



Request for Proposal (RFP)

Audio and Video Automation Collaboration System

SBI Capital Markets Ltd

Ref: RFP no. CO/IT/2240

Date: 27-Jan-23

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Fact Sheet

Item	Description
Bid Document Availability including changes/amendments if any to be issued	RFP may be downloaded from Company's website https://www.sbicaps.com/index.php/tenders/
Method of Selection	The method of selection is Quality and Cost Base Selection The weights given to the Technical and Financial Proposals are: Technical = 60% and Financial = 40%
Date of RFP issuance	27-Jan-23
Last date for Submission of Pre-Bid Queries	06-Feb-23 All the queries should be received on or before the prescribed date & time, through email only with subject line "<Bidder's Name> - Pre-Bid queries - Hardware Refresh and Co-location of DC". The queries should be submitted as per the format prescribed in " Annexure-H - Template for Pre-bid Queries".
Issue of Corrigendum	09-Feb-23 (Tentative)
Last date and time for Bid/Proposal submission (on or before)	16-Feb-23
Commercial Bid	21-Feb-23
Language	Proposals should be submitted in English only.
Bid Validity	Proposals must remain valid up to 180 (One Hundred and Eighty) days from the actual date of submission of the Bid.
Currency(ies)	Currency in which the Bidders may quote the price and will receive payment is INR only.
Name and Address for Communication, seeking clarifications & submission of Proposal	Name: swarali@workspherearchitects.com Cc: Mayank.Verma@sbicaps.com , Sagar.Vichare@sbicaps.com
Annexures	The bidder is required to confirm the participation through email before submitting the Technical Bid and Commercial Bid.

1. *Introduction*

SBI Capital Markets Ltd. (SBICAP) is India's largest domestic Investment Bank, offering the entire gamut of investment banking and corporate advisory services. These services encompass Project Advisory and Loan Syndication, Structured Debt Placement, Capital Markets, Mergers & Acquisitions, Private Equity and Stressed Assets Resolution.

We are a complete solutions provider offering diversified financial advisory and investment banking services, innovative ideas and unparalleled execution to our client base across all stages of the business cycle. Our services range from venture capital advisory, project advisory, buy and sell-side advisory, accessing financial markets to raise capital and even restructuring advisory in their turn-around phases.

Founded in August 1986, SBICAP is a wholly owned subsidiary and the Investment Banking arm of State Bank of India (SBI), the largest commercial bank in India.

About the Initiative/Purpose

SBICAP invites proposals from competent and authorized Bidders **for Supply, Installation, Commissioning, Services, Training and support of Audio and Video systems, Passive components under the scope of this RFP for 3 years support.**

The Bidder should be an OEM or authorized partner, System Integrator, having project team members and support personnel competent enough to install, configure, maintain, and support the proposed solution.

- SBICAP invites technically complete and commercially competitive proposals from reputed vendors for implementation and onsite support for proposed solution.

HIGH LEVEL Requirement (in Detailed components are listed Annexure -)

1	Supply and Installation of video Conferencing systems, Wireless Presentation
2	Supply and Installation of Sound, Control and Display Systems
3	Supply and Installation of Ceiling Camera Document system
4	Supply and Installation of Room Reservation, Lighting and Curtain Control, Wireless Charging Device for mobile, cables and connectors
5	Support and Maintenance

Note- Please note the product proposed should not be declared end of life and should be supported by OEM until 7 years after sign-off the project.

1.1 Disclaimer:

- i. The information contained in this RFP document or information provided subsequently to Bidder(s) whether verbally or in documentary form/email by or on behalf of SBI Capital Markets Ltd (Company), is subject to the terms and conditions set out in this RFP document.
- ii. This RFP is not an offer by SBI Capital Markets Ltd, but an invitation to receive responses from the eligible Bidders. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorized official(s) of SBI Capital Markets Ltd with the selected Bidder.
- iii. The purpose of this RFP is to provide the Bidder(s) with information to assist preparation of their Bid 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 contained in this RFP and where necessary obtain independent advice/clarifications. Company may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.
- iv. SBICAP, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in this bidding process.
- v. SBICAP also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.
- vi. The issue of this RFP does not imply that the SBICAP is bound to select a Bidder or to appoint the Selected Bidder or Concessionaire, as the case may be, for the Project and the Company reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.
- vii. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding Document. Failure to furnish all information required by the bidding Document or to submit a Bid not substantially responsive to the bidding Document in all respect will be at the Bidder's risk and may result in rejection of the Bid.
- viii. Proposed solution must be as per the detailed Technical Specifications (Annexure – B) and the Vendor should adhere to Scope of Work mentioned in this RFP.
- ix. The Purchase Order may be placed in part or full by SBICAP, the quantity or number of equipment to be purchased as mentioned in this RFP is only indicative. No guarantee or assurance is being provided hereby as to the exact quantity of equipment to be purchased or the minimum order quantity. SBICAP, however, reserves the right to procure extra quantity during the bid validity period of the offer and till 6 months from the date of project sign-off. The offer should be valid for SBICAP group companies. The different parts of same equipment should be delivered in one lot only and part delivery of the equipment covered

in the Purchase Order is not permitted unless otherwise agreed to by SBICAP. The movement of the shipment should be advised to the SI and SBICAP, well in advance.

1.2 Definitions

In this connection, the following terms shall be interpreted as indicated below:

- i. "The Company/Owner/SBICAP" 'means the SBI Capital Markets Ltd.
- ii. "Regional Offices" mean the Ros/ Remote Locations
- iii. "Bidder/Service Provider/System Integrator" means an eligible entity/firm submitting the Bid in response to this RFP.
- iv. "Bid" means the written reply or submission of response to this RFP.
- v. "The Contract" means the agreement entered into between the Company and the Vendor, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- vi. "Vendor/Service Provider" is the successful Bidder found eligible as per eligibility criteria set out in this RFP, whose technical Bid has been accepted and who has emerged as TC1/L1 Bidder as per the selection criteria set out in the RFP and to whom notification of award has been given by the Company.
- vii. "The Contract Price/Project Cost" means the price payable to the Vendor under the Contract for the full and proper performance of its contractual obligations.
- viii. Services/ System - "Software Solution" or "Services" or "System" means all software products, services, scope of work and deliverables to be provided by a Bidder as described in the RFP and include services ancillary to the development of the solution, such as installation, commissioning, integration with existing systems, provision of technical assistance, training, certifications, auditing and other obligation of the Vendor covered under the RFP.
- ix. Successful Bidder: Shall mean qualified & Successful in the bidding process and is given the award of Work.
- x. Project Go-Live - Defines as successful Implementation of the project (all components)
- xi. Project Sign-off- Defines as successful completion of project and closure of all the ongoing issues and implementation documents.

1.3 Bidders Eligibility Criteria

<u>Bidder's Eligibility Criteria</u>			
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Bidders meeting the following criteria are eligible to submit their Bids along with supporting documents. If the Bid is not accompanied by all the required documents supporting eligibility criteria, the same would be rejected:

Sr. No.	Criteria	Compliance (Yes/No)	Remarks
1	The Bidder should be in a business of supply, delivery installation, configuration and support in Audio and Video systems, wireless		Certificate of Incorporation and documentary evidence showing bidders is in business of Smart Video Conference room

	presentations, LED TV, Document camera, Smart Video conference room equipment's and passive components in India for at least last 5 Years and should be a current legal entity in India.		technology like Audio and Video systems, wireless presentations, LED TV, Document camera solution for last five years.
2	The bidder should be a company registered in India as per Company ACT 1956. The bidder should have experience of minimum 5 years in smart Video Conferencing		Incorporation Certificate
3	Bidder should have partnership with OEM of the proposed solutions and its components.		MAF from OEM of the Solution and all of its components
4	The Bidder should have yearly sales turnover of minimum Rs. 15 crores during last three financial years and should be profitable (2019-20, 2020-21 and 2021-22)		Auditors Certificate
6	The Bidder 's Account should not have been declared as a Non-Performing Asset (NPA) in the Books of any bank or financial institution as on 31-Mar-2022.		Certificate from Bank/ Auditor
7	The bidder must submit an undertaking that no Government / undertaking organizations have blacklisted the bidder for any reason. Past/present litigations, disputes, if any (Adverse litigations could result in disqualification, at the sole discretion of the Bank)		Undertaking by Bidder.

