/s \_\_\_\_\_ having office at the following  
address \_\_\_\_\_

\* M/s. \_\_\_\_\_ the partnership firm having an  
administrative/principal office at \_\_\_\_\_ represented by its  
Managing/duly Authorized partner.

\* M/s. \_\_\_\_\_ company/body corporate incorporated under the  
provisions of the Companies Act 1956 having its registered office at the following  
address \_\_\_\_\_, duly represented at \_\_\_\_\_  
duly represented by its constituted and Authorized Managing Director,  
Shri \_\_\_\_\_ and (hereinafter called the vendor which term shall also  
be called the Supplier or the Contractor ) on the other part

WHEREAS THE Employer / Bank is desirous to purchase \_\_\_ Power Inverter for their  
identified Branches under \_\_\_\_\_ Circle as detailed in the RFP \_\_\_\_\_ Dated  
\_\_\_\_\_ and opened on \_\_\_\_\_ furnished by the Vendor for the supply, putting  
into operation and performance of such supply has been accepted by the Employer  
on the terms and conditions as set out therein and interalia others.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement viz;
  - a) Notice inviting RFP
  - b) General Rules and Instructions for the guidance of Bidders.
  - c) Terms and conditions of the RFP.
  - d) All Annexures of the RFP
  - e) The details submitted in technical bid, design, technical brochures, drawings and such other details etc.
  - f) Price bid



Supply & Installation of Power Inverters at Urban Branches in Hubballi Circle

g) The Purchase order , Letters from & to the Vendor, if any, leading to and prior to issue of purchase order .

3. In consideration of the payments to be made by the Employer to the Vendor, the Vendor hereby covenants and agrees with the Employer to supply the items perform the supply in conformity in all respects and subject to all terms and conditions/rules as mentioned in this RFP as also in the aforesaid documents which shall form part of this agreement.

In witness whereof the parties hereto have hereunto set their respective hands and seals the day and year first above written.

Signed, \_\_\_\_\_ sealed \_\_\_\_\_ and \_\_\_\_\_ delivered \_\_\_\_\_ by \_\_\_\_\_ the \_\_\_\_\_ said Vendor, \_\_\_\_\_ to the Employer \_\_\_\_\_ in the presence of:

Signature of Vendor (with seal)

Signature of Authorized representative of the Employer / Accepting Authority.

Witness (Signature, Name & Address ):

1).

2).



**ANNEXURE P - SECURITY DEPOSIT FORMAT**

**BANK GUARANTEE FORMAT FOR SECURITY DEPOSIT**

Guarantee No.....

Amount of Guarantee Rs.....

Guarantee cover from Dated : .....

To Dated: .....

Last Date for Lodgement of claim: .....

To:

.....

.....

.....

.....

In consideration of ..... (hereinafter called "Beneficiary") having agreed to exempt ..... Ltd., having its Registered Office situated at ..... (hereinafter called the "the obligator(s)") from the demand of security deposit of Rs..... (Rupees ..... only) under the terms and conditions of an agreement dated ..... (hereinafter called the "said Agreement") for the due fulfillment by the said obligator of the terms and conditions contained in the said agreement, on production of the Bank Guarantee for Rs..... (Rupees ..... only), at the request of the obligator \_\_\_\_\_ Bank, a body corporate constituted under the Banking Companies (Acquisition & Transfer of undertakings) Act, 1970 having its Head Office at \_\_\_\_\_ amongst others a branch at ..... (hereinafter referred to as "the Bank") has agreed to give following guarantee in favour of the beneficiary for an amount not exceeding Rs..... (Rupees ..... only) against any loss or damage caused to or suffered or would be caused to or suffered by reason of any breach by the said Obligator(s) of any of the terms and conditions contained in the said agreement.

1. We, the Bank to hereby undertake to pay the amount payable under this guarantee without any demur merely on a demand from the beneficiary stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by reason or any breach of the terms and conditions contained in the said agreement or by reason of the obligator's failure to perform the said agreement. Any such demand in writing made on the Bank shall be conclusive as regards the amount due and payable by the Bank under the guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....



