

# Baroda U.P. Bank

Head Office : Taramandal-Gorakhpur (UP)



## Tender for Supply of

## Data Backup Media

## (LTO Tapes)

Date : 09.02.2022

Tender Ref. No. : BUPB/Tender/LTO/2022 Dt. 09.02.2022

*-Sd-*

**General Manager**

**Date : 09.02.2022**



### Tender for Supply of LTO Tapes

#### A. BRIEF PROJECT REQUIREMENT

Baroda U.P. Bank has requirement of LTO Tapes as per the details mentioned below at Bank's DC Site (Mumbai) & DR Site (Hyderabad):

Sr. No.	Product Description	Quantity	
		To be delivered at DC in Mumbai (Address given in RFP Doc.)	To be delivered at DR in Hyderabad (Address given RFP Doc.)
1	LTO 4 Ultrium 1.6TB Data Tape Cartridge compatible with HP generic tape library (tapes of OEM manufacturer HP only)	100	405
2	Barcode Label for LTO 4	100	405

#### B. PURPOSE

Baroda U.P. Bank having its Head Office at Buddh Vihar Commercial Scheme, Taramandal, Gorakhpur (hereinafter referred to as 'Bank' intends to issue this bid document, hereinafter called Tender, to eligible Vendors, hereinafter called as, Bidders / Vendors, to participate in the competitive bidding towards procurement of LTO Tapes.

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

#### C. ELIGIBILITY CRITERIA:

Bid is open to all Bidders who meet the eligibility criteria as given in **Annexure- A** of this document. The Bidder has to submit the documents substantiating eligibility criteria as mentioned in this RFP document.

- (a) If any Bidder submits Bid on behalf of Principal/OEM, the same Bidder shall not submit a Bid on behalf of another Principal/OEM under this RFP.
- (b) Either the Bidder on behalf of Principal/OEM or Principal/OEM itself is allowed to Bid, however both cannot Bid simultaneously.

#### D. (i) IMPORTANT DATES

Schedule of RFP	
Start Date	09.02.2022
Last Date & Time of Submission of Bids	02.03.2022 (03:00 pm)
Date & Time of opening of Part-I Eligibility Bid	02.03.2022 (03:30 pm)
Date & Time of opening of Part-II Commercial Bid	02.03.2022 (After Part-I)

**Note: Representatives of bidders may participate in opening of bids.**

**(ii) Communication:**

All Bids/ related letter must be addressed to	The General Manager (IT) Baroda U.P. Bank Head Office : Buddh Vihar Commercial Scheme, Taramandal, Gorakhpur-273016
Contact Details	Mr. Arvind Kumar Srivastva – CM (IT-Infra) 7571810193

**E. SUBMISSION DETAILS**

**1. Eligibility/Technical Bid and Commercial Bid should be submitted in SEPARATE SEALED ENVELOPES which should be super scribed as below:**

- a. 'ELIGIBILITY/TECHNICAL BID FOR LTO TAPE'
- b. 'COMMERCIAL BID FOR LTO TAPE'

**Further, BOTH SEALED ENVELOPES i.e. (a) Eligibility/Technical Bid & (b) Commercial Bid, should be placed in another envelope super scribed as "BID FOR LTO TAPES"**

**2. As part of the submission, the vendor should submit the following documents along with eligible/technical bid:**

- a) Valid confirmation from OEM stating that the vendor is OEM's Authorized Reseller / Partner of required LTO Tapes.
- b) Only one make for required LTO Tapes which meet the given specification, should be quoted in the Bid. If it is found that the bidder has quoted more than one make and has not specified which particular make quoted by them is to be considered, then the whole tender submitted by the vendor may be liable to be rejected.
- c) Bank may test compatibility of the LTO Tape Media in the Bank's existing systems and payment of Tape Media will be subject to its acceptance on compatibility by Data Centre, Mumbai (Delivery Destination).