2 General Terms and Conditions and RFP Process

Instruction to Bidders

2.1 General

- i. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents may result in the rejection of its bid and will be at the bidder's own risk.
- ii. No binding legal relationship will exist between any of the Bidder and OWNER until execution of a contractual agreement.
- iii. Each Recipient acknowledges and accepts that OWNER may in its absolute discretion apply selection criteria specified in the document for evaluation of proposals for short listing / selecting the eligible vendor(s). The RFP document will not form part of any contract or arrangement, which may result from the issue of this document or any investigation or review, carried out by a Recipient.
- iv. A Recipient will, by responding to OWNER for RFP, be deemed to have accepted the terms of this Introduction and Disclaimer.

- v. OWNER reserves the right to alter the proposed location/s specified in the tender. OWNER also reserves the right to add/delete one or more location/s from the list specified in the tender.
- vi. Bidder must take into consideration each and every line of this RFP document while preparing technical and commercial proposal for the project. Bidder is requested to get any issue clarified by OWNER before submitting the responses. The bids submitted should be complete in all respect meeting all deliverables under the project. It will be sole responsibility of the selected service provider to deliver each and everything as per the scope of the project during the contracted period. OWNER will not be responsible in case of any requirement is underestimated or any requirement is not interpreted in right direction.
- vii. OWNER reserves the right to extend the dates for submission of responses to this document with intimation on Owner's website.
- viii. If any issue is observed with level of performance during the contract period, bidder will be responsible to resize/upgrade the h/w and s/w at free of cost.
- ix. Although service window has been defined as 9am to 7pm, service provider must provide services on beyond the above time in case of urgent requirement of Owner without any extra cost.
- x. The scope of the proposal shall be on the basis of single point responsibility, completely covering the products and services specified under this RFP, on end-to-end solution basis.
- xi. The Commercial and Technical bids will have to be signed on all pages of the bid by the authorized signatory. Unsigned bids would be treated as incomplete and would be rejected.

2.2 Cost of Bid

The participating Bidders shall bear all the costs associated with or relating to the preparation and submission of their Bids including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstration or presentations which may be required by the Company, or any other costs incurred in connection with or relating to their Bid. The Company shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder regardless of the conduct or outcome of the bidding process.

2.3 Site Survey & Bill of Quality

The video and audio collaboration system details mentioned in **Annexure B** to determine the Bill of quantity for passive components is tentative. **The vendor must study SBICAP new office layout architecture diagram to understand the various room dimensions and accordingly proposed the compatible VC solution(Annexure - L)**

2.4 Clarification and amendments on RFP/Pre-Bid queries

- i. Bidder requiring any clarification of the bidding Document may notify the Company in writing strictly as per the format given in **Annexure-H** at the address/by e-mail given in factsheet of this document within the date/time mentioned in the schedule of events
- ii. The Owner will organize a pre-bid conference, if necessary and will respond to any request for clarification or modification of the bidding documents. The Owner will formally respond to the pre-bid queries after the pre-bid conference. No clarification will be entertained after the pre-bid conference.

- iii. Any modifications of the Bidding Documents, which may become necessary as a result of the Pre-Bid Conference, shall be made by the Owner exclusively through a corrigendum in email and revised RFP will be published on SBI Capital website. However, in case of any such amendment, the bid submission date may be extended at the discretion of the Owner.
- iv. SBICAP reserves the right to amend, rescind or reissue the RFP, at any time prior to the deadline for submission of Bids. The Company, for any reason, whether, on its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding Document, by amendment which will be made available to the Bidders by way of corrigendum/addendum. The interested parties/Bidders are advised to check the SBI Capital website regularly till the date of submission of Bid document specified in the schedule of events/email and ensure that clarifications / amendments issued by the Company, if any, have been taken into consideration before submitting the Bid. Such amendments/clarifications, if any, issued by the Company will be binding on the participating Bidders. Company will not take any responsibility for any such omissions by the Bidder. SBICAP, at its own discretion, may extend the deadline for submission of Bids in order to allow prospective Bidders a reasonable time to prepare the Bid, for taking the amendment into account. Nothing in this RFP or any addenda/corrigenda or clarifications issued in connection thereto is intended to relieve Bidders from forming their own opinions and conclusions in respect of the matters addresses in this RFP or any addenda/corrigenda or clarifications issued in connection thereto.
- v. Queries received after the scheduled date and time as mentioned in the fact sheet will not be responded / acted upon.

2.5 Contents of Bid

Bidder is required to submit Bids on eTender Platform. The Technical Bid shall not contain any price information, failing to which Bid shall be rejected. Our authorised eTender platform shall call all bidders for registration and necessary process before the Bid submission.

- i. Failure to furnish all information required in the bidding document or submission of Bid not responsive to the bidding documents in any respect will be at the Bidder's risk and responsibility and the same may finally result in rejection of its Bid. SBICAP has made considerable effort to ensure that accurate information is contained in this RFP and is supplied solely as guidelines for Bidders.

Technical BID Comprises of strictly in below mentioned order: -

S/N	Particulars	Annexure	To be submitted with
1	Bid Covering Letter	Annexure-A	Technical Bid
2	Technical Specification and Compliance	Annexure-B (Excel)	Technical Bid
3	Undertaking Authority	Annexure-C	Technical Bid
4	Service Level Terms and Conditions	Annexure-D	Technical Bid
5	MAF's for each supplied component's	Annexure-E	Technical Bid
6	Bidders Eligibility Criteria Certificate	Annexure-F	Technical Bid
7	Bidders Profile & Client References	Annexure-G	Technical Bid
8	Pre-Bid Queries with SBICAP response to be submitted with Technical Bid.	Annexure-H	Technical Bid
9	Non -Price Bid	Annexure-I	Technical Bid
10	Exception and Deviations if any	Annexure-J	Technical Bid
11	Bidder Capability to support as per the SOW under this RFP with	Annexure-K	Technical Bid

	implementation, plan to new infrastructure with solution diagram, Gartner's Reports and other supporting documents		
12	SBICAP New Office Layout	Annexure-L	Commercial Bid
Annexures for Bidders Information			
1	Scoring Pattern	Annexure-M	
COMMERCIAL BID Comprises of:-			
1	Price Bid -Summary	Annexure N	Commercial Bid

- i. SBICAP reserves the rights to reject the bid in case of not conformity to acceptance of SLA, Scope of work and Terms and Conditions mentioned under this RFP and Compliance

o **Price Composition:**

- i. The prices quoted should be in Indian rupees only.
- ii. The quoted pricing should consist of the project cost 3 years Warranty and Support
- iii. The prices should be exclusive of taxes, duties, and statutory levies. These may be claimed at the time of invoicing based on the then prevailing rules and regulations.

2.6 *Period of Validity of Bid*

- i. Bids shall remain valid for 180 days from the date of submission date. A Bid valid for a shorter period is liable to be rejected by the Company as non-responsive.
- ii. In exceptional circumstances, the Company may solicit the Bidders' consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder is free to refuse the request. However, any extension of validity of Bids will not entitle the Bidder to revise/modify the Bid document.
- iii. The Company reserves the right to call for fresh quotes at any time during the Bid validity period, if considered, necessary.