2. We, the Bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the beneficiary under or by virtue of the said agreement have been fully paid and its claims satisfied or till the beneficiary certifies that the terms and conditions of the said agreement have been fully discharged this guarantee. Unless a demand for claim under this guarantee is made on us in writing on or before ..... we shall be discharged from all liabilities under this guarantee thereafter.
3. We, the Bank further agree that the beneficiary shall have the fullest liberty, without consent and without effecting in any manner or obligations hereunder, to extend time of performance the said obligator(s) from time to time or to postpone for any time any of the powers exercisable by the beneficiary against the said obligator(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved of our liability by reason of any extension being granted to the said obligator(s) for any forbearance, act or omission on the part of the beneficiary or any indulgence by the beneficiary to the said obligator(s) or by any such matter or thing whatsoever which under the law relating to sureties would not for this provision have effect of so relieving us.
4. We, the Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the beneficiary in writing.
5. Notwithstanding anything contained herein:
  - (i) Our liability under this Bank Guarantee shall not exceed Rs. ....  
(Rupees ..... only)
  - (ii) This Bank Guarantee is valid upto ..... 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 the guarantee as found under clause(ii) above plus claim period)

Place:

Date :

Signature



**ANNEXURE Q**  
**(DECLARATION TO BE SUBMITTED ON LETTER HEAD OF THE BIDDER)**

**Ref: RFP No. COHUB:P&E:PI:RFP:02/2023-24 DT: 23.05.2023**

I / We hereby declare that I / We have not been banned or delisted or debarred by any Government , Quasi Government Agencies, Public Sector Undertakings or Private Companies as on date of submission of RFP.

Should it be observed anytime during currency of the bidding process or during execution of the work that I / We have been banned, delisted or debarred by any of the above Agencies, then I / We agree for termination of the contract forthwith and also agree for forfeiture of our Earnest Money Deposit and Security cum Performance Deposit, if any, by Canara Bank, without any recourse.

Dated:

Signature & Name of the Bidder with seal





**ANNEXURE R - SATISFACTORY PERFORMANCE CERTIFICATE**

This is to Certify that M/s\_\_\_\_\_ has supplied and installed .....KVA Power Inverter with \_\_\_ Nos of 200 AH Tubular Battery and the same has been installed satisfactorily at the ..... as per purchase order Ref.....dated.....

Date:

Place:

Signature of the Branch in Charge with seal



**ANNEXURE S- Declaration**  
(On letter head of the Company / Firm)

To

The Assistant General Manager,  
Canara Bank,  
Circle Office,  
Hubballi.

Dear Sir,

**Request For Proposal (RFP) Ref:** \_\_\_\_\_

This is to certify that we have read the clause regarding restrictions on procurement from bidders of countries sharing land border with India as per Ministry of Finance Order (Public Procurement No. 1) dated 23<sup>rd</sup> July, 2020. Further, it is certified that our company is neither from a country sharing land border with India nor our company is an entity as under:

- a) An entity incorporated, established or registered in such a country
- b) A subsidiary of an entity incorporated, established or registered in such a country
- c) An entity substantially controlled through entities incorporated, established or registered in such a country
- d) An entity whose beneficial owner (as per definition attached) is situated in such a country
- e) An Indian (or other) agent of such an entity
- f) A natural person who is a citizen of such a country
- g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.

2. Further, it is certified that provisions of paragraph 10 of the above order are not applicable to us in respect of captioned RFP.

Place:

Signature:

Date:

Name &

Designation

Company Seal



**Definition of “Beneficial Owner”**

1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person(s), has a controlling ownership interest or who exercises control through other means.

Explanation-

- a. “Controlling ownership interest” means ownership of, or entitlement to, more than twenty-five percent of shares or capital or profits of the company;
  - b. “Control” shall include the right to appoint the majority of the directors or to control the management or policy decisions, including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;
2. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
  3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
  4. Where no natural person is identified under 1. or 2. or 3 above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
  5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

.....