**3. Commercial Bid - Commercial Bid for LTO Tapes should be strictly as per Commercial bid format (Annexure - B). Any commercial bid submitted which is not in sealed envelope and not in conformity with Annex-B may be rejected outright.**

***Commercial bid should bear seal & signature of bidder's authorized signatory.***

**Note:**

- a) All the commercial value should be quoted in Indian Rupees.
- b) If the cost for any line item is indicated as zero then it will be assumed by the Bank that the said item is provided to the Bank without any cost.
- c) **The Total Cost of Ownership (TCO) of LTO Tapes & Barcode Labels should be inclusive of all taxes, duties, levies etc. except GST. GST will be paid at actual.**
- d) Vendor is to mandatorily declare the applicable Goods & Service Tax Percentage (GST %), Goods & Service Tax Amount & HSN / SAC Code in the commercial bid format. The applicable Goods & Service Tax will not be part of Total Cost of Ownership (TCO) calculation.
- e) Bank will deduct applicable TDS, if any, as per the law of the land.
- f) Bidder to confirm that bidder will abide by all the terms and conditions mentioned in the Tender document.
- g) Bidder's undertaking to the bank to comply with the secrecy provisions pursuant to provisions of Banking Regulation Act, 1949 and other applicable laws.
- h) Additional details for any commercial should be provided against 'Any Other Charges'.

## F. EVALUATION METHODOLOGY

The Commercial Bid will be opened only of those bidders who qualify in the Technical/Eligibility Bid. Also Bank will evaluate the commercials of only those vendors who have submitted valid Confirmation Letters as mentioned under “**Point E. SUBMISSION DETAILS**”. The eligible vendor quoting the lowest commercial shall qualify as the L1 vendor. The vendor is expected not to add any condition/deviation in the commercial bid. Any such condition/deviation may make the bid liable for disqualification.

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

## G. OTHER TERMS

1. Please note that any response which does not provide any / all of the information in the specified formats shall be rejected and the Bank shall not enter into any correspondence with the vendor in this regard.
2. **LTO 4 Tapes must be compatible with HP Generic Tape Library**
3. The Bank reserve its right to cancel/withdraw the RFP at any point of time either in whole or part, without assigning any reason thereof.
4. The Bank reserves the right to accept or reject the tender in whole or in parts without assigning any reason thereof. The bank’s decision will be final and the bank will not entertain any correspondence in this regard. Bank will not assume any responsibility in case of delay or non-delivery of responses by post, courier, etc within the stipulated time. Mere response to the tender will not entitle nor confer any right on the vendors for supply/sale to the bank.
5. Those vendors who do not fulfill any one of the required specifications and meet other criteria will not be considered.

## H. PAYMENT TERMS

The vendor will be eligible for 100% payment after satisfactory supply of required number of LTO Tapes of the given specifications to the specified locations. The payment will be released by IT Department at Head Office of Bank in Gorakhpur, as per the payment terms on submission of relevant documents duly signed by the authorized Bank officials along with invoice for release of payment.

The Bank will pay invoices within a period of 30 days from the date of receipt of undisputed invoices. Any dispute regarding the invoice will be communicated to the selected Vendor within 15 days from the date of receipt of the invoice. After the dispute is resolved, Bank shall make payment within 30 days from the date the dispute stands resolved. There shall be no escalation in the prices once the prices are fixed and agreed to by the Bank and the vendor. But, any benefit arising out of any subsequent reduction in the prices due to reduction in duty and taxes after the prices are fixed and before the delivery should be passed on to the Bank.

The Vendor must accept the payment terms proposed by the Bank. The commercial bid submitted by the vendors must be in conformity with the payment terms proposed by the Bank. Any request for deviation from the payment terms stipulated here shall not be accepted. The Bank shall have the right to withhold any payment due to the vendor, in case of delays or defaults on the part of the vendor. Such withholding of payment shall not amount to a default on the part of the Bank. If any of the items / activities as mentioned in the price bid is not taken up by the bank during the course of the assignment, the bank will not pay the professional fees quoted by the vendor in the price bid against such activity /item.

#### I. DELIVERY TIMELINES & ADDRESSES

Delivery of required number of LTO Tapes should be made *within 2 week from the date of purchase order*. The product supplied should carry a minimum of 1 year warranty from the date of invoice. The Addresses for delivery of LTO Tapes are as follows:

DC Site Address - Mumbai	DR Site Address - Hyderabad
<b>Bank of Baroda RRB, Reliance Communication Pvt. Ltd, Dhirubhai Knowledge City, Gate no – 4, IDC 4, Opposite Koparkhairane Railway Station, Koparkhairane, Navi Mumbai 400710</b>	<b>Bank of Baroda RRB Reliance IDC, Plot No - 20, HITEC City Layout Survey No - 64, Madhapur Hyderabad, Telangana - 500081</b>

#### J. DOCUMENTATION

Vendor will have to submit all necessary documents in English, related to the LTO Tapes along with their bid submission.