2.7 *Bid Integrity*

Wilful misrepresentation of any fact within the Bid will lead to the cancellation of the contract without prejudice to other actions that the Company may take. All the submissions, including any accompanying documents, will become property of SBICAP. The Bidders shall be deemed to license, and grant all rights to SBICAP, to reproduce the whole or any portion of their product for the purpose of evaluation, to disclose the contents of submission to other Bidders and to disclose and/ or use the contents of submission as the basis for RFP process.

2.8 *Bidding Process / Opening of Technical Bids: -*

- i. In the first stage, only technical Bid will be opened and evaluated. Proposals of such Bidders satisfying eligibility criteria and agree to comply with all the terms and conditions specified in the RFP will be evaluated for technical criteria/specifications/eligibility. Only Technically qualified bidders eligible for commercial Bid and further RFP evaluation process.
- ii. The Company will examine the Bids to determine whether they are complete, required formats have been furnished, the documents have been properly signed and are generally

in order. The Company may, at its discretion waive any minor non-conformity or irregularity in a Bid which does not constitute a material deviation.

- iii. If a Bid is not responsive, it will be rejected by the Company and will not subsequently be made responsive by the Bidder by correction of the non-conformity.
- iv. The evaluation will also take into account a per below evaluation criteria not limited to:-
 - a) Services offered by the Bidder to any noticeable BFSI in India. The Bidder should furnish the details.
 - b) Migration (s) assurance / Scope of work delivery by the Bidder as per requirement of the Company for the duration of the project.
 - c) Bidder support facilities: Support requirement like support/ email support/ offline support, time period.
 - d) State of the art Technology offered by the bidder to any noticeable companies in India. The bidder should furnish the details when requested.
 - e) Proposed solution features, guaranteed uptime, footprint, integration, underlying components' etc.
 - f) Scalability / Capability of the proposed solution to meet future requirements not outlined in the RFP.
 - g) Support on open platforms and solution based on proposed technology (both software and hardware).
 - h) Market Survey / Industry feedback for Bidder and Solution
 - i) Bidder support facilities / proactive support/Profile/ Previous experience
 - j) Bidder Profile and experience in the industry
 - k) Proposed solution ease of management in terms of integration provided with OEMs.
 - l) OEM post sale support experience.
 - m) Gartner Report positioning
 - n) Management GUI for administration for proposed components
 - o) SBICAP will evaluate the technical and functional specification of all the equipment quoted by the Bidder.
 - p) Eligibility criteria & having complied with the points of Technical Bid and attain minimum technical score of 60% shall be qualified for commercial round.
- v. The bidders' technical solutions proposed in the bid document will be evaluated as per the requirements specified in the RFP and technical evaluation framework as mentioned in **Annexure M**
- vi. Technical Bid will be assigned a technical weightage. Only the bidders who overall score a technical score of 60 % or more will qualify for commercial bid evaluation.
- vii. The Final technical score of the Bidder shall be calculated as follows -

Normalized Technical Score of a Bidder = {Technical Score of that Bidder / Score of the Bidder with the highest technical score} X 100 (adjusted to 2 decimals)

2.9 Commercial evaluation

- i. The Technically Qualified bidder is required to give their Lowest Price in commercial bid.
- ii. SBICAP at its own discretion reserves the rights to conduct a Reverse Action.
- iii. SBICAP shall reserve the rights to negotiate price further with Selected Bidder

Normalized Commercial Score of a Bidder = {lowest discounted quote} / Bidders discounted quote} X 100 (adjusted to 2 decimals)

- iv. The final score will be Quality and Cost based with the following weightage:
60%: Final Technical Score
40%: Final Commercial score

Final Score = (0.6*Final Technical Score) + (0.4*Final Commercial Score)

The bidder with the highest Final score shall be treated as the Successful bidder.

Note: -

- **SBICAP may changes the bid evaluation criteria at its own discretion after receipt of bids from competent bidder. SBICAP also reserves the rights to remove component from Commercial bid for evaluation purpose and for releasing the work order for partial scope.**
- SBICAP will reserves the right to remove any component from the above items and raise the partial PO.
- SBICAPs reserves to split the order on different vendors.

FINAL EVALUATION: -

- Bidders should note that the lowest commercial bid may not necessarily be declared as L1 Vendor.
- SBICAP would not necessarily bind to select one vendor for entire solution and may release the order to more than one vendor for selected components from the proposed solution.

2.10 Award Criteria

- i. Company will notify successful Bidder (TC1/L1) in writing by letter or fax/email that its Bid has been accepted. The Selected Bidder has to return the duplicate copy of the same to the Company within **7 working days**, duly Accepted, Stamped and Signed by Authorized Signatory in token of acceptance.
- ii. The notification of award will constitute the formation of the Contract.
- iii. The successful Bidder shall be required to enter into a separate contract/ SLA with SBICAP for the period of 3+2 years, within 30 days of award of the tender or within such extended period as may be decided by the Company as per the SBICAP format.
- iv. The successful bidder shall provide non-disclosure agreement and Performance Bank Guarantee as per SBICAP format.

- v. Copy of board resolution or power of attorney showing that the signatory has been duly authorized to sign the acceptance letter, contract and NDA should be submitted.
- vi. Until the execution of a formal contract, the Bid document, together with the Company's notification of award and the vendor's acceptance thereof, would constitute a binding contract between the Company and the successful Bidder.
- vii. The contract/ agreement will be based on Bidder's offer document with all its enclosures, modifications arising out of negotiation /clarifications etc and will include SLA, project plan – phases & milestones and schedule, copies of all necessary documents, licenses, certifications etc.
- viii. The Company reserves the right to stipulate, at the time of finalization of the contract, any other document(s) to be enclosed as a part of the final contract.
- ix. Failure of the successful Bidder to comply with the requirements/terms and conditions of this RFP shall constitute sufficient grounds for the annulment of the award.

2.11 Powers to Vary or Omit Work

- i. No alterations, amendments, omissions, additions, suspensions or variations of the work (hereinafter referred to as variation) under the contract shall be made by the successful Bidder except as directed in writing by Company. The Company shall have full powers, subject to the provision herein after contained, from time to time during the execution of the contract, by notice in writing to instruct the successful Bidder to make any variation without prejudice to the contract. The finally selected Bidder shall carry out such variation and be bound by the same conditions as far as applicable as though the said variations occurred in the contract documents. If any, suggested variations would, in the opinion of the finally selected Bidder, if carried out, prevent him from fulfilling any of his obligations under the contract, he shall notify Company thereof in writing with reasons for holding such opinion and Company shall instruct the successful Bidder to make such other modified variation without prejudice to the contract. The finally selected Bidder shall carry out such variation and be bound by the same conditions as far as applicable as though the said variations occurred in the contract documents. If the Company confirms its instructions, the successful Bidder's obligations shall be modified to such an extent as may be mutually agreed, if such variation is substantial and involves considerable extra cost. Any agreed difference in cost occasioned by such variation shall be added to or deducted from the contract price as the case may be.
- ii. If any change in the work is likely to result in reduction in cost, the parties shall agree in writing so as to the extent of change in contract price, before the finally selected Bidder(s) proceeds with the change. In all the above cases, in the event of a disagreement as to the reasonableness of the said sum, the decision of the Company shall prevail.

2.12 No Waiver of Company Rights or Successful Bidder's Liability

Neither any sign-off, nor any payment by the Company for acceptance of the whole or any part of the work, nor any extension of time, nor any possession taken by the Company shall affect or prejudice the rights of Company against the finally selected Bidder(s), or relieve the finally selected Bidder(s) of his obligations for the due performance of the contract, or be interpreted as approval of the work done, or create liability in the Company to pay for alterations/ amendments/ variations, or discharge the liability of the successful Bidder(s) for

the payment of damages whether due, ascertained, or certified or not or any sum against the payment of which he is bound to indemnify the Company nor shall any such certificate nor the acceptance by him of any such amount paid on account or otherwise affect or prejudice the rights of the successful Bidder against Company.