## **Annexure T- Business Rules and Terms & Conditions of Reverse Auction**

Reverse Auction event will be carried out among the Technically Qualified Bidders, for providing opportunity to the Bidders to quote the price dynamically for the procurement for which RFP is floated

### **A) Definitions :**

- 1) “Bank” means Canara Bank
- 2) “Service Provider” means the third party agency / company who has been selected by the Bank for conducting Reverse Auction.
- 3) “L1” means the Bidder who has quoted lowest price in the Reverse Auction process.
- 4) “L2” means the Bidder who has quoted second lowest price in the Reverse Auction process and so on and so forth

### **B) Eligibility of Bidders to participate in Reverse Auction:**

- 1) Bidders who are technically qualified in terms of the relative Terms & Conditions of the RFP and accept the Business Rules, Terms & conditions of Reverse Auction and submit the undertakings as per Annexure-Q(1), can only participate in Reverse Auction related to the procurement for which RFP is floated. Bidders not submitting the above undertaking or submitting with deviations / amendments there to, will be disqualified from further evaluation / participation in the process of relevant procurement.
- 2) Bidders should ensure that they have valid digital certificate well in advance to participate in the Reverse Auction. Bank and / or Service Provider will not be responsible in case Bidder could not participate in Reverse Auction due to non-availability of valid digital certificate.

### **C) Training:**

- 1) Selected vendors shall coordinate with our Bank/Our Service Provider for getting necessary details and reverse auction demos before commencement of live reverse auction process. Else, bidder not getting the required clarification / demos will do so at his own risk. The service provider for Reverse Auction and their contact details shall be shared with the selected bidders.

### **D) Reverse Auction Schedule:**

- 1) The date & time of start of Reverse Auction and its duration of time will be informed to the eligible Bidders well in advance before the Reverse Auction date.
- 2) Bank reserves the right to postpone / change / cancel the Reverse Auction event even after its communication to Bidders without assigning any reasons there for.

**E) Bidding Currency:** Bidding will be conducted in Indian Rupees (INR).

**F) Start Price (CAP Price):**

Bank will determine the Start Price (CAP Price) for Reverse Auction -

- 1) on its own and / or
- 2) evaluating the price band information called for separately from each eligible Bidder at appropriate time and / or
- 3) based on the price bids received and if opened, Bank may determine the start price (CAP Price) on the basis of the lower quote received.

**G) Decremental Bid Value :**

- 1) The bid decrement value will be specified by Bank before the start of Reverse Auction event. It can be a fixed amount or percentage of Start Price (CAP Price) or both.
- 2) Bidder is required to quote his bid price only at a decremental value.
- 3) Bidder need not quote bid price at immediate next available lower level, but it can be even at 2/3/4 ..... level of next available lower level .

**H) Conduct of Reverse Auction event :**

- 1) Reverse Auction will be conducted on a specific web portal meant for this purpose with the help of the Service Provider identified by the Bank.
- 2) Service Provider will make all necessary arrangement for fair and transparent conduct of Reverse Auction like hosting the web portal, imparting training/demo to eligible Bidders etc., and finally conduct of Reverse Auction.
- 3) Bidders will be participating in Reverse Auction event from their own office / place of their choice. Internet connectivity and other paraphernalia requirements shall have to be ensured by Bidder themselves.
- 4) Bank and / or Service Provider will not have any liability to Bidders for any interruption or delay in access to site of Reverse Auction irrespective of the cause.
- 5) For making the process of Reverse Auction and its result legally binding on the participating Bidders, Service Provider will enter into an agreement with each eligible Bidder, before the start of Reverse Auction event. Without this Bidder will not be eligible to participate in the event. The format of the agreement is as per the ANNEXURE-Q(3).
- 6) Bidders name will be masked in the Reverse Auction process and will be given random dummy names by the Service Provider.
- 7) Bidder / his authorized representatives will be given unique Login ID & Password by Service Provider. Bidder/his authorized representative will change the Password after the receipt of initial Password from Service Provider to ensure confidentiality. All bids made from the Login ID given to the Bidders will be deemed to have been made by the concerned Bidder/his company.
- 8) Reverse auction will be conducted as per English Reverse Auction with no tie where more than one Bidder cannot have identical bid price.

9) Any bid once made by the Bidder through registered Login ID & Password, the same cannot be cancelled. The Bidder is bound to supplies as per the RFP at the bid price of Reverse Auction.

11) Reverse Auction will normally, be for a period of ½ hour (i.e. 30 Minutes). If a Bidder places a bid price in last 10 minutes of closing of the Reverse auction, the auction period shall get extended automatically for another 10 minutes. No. of extension will be unlimited. In case there is no bid price in the last 10 minutes of closing of Reverse Auction, the auction shall get closed automatically without any extension.