#### K. INDEMNITY

The vendor will indemnify, protect and save the Bank against all claims, losses, costs, expenses, action suits and other proceedings, resulting from infringement of any patent, trademarks, copyrights etc. in respect of the LTO Tapes supplied by him.

#### L. STANDARDS

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

#### M. TERMINATION FOR DEFAULT

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

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

#### N. AUTHORIZED SIGNATORY

The Vendor shall indicate the authorized signatories who can discuss and correspond with the Bank, with regard to the obligations under the contract. The Vendor shall furnish proof of signature identification for above purposes as required by the Bank.

**For any further clarifications, please contact:**

- E-mail your queries at [cm.it.ho@barodauprrb.co.in](mailto:cm.it.ho@barodauprrb.co.in)



**(To be submitted on Firm's Letter Head)**

**Annexure – A – Eligibility/Technical Bid: (Tender for Procurement of LTO Tapes dated 09.02.2022)**

Bidders meeting the following criteria are eligible to submit their Bids along with supporting documents. If the Bid is not accompanied with all the required documents supporting eligibility criteria, the same would be rejected:

S. No.	Eligibility Criteria	Compliance (Yes/No)	Documents to be submitted
1.	The Bidder must be an Indian firm / company/ organization registered under applicable Act in India.		Certificate of Incorporation issued by Registrar of Companies along with Memorandum & Articles of Association and full address of The registered office.
2.	Bidder should have experience in providing such product/ services to other banks/ PSUs.		Copy of the orders and / or Certificate of completion of the work.
3.	Client references and contact details (email/ landline/ mobile) of customers for whom the Bidder has executed similar Projects.		1. 2. 3.
4.	Bidders should not have been blacklisted for deficiency in service by any Public Sector Bank /other organization in the past.		Bidder should specifically confirm on their letter head in this regard.
5.	The Bidder should have the required logistics to supply the requisite tapes within time given and at the locations Decided by the Bank.		
6.	The bidder should be an OEM or an authorized partner/reseller of HP.		<b>Authorization Letter from OEM (if participating as authorized partner of OEM)</b>
7.	The tape media cartridge must be compatible with HP generic tape library (tapes of OEM manufacturer HP only)		

Documentary evidence must be furnished against each of the above criteria along with an index. All documents must be signed by the authorized signatory of the Bidder.

**Date:**

**Place:**

**Seal & Signature of the bidder**

Seal of Company

**(To be submitted on Firm's Letter Head)**

**Annexure – B - Commercial Bid: (Tender for Procurement of LTO Tapes dated 09.02.2022**

Amount in Rupees

Sr. No	Description	Make	Qty.	Unit Price	Total Amount	GST (%)	GST Amount	HSN/SAC Code
1	LTO 4 Ultrium 1.6TB Data Tape Cartridge compatible with HP generic tape library (tapes of OEM manufacturer HP only)		505					
2	Barcode Label for LTO-4 Tape Media		505					
<b>Total Cost of Ownership (TCO) exclusive of GST of LTO Tapes with 1 Year Warranty (in Rs.)</b>								

**Declaration:**

1. All the commercial value quoted are in Indian Rupees.
2. The Total Cost of Ownership (TCO) of LTO Tapes & Barcode Labels together is inclusive of all taxes, duties, levies etc. except GST. GST will be paid at actual.
3. Applicable TDS, if any, may be deducted by bank as per the law.
4. Further, we confirm that we will abide by all the terms and conditions mentioned in the tender document.
5. We hereby indemnify the Bank against all claims, losses, costs, expenses, action suits and other proceedings, resulting from infringement of any patent, trademarks, copyrights etc. in respect of the LTO tapes supplied by us under this tender.
6. We hereby undertake to comply with the secrecy provisions pursuant to provision of Banking Regulation Act, 1949 and other applicable laws of bank.

**Date:**

**Place:**

**Seal & Signature of the bidder**

Seal of Company