2.13 Contract Amendments

No variation in or modification of the terms of the Contract shall be made, except by written amendment, signed by the parties

2.14 Company's Right to Accept Any Bid and to Reject Any or All Bids

The Company reserves the right to accept or reject any Bid in part or in full or to cancel the bidding process and reject all Bids at any time prior to contract award, without incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Company's action.

2.15 Performance Bank Guarantee

The successful bidder is required to submit the BG up to 10% of the hardware/software cost for entire solution and its components which will be revalidate on year-on-year basis

- i. One time implementation charges will be released only after complete implementation / configuration and acceptance cum sign-off of VC Solution Project.
- ii. The annual AMC for Hardware shall be paid by OWNER on quarterly basis at the end of each quarter.

2.16 System Integration Testing

- i. The Vendor should supply and implement the VC solution as per Annexure-B and Scope of work.
- ii. Bidder should test the realized processes along with the Owner's team within the functional domain and record the necessary test data, testing plan and the output.

2.17 Compliance with IS Security

The Vendor shall have to comply with Company's IT & IS Security policy in key concern areas relevant to the RFP, details of which will be shared with the finally selected Bidder. Some of the key areas are as under:

- i. Responsibilities for data and application privacy and confidentiality
- ii. Responsibilities on system and software access control and administration
- iii. Custodial responsibilities for data, software, hardware and other assets of the Company being managed by or assigned to the Vendor.
- iv. Physical Security of the facilities
- v. Physical and logical separation from other customers of the Vendor
- vi. Incident response and reporting procedures
- vii. Password Policy of the Company
- viii. Data Encryption/Protection requirements of the Company.
- ix. In general, confidentiality, integrity and availability must be ensured.

2.18 Penalties & SLA

As mentioned in **Annexure-D** of this RFP

2.19 Right to verification

The Company reserves the right to verify any or all of the statements made by the Bidder in the tender document and to inspect the Bidder's facility, if necessary, to establish to its satisfaction about the Bidder's capacity/capabilities to perform the job

2.20 Purchase Price

- i. Price Bid shall be as per the format given in **Annexure N**. Bidders shall give the required details of all applicable taxes, duties, other levies and charges etc. in respect of direct transaction between the Owner and the Bidder.
- ii. Bidders shall quote for the entire scope of contract on a "overall responsibility" basis such that the total bid price covers all the Bidder's obligations mentioned in or to be reasonably inferred from the bidding documents in respect of providing the product / services.
- iii. Prices quoted by the Bidder shall remain firm during the entire contract period and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.
 - a) Bidders should ensure that exchange rate fluctuations, changes in import duty/other taxes should not affect the rupee value of commercial Bid over the validity period defined in this RFP.
 - b) The order will be placed for total Cost.
 - c) The applicable TDS will be deducted at the time of payment of invoices.
 - d) Terms of payment are given in **Section 4.1** of this RFP document.
 - e) Prices payable to the Vendor as stated in the Contract shall be firm and not subject to adjustment during performance of the Contract, irrespective of reasons whatsoever, including exchange rate fluctuations, any upward revision in duties, charges, etc.
 - f) The Bidder will pass on to the Company, all fiscal benefits arising out of reductions, if any, in Government levies viz. or the benefit of discounts if any announced in respect of the cost of the items for which orders have been placed during that period.
 - g) The Implementation and support price shall also be applicable to SBICAP group companies.

2.21 Inspection and Quality control tests

- i. In the event of the implementation fails to pass the acceptance test, as per the specifications given, a period not exceeding two weeks will be given to rectify the defects and clear the acceptance test, failing which, the Company reserves the right to cancel the Purchase Order.
- ii. Nothing stated herein above shall in any way release the Vendor from any warranty or other obligations under this contract.
- iii. The Company's right to inspect, test the product/ solution after delivery of the same to the Company and where necessary reject the products/solution which does not meet the specification provided by the Company. This shall in no way be limited or waived by reason of the products/ solution having previously being inspected, tested and passed by the Company or its representative prior to the products/ solution shipment from the place of origin by the Company or its representative prior to the installation and commissioning.
- iv. Nothing stated hereinabove shall in any way release the Vendor from any warranty or other obligations under this contract.

- i. System integration testing and User Acceptance testing will be carried out as per requirement of the Company.

2.22 Acceptance Testing Criteria

- The equipment supplied under the contract shall be fully insured by the bidder against loss or damage incidental to manufacture or acquisition, transportation, storage, delivery and installation. Owner will not be responsible for any loss to bidder on account of non-insurance to any equipment or services.
- The acceptance / performance test will be performed within a week after completion of installation and commissioning of all the components of the solution at the sites of installation as per schedule of requirement. Complete hardware and/or Software, as specified in the Purchase Order must have been supplied, installed and commissioned properly by the Bidder prior to commencement of the tests. The acceptance test will be conducted by the SBICAP. The acceptance will involve trouble-free operation for seven consecutive days at site. The Bidder will be responsible for setting up and running the acceptance test without any extra cost to the SBICAP. No malfunction, partial or complete failure of any part of hardware or software is expected to occur. The Bidder shall maintain necessary log in respect of the result of the test to establish to the entire satisfaction of the SBICAP, the successful completion of the test specified. In case of any discrepancy in the hardware & associated software supplied, the SBICAP reserves the right to terminate the entire agreement in case the Bidder does not rectify or replace the supplied hardware/software and the Bidder shall take back Bidder equipment at Bidders' cost and risk. The Bidder shall ensure that all costs associated with insurance from the date of transfer of title till the final acceptance by the SBICAP will be borne by the Bidder and the asset insured in the name of the SBICAP. The Bidder shall provide the insurance certificates for insurance of the 'Bidder Supplied Equipment' to the SBICAP along with supply of Equipment.
- The Installation cum Acceptance Test and Check certificates shall jointly be signed by representative of the Bidder and official of the SBICAP.
- In all cases, the Bidder shall have the sole responsibility for bearing all additional charges, costs or expenses incurred in correcting, reworking or repairing the defective or non-conforming hardware/software, unless such failure is due to reasons entirely attributable to SBICAP.
- In the event of hardware and software failing to pass the acceptance tests, a period not exceeding two weeks will be given to rectify the defects and clear the acceptance tests, failing which the SBICAP reserves the right to get the equipment replaced by the Bidder at no extra cost to the SBICAP or to cancel the order and recall all the payments with interest at 15% per annum from the date of the respective payments till the time of actual receipt of refund.

2.23 Subcontracting

- The bidder must obtain written permission from SBICAP before contracting any work to subcontractors. SBICAP at its own discretion may permit or deny the same.
- In case of subcontracting, the contracting vendor is responsible for all the services provided to SBICAP regardless of which entity is conducting the operations. The contracting vendor is also responsible for ensuring that the sub-contractor comply with all security requirements of the contract and SBICAP can obtain independent audit report for the same. The bidder should provide subcontracting details to SBICAP and if require, SBICAP may evaluate the same.

2.24 Validity of Agreement

The Agreement/ SLA will be valid for the period up to contract period. The Company reserves the right to terminate the Agreement as per the terms of RFP.