(The time period of Reverse Auction & Maximum number of its extensions & time are subject to change and will be advised to eligible Bidders before the start of the Reverse Auction event.)

12) Bidder will be able to view the following on their screen along with the necessary fields in Reverse Auction:

i) Opening Price

ii) Leading / Lowest Bid Price in Auction (only total price)

iii) Last Bid Price placed by the respective Bidder.

13) During Reverse Auction, if no bid price is received within the specified time, Bank, at its discretion, may decide to revise Start Price (CAP Price) / Decremental Value / scrap the reverse auction process / proceed with conventional mode of tendering.

#### **I) Reverse Auction Process:**

1) At the end of Reverse Auction event Service Provider will provide the Bank all necessary details of the bid prices and reports of Reverse Auction.

2) Upon receipt of above information from Service Provider, Bank will evaluate the same and will decide upon the winner i.e. Successful Bidder.

3) Successful Bidder has to mail the scanned copy duly signed filled-in prescribed format Annexure-Q(2) as provided on case-to-case basis to Bank within 24 hours of Reverse Auction without fail. The Original signed Annexure-Q(2) should be couriered so as to reach us within 2 working days of Reverse Auction without fail.

4) Any variation between the on-line Reverse Auction bid price and signed document will be considered as sabotaging the tender process and will invite disqualification of Bidder/vender to conduct business with Bank as per prevailing procedure.

5) Successful Bidder has to give break-up of his last/lowest bid price as per Bill of Material at the end of Reverse auction event within 2 working days without fail.

6) Successful Bidder is bound to supply at their final bid price of Reverse Auction. In case of back out or not supply as per the rates quoted, Bank will take appropriate action against such Bidder and / or forfeit the Bid Security amount, debar him from participating in future.

7) In case Bank decides not to go for Reverse Auction related to the procurement for which RFP is floated and price bids if any already submitted and available with Bank shall be opened as per Bank's standard practice.

#### **J) Bidder's Obligation:**

- 1) Bidder will not involve himself or any of his representatives in Price manipulation of any kind directly or indirectly with other suppliers / Bidders
- 2) Bidder will not divulge either his Bid details or any other details of Bank to any other party without written permission from the Bank.

**K) Change in Business Rules, Terms & Conditions of Reverse Auction:**

- 1) Bank reserves the right to modify / withdraw any of the Business rules, Terms & conditions of Reverse Auction at any point of time.
- 2) Modifications of Business rules, Terms & conditions of Reverse Auction will be made available on website immediately.
- 3) Modifications made during the running of Reverse Auction event will be advised to participating Bidders immediately.

**Annexure- T(1)**

(To be submitted on company letter head by all Bidders participating in Reverse Auction)

Date : .....

To,

The Assistant General Manager,  
Canara Bank,  
Circle Office,  
Hubballi.

Acceptance of Reverse Auction Business Rules and Terms & conditions in respect of Tender / RFP No: COHUB:P&E:PI:RFP:02/2023-24 Dated 23.05.2023 for Supply & Installation of Power Inverter at Rural Branches in Hubballi Circle.

We refer to the captioned subject and confirm that -

- 1) The undersigned is our authorized representative.
- 2) We have accepted and abide by all Terms of captioned Tender documents and Business Rules and Terms & conditions of Reverse Auction for the procurement for which RFP is floated.
- 3) Bank and Service Provider shall not be liable & responsible in any manner whatsoever for my / our failure to access & bid in Reverse Auction due to loss of internet connectivity, electricity failure, virus attack, problems with the PC, any other unforeseen circumstances etc. before or during the auction event.
- 4) We understand that in the event we are not able to access the auction site, we may authorize Service Provider to bid on our behalf by sending a fax containing our offer price before the auction close time and no claim can be made by us on either Bank or Service Provider regarding any loss etc. suffered by us due to acting upon our authenticated fax instructions.
- 5) I / We do understand that Service Provider may bid on behalf of other Bidders as well in case of above mentioned exigencies.
- 6) We also confirm that we have a valid digital certificate issued by a valid Certifying Authority.
- 7) We will participate in Reverse Auction conducted by \_\_\_\_\_ (name of Service Provider) and agree to enter into an agreement with him (Service Provider) for making the process of Reverse Auction and its result legally binding on us.