2.25 Limitation of liability

- i. For breach of any obligation mentioned in this RFP, subject to obligations mentioned in this clause, in no event Service Provider shall be liable for damages to the Company arising under or in connection with this agreement for an amount exceeding the total Cost of the Project. Service provider will ensure Company's data confidentiality and shall be responsible for liability arising in case of breach of any kind of security and/or leakage of confidential customer/ Company's related information to the extent of loss so caused.
- ii. The limitations set forth herein shall not apply with respect to:
 - a) claims that are the subject of indemnification pursuant to IPR infringement,
 - b) damage(s) occasioned by the gross negligence, fraud, or wilful misconduct of Service Provider,
 - c) damage(s) occasioned by Service Provider for breach of Confidentiality Obligations,
 - d) When a dispute is settled by the Court of Law in India.
 - e) Regulatory or statutory fines imposed by a government or Regulatory agency for non-compliance of statutory or regulatory guidelines applicable to the Company, provided such guidelines were brought to the notice of Service Provider.

2.26 Confidentiality

- i. Bidder acknowledges and agrees that all tangible and intangible information obtained, developed or disclosed including all documents, contract, purchase order to be issued, data papers and statements and trade secret of the Company relating to its business practices and their competitive position in the market place provided to the selected Bidder by the Company in connection with the performance of obligations of Bidder under the purchase order to be issued, in part or complete shall be considered to be confidential and proprietary information ("Confidential Information") and shall not be disclosed to any third party/published without the written approval of the Company.
- ii. The Confidential Information will be safeguarded, and Bidder will take all the necessary action to protect it against misuse, loss, destruction, alterations or deletions thereof. In the event of a breach or threatened breach by Bidder of this section, monetary damages may not be an adequate remedy; therefore, Company shall be entitled to injunctive relief to restrain Bidder from any such breach, threatened or actual.
- iii. Any document, other than the Contract itself, shall remain the property of the Company and shall be returned (in all copies) to the Company on completion of the Vendor's performance under the Contract, if so required by the Company.
- iv. The VENDOR acknowledges that all material and information which has and will come into its possession or knowledge in connection with this agreement or the performance thereof, whether consisting of confidential and proprietary data or not, whose disclosure to or use by third parties may be damaging or cause loss to SBICAP will all times be held by it in strictest confidence and it shall not make use thereof other than for the performance of this agreement

and to release it only to employees requiring such information, and not to release or disclose it to any other party. The VENDOR agrees to take appropriate action with respect to its employees to ensure that the obligations of non-use and non-disclosure of confidential information under this agreement are fully satisfied. In the event of any loss to the SBICAP in divulging the information by the employees of the VENDOR, the SBICAP shall be indemnified. The VENDOR agrees to maintain the confidentiality of the SBICAP's information after the termination of the agreement also. The VENDOR/SBICAP will treat as confidential all data and information about the ENDOR/SBICAP/Contract, obtained in the execution of this tender including any business, technical or financial information, in strict confidence and will not reveal such information to any other party.

- v. The prices in any form or by any reasons should not be disclosed in the technical or other parts of the bid except in the commercial bid. Failure to do so will make the bid liable to be rejected.

2.27 Delay in the Vendor performance

If at any time during performance of the Contract, the Vendor should encounter conditions impeding timely performance of Services as proposed and accepted by SBICAP, the Vendor shall promptly notify the Company in writing of the fact of the delay, it's likely duration and cause(s). As soon as practicable after receipt of the Vendor's notice, the Company shall evaluate the situation and may, at its discretion, extend the Vendors' time for performance, in which case, the extension shall be ratified by the parties by amendment of the Contract.

2.28 Vendor's obligations

- i. The Vendor is responsible for and obliged to conduct all contracted activities in accordance with the contract using state-of-the-art methods and economic principles and exercising all means available to achieve the performance specified in the Contract.
- ii. The Vendor is obliged to work closely with the Company's staff, act within its own authority and abide by directives issued by the Company from time to time and complete implementation activities.
- iii. The Vendor will abide by the job safety measures prevalent in India and will free the Company from all demands or responsibilities arising from accidents or loss of life, the cause of which is the Vendor's negligence. The Vendor will pay all indemnities arising from such incidents and will not hold the SBICAP responsible or obligated.
- iv. The Vendor is responsible for managing the activities of its personnel or sub-contracted personnel (where permitted) and will hold itself responsible for any misdemeanours.
- v. The Vendor shall treat as confidential all data and information about SBICAP, obtained in the process of executing its responsibilities, in strict confidence and will not reveal such information to any other party without prior written approval of the Company.

2.29 Technical Documentation

- i. The Vendor shall deliver the following documents to the Company user manuals, installation manuals, operation manuals, design documents, process documents, technical manuals, functional specification, software requirement specification, on-line tutorials/

CBTs, system configuration documents, system/database administrative documents, debugging/diagnostics documents, etc.

- ii. The Vendor shall also provide the MIS reports as per requirements of the Company. Any level/ version changes and/or clarification or corrections or modifications in the above-mentioned documentation should be supplied by the Vendor to the Company, free of cost in timely manner.

2.30 Liquidated damages:

- i. The liquidated damages is an estimate of the loss or damage that Owner may have suffered due to delay in performance or non-performance of any or all the obligations (under the terms and conditions of the purchase contract relating to supply, delivery, installation, operationalization, implementation, training, support/services, acceptance, etc., of the solution by the bidder).
- ii. In such delay in performance or non-performance of any or all of the obligations, the bidder shall be liable to pay the owner a fixed amount for each day of delay / non-performance of the obligations by way of liquidated damages, details of which is specified in **Annexure D**. Without any prejudice to the Owner other rights under the law, the Owner shall recover the liquidated damages, if any, accruing to the Owner, as above, from any amount payable to the bidder either as per the purchase contract, executed between the parties.
- iii. Liquidated Damages is not applicable for reasons attributable to the Owner and Force Majeure. However, it is the responsibility/onus of the bidder to prove that the delay is attributed to the Owner and Force Majeure. The bidder shall submit the proof authenticated by the bidder and the Owner that the delay is attributed to the Owner and Force Majeure along with the bills requesting payment.

2.31 Conflict of Interest:

Bidder shall not have a conflict of interest (the "Conflict of Interest") that affects the bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified. Without limiting the generality of the above, a Bidder shall be deemed to have a Conflict of Interest affecting the bidding Process, if:

- (a) the Bidder, its Member or Associate (or any constituent thereof) and any other Bidder, its Member or any Associate thereof (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding of a Bidder, its Member or an Associate thereof (or any shareholder thereof having a shareholding of more than 5% (five per cent) of the paid up and subscribed share capital of such Bidder, Member or Associate, as the case may be) in the other Bidder, its Member or Associate, has less than 5% (five per cent) of the subscribed and paid up equity share capital thereof; provided further that this disqualification shall not apply to any ownership by a SBICAP, insurance company, pension fund or a public financial institution referred to in section 4A of the Companies Act, 1956. For the purposes of this Clause, indirect shareholding held through one or more intermediate persons shall be computed as follows:
 - (i) where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other

person (the “Subject Person”) shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and

- (ii) subject always to sub-clause (i) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis; provided, however, that no such shareholding shall be reckoned under this sub-clause if the shareholding of such person in the intermediary is less than 26% of the subscribed and paid up equity shareholding of such intermediary; or
- (b) a constituent of such Bidder is also a constituent of another Bidder; or
- (c) such Bidder, its member or any Associate thereof receives or has received any direct or indirect subsidy, grant, concessional loan or subordinated debt from any other Bidder, its Member or Associate, or has provided any such subsidy, grant, concessional loan or subordinated debt to any other Bidder, its Member or any Associate thereof; or
- (d) such Bidder has the same legal representative for purposes of this Bid as any other Bidder; or
- (e) such Bidder, or any Associate thereof, has a relationship with another Bidder, or any Associate thereof, directly or through common third party/ parties, that puts either or both of them in a position to have access to each other’s information about, or to influence the Bid of either or each other; or
- (f) such Bidder or any of its affiliates thereof has participated as a consultant to the SBICAP in the preparation of any documents, design or technical specifications of the Project

2.32 *Fraud and corrupt practices*

- i. The Bidder and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding Process. Notwithstanding anything to the contrary contained herein, the Company shall reject an Application without being liable in any manner whatsoever to the Bidder if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt/fraudulent/coercive/undesirable or restrictive practices in the bidding Process.
- ii. Without prejudice to the rights of the Company under Clause 2.35 (i) hereinbelow, if a Bidder is found by the Company to have directly or indirectly or through an agent, engaged or indulged in any corrupt/fraudulent/coercive/undesirable or restrictive practices during the bidding Process, such Bidder shall not be eligible to participate in any EOI/RFP issued by the Company during a period of 2 (two) years from the date if such Bidder is found by the Company to have directly or indirectly or through an agent, engaged or indulged in any corrupt/ fraudulent/ coercive/ undesirable or restrictive practices, as the case may be.
- iii. For the purposes of this Clause, the following terms shall have the meaning hereinafter, respectively assigned to them:
 - (a) “**corrupt practice**” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the bidding Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the

Company who is or has been associated in any manner, directly or indirectly with the bidding Process or the Letter of Authority or has dealt with matters concerning the Concession Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Company, shall be deemed to constitute influencing the actions of a person connected with the bidding Process); or (ii) engaging in any manner whatsoever, whether during the bidding Process or after the issue of the Letter of Authority or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the Letter of Authority or the Agreement, who at any time has been or is a legal, financial or technical adviser of the Company in relation to any matter concerning the Project;

- (b) **"Fraudulent practice"** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the bidding Process
- (c) **"Coercive practice"** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the bidding Process.
- (d) **"Undesirable practice"** means (i) establishing contact with any person connected with or employed or engaged by the Company with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the bidding Process; or (ii) having a Conflict of Interest; and
- (e) **"Restrictive practice"** means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the bidding Process.

2.33 Termination by default

The Company, without prejudice to any other remedy for breach of Contract, by a written notice of not less than 30 (thirty) days sent to the Vendor, may terminate the Contract in whole or in part:

- a. If the Vendor fails to perform the Services within the period(s) specified in the Contract, or within any extension thereof granted by the Company; or if the vendor fails to perform any other obligation(s) under the contract; or
 - b. Shortfall in achieving the Service Level requirement successively in two quarters or any three quarters in a financial year.
 - c. Any threat is perceived or observed on the security of Owner's data / property out of any action by the staff deployed for monitoring / configuration etc., by service provider.
 - d. Laxity in adherence to standards laid down by the Company; or
 - e. Discrepancies/ deviations in the agreed processes and/or Software Solution; or
 - f. Violations of terms and conditions stipulated in this RFP.
- ii. In the event the Company terminates the Contract in whole or in part for the breaches attributable to the Vendor, the Company may procure, upon such terms and in such manner as it deems appropriate, Services similar to those undelivered, and the Vendor shall be liable to the Company for any increase in cost for such similar Services. However, the Vendor shall continue performance of the Contract to the extent not terminated.

- iii. If the contract is terminated under any termination clause, the vendor shall handover all documents/ executable/ Company's data or any other relevant information to the Company in timely manner and in proper format as per scope of this RFP and shall also support the orderly transition to another vendor or to the Company.
- iv. During the transition, the Vendor shall also support the Company on technical queries/support on process implementation or in case of hardware/software provision for future upgrades.
- v. The Company's right to terminate the Contract will be in addition to the penalties / liquidated damages and other actions as deemed fit.
- vi. In the event of failure of the Service Provider to render the Services or in the event of termination of agreement or expiry of term or otherwise, without prejudice to any other right, the Company at its sole discretion may make alternate arrangement for getting the Services contracted with another vendor. In such case, the Company shall give prior notice to the existing Service Provider. The existing Service Provider shall continue to provide services as per the terms of contract until a 'New Service Provider' completely takes over the work. During the transition phase, the existing Service Provider shall render all reasonable assistance to the new Service Provider within such period prescribed by the Company, at no extra cost to the Company, for ensuring smooth switch over and continuity of services.

2.34 Force Majeure

- i. Notwithstanding the provisions of terms and conditions contained in this RFP, the Vendor shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default, if any, and to the extent that the delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- ii. For the purposes of this clause, 'Force Majeure' means and includes wars, insurrections, revolution, civil disturbance, riots, terrorist acts, public strikes, hartal, bundh, fires, floods, epidemic, quarantine restrictions, freight embargoes, declared general strikes in relevant industries, Vis Major Act of Government, impeding reasonable performance of the Vendor and / or Sub-Contractor but does not include any foreseeable events, commercial considerations or those involving fault or negligence on the part of the party claiming Force Majeure.
- iii. If a Force Majeure situation arises, the Vendor shall promptly notify the Company in writing of such condition and the cause thereof. Unless otherwise directed by the Company in writing, the Vendor shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

2.35 Termination for Insolvency:

The Company may, at any time, terminate the Contract by giving written notice to the Vendor, if the Vendor becomes Bankrupt or insolvent or any application for bankruptcy,

insolvency or winding up has been filed against it by any person. In this event, termination will be without compensation to the Vendor, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Company.

2.36 Termination for Convenience:

The Company, by written notice of not less than 90 (ninety) days sent to the Vendor, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Company's convenience, the extent to which performance of the Vendor under the Contract is terminated, and the date upon which such termination becomes effective.

2.37 Disputes / Arbitration (applicable in case of successful Bidder only):

All disputes or differences whatsoever arising between the parties out of or in connection with this contract or in discharge of any obligation arising out of the Contract (whether during the progress of work or after completion of such work and whether before or after the termination of this contract, abandonment or breach of this contract), shall be settled amicably. If however, the parties are not able to solve them amicably, either party (SBICap or Vendor), give written notice to other party clearly setting out there in specific dispute(s) and/or difference(s) and shall be referred to a sole arbitrator mutually agreed upon, and the award made in pursuance thereof shall be binding on the parties. In the absence of consensus about the single arbitrator, the dispute may be referred to joint arbitrator; one to be nominated by each party and the said arbitrators shall nominate a presiding arbitrator, before commencing the arbitration proceedings. The arbitration shall be settled in accordance with the applicable Indian Laws. Any appeal will be subject to the exclusive jurisdiction of courts at Mumbai.

The Vendor shall continue work under the Contract during the arbitration proceedings unless otherwise directed by the Company or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained.

Arbitration proceeding shall be held at Mumbai, India, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be in English.

2.38 Governing Language:

The governing language shall be English.

2.39 Applicable Laws:

The Contract shall be interpreted in accordance with the laws of the Union of India and shall be subjected to the exclusive jurisdiction of courts at Mumbai.

2.40 Taxes and Duties:

- a. The Vendor shall be liable to pay all corporate taxes and income tax that shall be levied according to the laws and regulations applicable from time to time in India and the price Bid by the Vendor shall include all such taxes in the contract price.
- b. Prices quoted should be exclusive of all Central / State Government taxes/duties and levies but inclusive of Custom duty as also cost of incidental services such as transportation, road permits, insurance etc.

- c. Custom duty as also cost of incidental services such as transportation, road permits, insurance etc. in connection with delivery of products at site including any incidental services and commissioning, if any, which may be levied, shall be borne by the Vendor and the Company shall not be liable for the same. Only specified GST charges in the **Annexure-N** will be payable by the Company on actuals.
- d. The insurance shall be in an amount equal to 110 % of the value of the Products from “Warehouse to final destination” on “All Risks” basis, valid for a period not less than one month after installation and commissioning and issue of acceptance certificate by SBICAP.
- e. Should any loss or damage occur, the Bidder shall: -
 - initiate and pursue claim till settlement and
 - promptly make arrangements for repair and / or replacement of any damaged item irrespective of settlement of claim by the underwriters.
- f. All expenses, stamp duty and other charges/ expenses in connection with the execution of the Agreement as a result of this RFP process shall be borne by the Vendor.