8) We will mail the scanned copy duly signed filled-in prescribed format (Annexure-Q(2)) as provided on case-to-case basis, to Bank within 24 hours of end of Reverse Auction without fail.

9) We will give break-up of our last / lowest bid price as per Bill of Material at the end of Reverse Auction event within 2 working days without fail.

10) We undertake to supply at our final lowest bid price of Reverse Auction. In case of back out or not supply as per the rates quoted by us, Bank is free to take appropriate action against us and / or forfeit the Bid Security amount, debar us from participating in future tenders.

11) We nominate our official Shri \_\_\_\_\_ Designation \_\_\_\_\_ of our company to participate in Reverse Auction. We authorize Bank to issue USER ID & PASSWORD to him. His official e-mail & contact number are as under -

Email :

Mobile:

Signature with company seal :

Name of Authorized Representative :

Designation:

Email :

Mobile :

Tel. No:

Fax No.:

**Annexure - T (2)**

**(To be submitted by Successful Bidder of Reverse Auction within 2 Working Days from the end of Reverse Auction event)**

Date : .....

To,  
The Assistant General Manager,  
Canara Bank,  
Circle Office,  
Hubballi.

Sir,

Final / Lowest Bid Price quoted in Reverse Auction held on \_\_\_\_\_ in respect of Tender / RFP Ref. No. \_\_\_\_\_ Dated \_\_\_\_\_ For procurement of \_\_\_\_\_

We confirm that the final total bid price quoted by us in the captioned Reverse Auction event for captioned tender is as under - Rs. ( in figure) : \_\_\_\_\_ Rs. ( in words) : \_\_\_\_\_

We confirm that -

1) We enclose herewith the detailed break-up of above price as per Bill of Material OR We undertake to give detailed break-up of above bid price as per Bill of Material within 2 working days from the end-of Reverse Auction event.

2) Any variation between the on-line Reverse Auction bid price quoted by us and this document will be considered as sabotaging the tender process and will invite disqualification of Bidder/vender to conduct business with Bank as per prevailing procedure. In such case Bank is free to take appropriate action and / or forfeit the Bid Security amount and / or debar him from participating in future.

3) We are bound to supply at the above final bid price of Reverse Auction.

4) We note that in case of back out or not supply as per the above rates quoted by us, Bank will take appropriate action against us and / or forfeit our Bid Security amount and / or debar him from participating in future.

Signature with company seal :

Name of Authorized Representative & Designation :

Email :

Mobile :

Tel. No :

**Annexure- T(3)**  
**Process Compliance Form**

(The Bidders are required to print this on their company's letter head and sign, stamp before faxing to Service Provider)

To

( Name & Address of Service Provider)

Sub: Agreement to the Process related Terms and Conditions for the Reverse Auction

Dear Sir,

This has reference to the Terms & Conditions for the Reverse Auction mentioned in the Tender document for procurement of Hardware against the RFP/Tender No.

\_\_\_\_\_

This letter is to confirm that:

- 1) The undersigned is authorized representative of the company.
- 2) We have studied the Commercial Terms and the Business rules governing the Reverse Auction and the RFP as mentioned in your letter and confirm our agreement to them.
- 3) We also confirm that we have taken the training on the auction tool and have understood the functionality of the same thoroughly.
- 4) We confirm that \_\_\_\_\_(Bank) and \_\_\_\_\_(Service Provider) shall not be liable & responsible in any manner whatsoever for my/our failure to access & bid on the e-auction platform due to loss of internet connectivity, electricity failure, virus attack, problems with the PC, any other unforeseen circumstances etc. before or during the auction event.
- 5) We understand that in the event we are not able to access the auction site, we may authorize \_\_\_\_\_(Service Provider) to bid on our behalf by sending a fax containing our offer price before the auction close time and no claim can be made by us on either \_\_\_\_\_(Bank) or \_\_\_\_\_(Service Provider) regarding any loss etc. suffered by us due to acting upon our authenticated fax instructions.
- 6) I/we do understand that \_\_\_\_\_(Service Provider) may bid on behalf of other Bidders as well in case of above mentioned exigencies.
- 7) We also confirm that we have a valid digital certificate issued by a valid Certifying Authority.