2.41 Tax deduction at Source

- i. Price payable to Vendor as stated in the commercial proposal shall be firm and not subject to adjustment during performance of the Contract, irrespective of reason whatsoever, including exchange rate fluctuation or any upward revision in custom duty.
- ii. The bidder shall be liable to pay all Corporate Taxes and income tax shall be levied according to the law and regulations applicable from time to time in India.
- iii. Wherever the laws and regulations require deduction of such taxes at the source of payment, the Company shall effect such deductions from the payment due to the Vendor. The remittance of amounts so deducted and issuance of certificate for such deductions shall be made by the Company as per the laws and regulations for the time being in force. Nothing in the Contract shall relieve the Vendor from his responsibility to pay any tax that may be levied in India on income and profits made by the Vendor in respect of this contract.
- iv. The Vendor’s staff, personnel and labour will be liable to pay personal income taxes in India in respect of such of their salaries and wages as are chargeable under the laws and regulations for the time being in force, and the Vendor shall perform such duties in regard to such deductions thereof as may be imposed on him by such laws and regulations.

2.42 Bid Currency

All figures mentioned under the commercial bid should be in Indian National Rupee (INR). Commercial proposals in any currency other than INR would be considered non-responsive and hence rejected.

2.43 Tender Cancellation

The owner reserves the right to cancel this tender at any time after publication & before award without assigning any reasons whatsoever & without any financial implication to the Owner.

2.44 Earnest Money Deposit (EMD)

- a) The EMD is required to protect SBICAP against the risk of Bidder ‘s conduct, which would warrant the EMD’s forfeiture.

- b) Bidder should provide EMD of Rs. 2,00,000/- in the form of a demand draft issued by a scheduled commercial SBICAP favouring SBI Capital Markets Ltd. payable at Mumbai. The EMD should be submitted at the time of bid submission.
- c) SBICAP will follow the guidelines issued by Govt. of India for MSME units registered with NSIC under single point registration scheme. However, bidder has to submit the copy of valid NSIC Certificate clearly mentioning that they are registered with NSIC under single point registration scheme.
- d) No interest will be payable on the EMD amount. The EMD of the unsuccessful Bidders shall be returned within 2 weeks from the date of bid finalisation.

EMD shall stand forfeited in any one of the below circumstances: -

- e) if a Bidder withdraws his Bid during the period of Bid validity specified in this RFP; or
- f) if a Bidder makes any statement or encloses any form which turns out to be false / incorrect at any time prior to signing of Contract; or
- g) in the case of a successful Bidder, if these Bidder fails; (i) to sign the Contract; or (ii) to furnish Performance SBICAP Guarantee

2.45 Existing contracts of SBI with OEMs and Empanelled Vendors

The Owner (and the parent company of the Owner) has contracts with many OEMs and Empanelled Vendors which could be involved in this project. The bidder must ensure to leverage all the existing contracts and quote for those products/ services accordingly.

2.46 Commercial Bid

The bidder is required to submit their lowest commercial BID. The bidder shall provide price for 3 years comprehensive warranty from OEM and Support from partner as per the scope of work specified in this RFP. The Bidder shall also provide 2 years Comprehensive AMC and Support.

2.47 Delivery and Penalty in case of Delay

- The Bidder shall be responsible for delivery and installation of the ordered item(s) at the site and for making them fully operational at no extra charge within 8 weeks of the date of purchase order. Appropriate insurance to cover the ordered item(s) for the transit period and till the time of its acceptance by Owner at the respective site is to be taken by the Bidder.
- In the event of the equipment not being delivered within a **period of 4 weeks from** date of Purchase Order, a penalty of 0.50% per week of the total contract value for the delay, subject to maximum amount of ten (10) percent of the total consideration will be charged to Bidder.
- Owner will not arrange for installation neither will provide any manpower for the same. The items must be delivered at the respective locations at bidders own cost and Owner will not make any payment towards the same. The road permit, waybill etc. wherever necessary has to be arranged by the bidder only and Owner will not provide any support for the same neither will make any payment towards the same.

2.48 Order Cancellation

Owner reserves the right to cancel the purchase order in the event of one or more of the following situations:

- Delay in supply, installation, integration and maintenance of Hardware, Software & related equipment, completion of project beyond the specified period.

- Deviations of the equipment for solution proposed from those mentioned in the RFP including non-integration of these equipment with Owner's infrastructure as mentioned in Scope of Work above to the satisfaction of Owner.
- SBICAP also reserves the right to cancel the Purchase at its own discretion without assigning any reason to selected vendor. In the event of such cancellation, the Bidder is not entitled to any compensation.
- At the discretion of Owner, there will be an acceptance test conducted by the Bidder in presence of Owner official(s) and/or its nominated consultant(s) after installation of complete item(s). In case of serious discrepancy in the offered equipment supplied, Owner may cancel the entire purchase order and return the item(s) back to the Bidder at Bidder's costs and risks.

Uptime/ system availability	Penalties (on monthly basis)
Less than 99.5%	5000/-

- 100% uptime means the equipment is working properly up to the satisfaction of Owner during the working hours of Owner at respective locations, i.e. 40 Hrs/week [9AM to 7PM and 5 days a week (Monday to Friday)]
- The downtime will be calculated on weekly basis and measured w.e.f. 4 hours from the time of raising of complaint/ticket to the vendor by phone/email. Subsequent, the down time will be calculated inclusive of non-working hours.
- Owner reserves the right to invoke the PBG and forfeit the entire amount in case the uptime is not maintained properly.

2.49 GOVERNING LAWS AND DISPUTES

All disputes or differences whatsoever arising between the parties out of or in relation to the construction, meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. If, however, the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Indian Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award. Any appeal will be subject to the exclusive jurisdiction of courts at Mumbai. The vendor shall continue work under the Contract during the arbitration proceedings unless otherwise directed in writing by Owner or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator or the umpire, as the case may be, is obtained. The venue of the arbitration shall be Mumbai. This is applicable to successful bidder only.

2.50 USE OF CONTRACT DOCUMENTS AND INFORMATION

The supplier shall not, without Owner's prior written consent, make use of any document or information provided by Purchaser in Bid document or otherwise except for purposes of performing contract

3 Roles & Responsibilities of Stakeholders

3.1 Responsibilities of SBICAP

The role of the Owner in the successful implementation of project includes discharging the following responsibilities:

- i. Mobilize appropriate personnel from the Owner organization in the project team.

- ii. Facilitate the training programs when conducted in the Owner's premises by the bidder and other agencies to the extent of providing the venue for training, projection/viewing of training material.
- iii. In order to facilitate the smooth functioning and able administration of the initiative, the Owner shall on a reasonable effort basis, provide support for the infrastructure and material inputs required from the Owner (directly required under the project/initiative).
- iv. Owner will provide the following facilities to the successful bidder: Office seating space, Network connectivity, Internet, PCs for Project Team.

3.2 Responsibilities of Vendor

- i. The vendor is required to assign dedicated project manager for project management and keep daily tracker details of project status.
- ii. The vendor is required to coordinate with Owners appointed architect for various project deliverables.

3.3 Scope of Work (SOW)

1. General

The broad Scope of Work required to be implemented in the project are listed as below:

The RFP is intended for procurement of:

- Implementation of new proposed audio and video automation solution and maintenance for the period of 3 years (back-to-back OEM support).
- The Bidder shall be responsible for Supply, Installation, Integration, Rollout, Operational configuration, failover testing and Maintenance of proposed solution.
- Bidder should integrate proposed solution components with OWNERS existing VC system wherever required. Vendor shall ensure compatibility of Hardware & Software
- The bidder shall provide the architecture of the proposed solution including features and functionality designed to minimize impact on network bandwidth.
- The offered solution should have the capability of implementing and supporting all latest Audio/Video communication protocols and is future ready to adopt integration with prevailing international standards of communication.
- The bidder shall be responsible for updating patches/hotfixes for the proposed hardware and software.
- The bidder has to ensure that the solution do not put unnecessary load on the existing bandwidth so that applications (present or future) using the same network do not suffer/lag during Video Conference.
- The Bidder shall manage & provide on-site support (L1 and L2) and offshore (L3) for the complete VC Infrastructure & solution including hardware, software etc. for a contract period of 3 years.
- The bidder shall identify and supply necessary accessories along with proposed solution to address the OWNER.
- The bidder shall be responsible for re-installation, relocation, configuration/Re-configuration/Tuning of new/existing hardware/software for operational and failover testing of VC solution.

The bidder shall impart training to Owner's identified office on the following areas: -

- Deployed Solution Architecture and flow
- Configuring VC solution (HW/SW).
- Functionalities & configuring of Recording.
- Any other IT level feature which deemed necessary to use the proposed VC solution.
- Basic user level troubleshooting

Training infrastructure would be provided by Owner at Head office. The bidder will have to ensure that training is imparted in a professional manner through qualified personnel's and Course materials would have to be provided for the same.

- The bidder shall be responsible for generation and submission of necessary documents required during various phases of project viz. planning, installation, commissioning, rollout, acceptance testing, project diagrams and other reports etc.
- The bidder should provide a detailed pert/activity chart with project plan in terms of activity and phase wise timelines (no. of days required) required for executing the project with the details of deliverables and milestones including the delivery of components for VC solution. The bidder shall inform the name of the project manager who would be the single point of contact during the complete project implementation.
- The bidder shall provide detailed architecture diagram of the installed setup after completion of the project. This will also include the printout/soft copies of important configuration settings of the VC equipment.
- Owner reserves the right to shift the equipment to a suitable location depending upon the need. The vendor will arrange to shift the equipment and install and commission the same at his own cost.
- Bidder will inform the various infrastructure requirements to Owner which have to be provided for commissioning and smooth commissioning of the equipment.
- The bidders shall utilize the existing hardware and software operational at Owner's locations hardware to the extent possible.
- The VC solution should be scalable and free from any restriction of including other OEM VC solutions/equipment/MCUs/endpoints thus catering to such future needs of Owner.
- Bidder will be responsible for proactively monitor the overall health of the solution during first 2 months of implementing the solution. The associated engineer is required to monitor and proactively check any issues in VC infrastructure and its capability. Bidder shall be responsible for arranging for resolution of issues, if any, during the 3 years of AMC.
- Vendor will ensure that existing solution is patched/updated and is compatible in all respects with the proposed solution. The same shall be treated as a part of new implementation post sign off provided by Owner on successful implementation. Vendor shall submit documentary evidence to this effect compulsorily showing that the support for existing VC equipment is backed by OEM.

The bidder shall do the end-to-end testing, labelling, stickering and documentation.

Support / AMC for Audio and Video System

- All the hardware and software components supplied under these RFP, should be under direct support and warranty with respective OEM.
- The Bidder is required to provide end to end support which will be applicable from the date of sign-off the project.

- The bidder shall be responsible for configuration of add-on features/functionalities as desired by SBICAP during one-time implementation and as and when required during contracted period.
- The Bidder shall implement and maintain SCD, SOP, IT Documentations versions for all the components on timely basis during contracted period.
- The vendor shall provide **L1/L2/L3** support for proposed solutions and its components including active and passive Wireless video Conferencing systems, Wireless Presentation and mobile charging , Sound Systems and Control Systems etc. and for any other component supplied under the scope of this RFP which includes all maintenance and configuration, reconfiguration related activities including new add-on configurations, Software version upgrades/Firmware upgrades of proposed solution/components as per SBICAP requirement during contracted period without any additional cost.
- SBICAP conduct the quarterly VAPT from external vendors. The vendor shall fix the vulnerabilities for all the components of the proposed components supplied under this RFP scope during the contracted period.
- Bidder must undertake BIOS, OS, Firmware, Version etc upgrade wherever the requirement is felt by SBICAP (during Warranty/ AMC/ ATS).
- The service window for SBICAP is **from 09.00 am to 07:00 pm** from Monday to Friday and on at emergency situations, the Vendor shall support on Public Holidays and Sundays.
- The onsite L1/L2 support should have minimum 3yrs of experience
- The selected bidder should have tie up with OEM (Original Equipment Manufacturer) for back to back comprehensive AMC support for hardware and software during contracted period.
- SBICAP should be enabled to raise direct TAC cases with OEM for support.
- The bidder will reconfigure the device as per SBICAP requirements anytime during contract period.
- The bidder is required to provide unlimited Telephonic and Email support for the proposed solution during it Contract period.
- The support also includes installation of all critical hot fixes, service packs, software/OS upgrades and new features as and when launched by OEM.
- In case of any hardware failure, the appliance should have been replaced as per the SLA. Defective hardware shall be replaced by the vendor at his own cost, including the cost of transfer.
- The bidder is required to provide support for the configuration change in existing controls, policies, and configurations as per SBICAP requirement during contracted period.
- The bidder is required to provide support while installation of new device under proposed solution / transfer of device to another location.
- The bidder is required to support onsite in emergency situations (Breakdown calls) and during scheduled activities in work hours, off work hours and in public holidays as per SBICAP requirements.
- Standard Support - Monday to Friday 9.00 am to 7.00 pm.
- Documentation and periodic updating of Audio and Video room Solution
- Reconfiguration of VC components in the event of breakdown
- Periodic implementation of Secure Configuration changes as per SSCD's provided by SBICAP

4 Payment Schedule

4.1 Payment milestones

Sl. No.	Milestone	% of amount to be paid
1.	No Advance payment	-
2.	Hardware/Software Delivery	50% after delivery and installation 40% on Go-Live 10% after 1 month from Go-Live
3.	One-time migration and Installation charges	10% after 3month from sign off against BG
4.	Partner support cost	Will be paid in monthly in arrears

4.2 Deviations

Bids shall be submitted strictly in accordance with the requirements and terms & conditions of the RFP. If there is any exception / deviation, same should be mentioned in **Annexure-J Exception and Deviations**. An exception / deviation mentioned elsewhere will not be considered and such terms and conditions will be construed as complied as per the requirements specified in the RFP.

4.3 Termination of Services of Support

Owner reserves the right to terminate BIDDERS services with 60 (Sixty) days prior notice for non-performance, not meeting SLA etc. SBICAP reserves the rights to terminate the contract in case hardware delivery is delayed beyond 8 weeks from the date of Purchase order.

In the event of failure of the Service Provider to render the Services or in the event of termination of agreement or expiry of term or otherwise, without prejudice to any other right, the SBICAP at its sole discretion may make alternate arrangement for getting the Services contracted with another vendor. In such case, the SBICAP shall give prior notice (Sixty days) to the existing Service Provider. The existing Service Provider shall continue to provide services as per the terms of contract until a 'New Service Provider' completely takes over the work. During the transition phase, the existing Service Provider shall render all reasonable assistance to the new Service Provider within such period prescribed by the SBICAP, at no extra cost to the SBICAP, for ensuring smooth switch over and continuity of services. If existing vendor is in breach of this obligation, they shall be liable for paying a penalty of 1% of the contract value on demand to the SBICAP, which may be settled from the payment of invoices for the contracted period.

4.4 RFP Modification

- The Owner reserves the right to alter the requirements specified, evaluation criteria in the RFP for any reasons prior to the last date of submission of RFP. The Owner also reserves the right to delete one or more items from the list of items specified.
- The Owner may revise any part of the RFP, by providing a written addendum to all the short-listed bidders till the award of the contract. The Owner reserves the right to issue revisions to this RFP at any time before the award date.