8) We also confirm that we will fax the price confirmation & break up of our quoted price as per Annexure - Q(2) as requested by \_\_\_\_\_(Bank) / \_\_\_\_\_(Service Provider) within the stipulated time.

We, hereby confirm that we will honour the Bids placed by us during the auction process.

With regards

Signature with company seal

Name - Company / Organization -

Designation within Company / Organization -

Address of Company / Organization

### Annexure T(4)

The bidder has to submit the following documents to eligible for submitting the Online Bid:

1. Earnest Money Deposit of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) by way of Demand Drafts of a Scheduled commercial Bank issued in favour of Canara Bank, Head Office/ BG issued by a Nationalised Bank other than Canara Bank payable at Bengaluru.
2. The following documents to be duly signed by the Authorized person with company seal:
  - Business Rules and Terms & Conditions of Reverse Auction as per Annexure U.
  - Acceptance of Reverse Auction Business Rules and Terms & conditions as per Annexure U(1).
  - Successful Bidder of Reverse Auction within 2 Working Days from the end of Reverse Auction event as per Annexure U(2).
  - Process Compliance Form as per Annexure U(3).

The above required documents along with DDs should be submitted to the following address to reach on or before **14.06.2023 (3.00 pm)**.

The Assistant General Manager,  
Canara Bank,  
Circle Office,  
Hubballi.

Those submit the DD will required documents will be only be able to submit the Bid online tendering process.

Submission of EMD in the form of fixed deposit or in any other form is not acceptable and tenders with such EMD shall be rejected.

No interest shall be allowed on the Earnest Money Deposit (EMD). Tenders without EMD shall be summarily rejected. However, MSEs are exempted from paying EMD as per MSME Act 2012. For getting the benefits in case of MSE firms, Bidders / agencies should submit registration certificate issued from the relevant authorities. Such request also should reach the above address on or before **14.06.2023 (3.00 pm)**.

### ANNEXURE U- INDEMNITY FORMAT

THIS DEED OF INDEMNITY executed at ..... (Place) on this ..... day of .....month of year two thousand and twenty three (2023) By.....(herein after called the Bidder) duly represented by proprietor/one of its partners/director Sri ....., aged.....years, son of Sri.....residing at .....

In favour of

Canara Bank, a body corporate constituted under the Banking companies (Acquisition and Transfer of undertakings) Act, 1970, having its Head Office, at 112, J.C.Road, Bangalore - 560002 & represented by its Circle Office, Hubballi.

Whereas the Bidder had applied for the tender .....

Whereas the tender submitted by the Bidder for the above mentioned work was accepted by Canara Bank and the work of ..... has been awarded in favor of the Bidder vide Ref No .....

And whereas for undertaking the work warded as per the above noted reference, the Bidder has entered into contract with Canara Bank on .....

Now this Deed Witnessed that in pursuance of the aforesaid contract dated .....and in consideration of Canara Bank having agreed to make payment on the bills claimed by the Bidder herein based on the works completed in respect of the above referred contract, the Bidder hereby indemnifies and keep harmless Canara Bank & its Architect/consultant and its officials/staff from time to time and at all times against all actions, prosecutions proceedings, claims, suits, liabilities (including statutory liability), penalties, demands, charges, costs (including legal costs) and expenses, damages, losses and any other expenses which may be caused to or suffered by or made or taken against the Employer arising out of:

- i) The breach, default or non-performance of undertakings, warranties, covenants or obligations by the Bidder, non-compliance of safety rules, regulations, instructions by the Bidder and mishaps occurring at the site due to faulty work executed by the Bidder.
- ii) Any contravention or Non compliance with any applicable laws, regulations, rules, statutory or legal requirements by the Bidder.

Further, the Bidder indemnifies to protect and save Canara Bank & its Architect/consultant and its officials / staff from against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from infringement

of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of the services offered by the Bidder.

All Indemnities shall survive notwithstanding expiry or termination of the contract and Bidder shall continue to be liable under the indemnities.

There is no limit to claims made by the Employer/third parties in case of infringement of Intellectual property rights or for claims relating to the loss of damage to real property and tangible personal property and for bodily injury or death and in these cases the liability will be unlimited ”.

**Signature of Bidder with Seal**