


ALLAHABAD BANK
CBS OFFICE, VASHI, NAVI MUMBAI

NOTICE INVITING TENDER

Ref No: ALLBANK/CBSO/HW/TENDER/LTO/2018/13

Date: 30/10/2018

1. Allahabad Bank, CBS Office, CIDCO Banking Complex II (5th & 6th Floor, Plot No. 9 & 10, Sector-19A, Vashi, Navi Mumbai-400703) intends to procure LTO Tapes (LTO 3, LTO5 and LTO6 Data Tapes and LTO Universal Cleaning Tapes; along with the labels/ barcodes), through e-Tendering Process, as per below mentioned details:

Item Description	Make	Quantity	Delivery Location
LTO3 Data Tapes	IBM/HP/ FUJIFILM/SONY	50	Allahabad Bank, Ctrl-S Data Centre Ltd. Plot No. Gen-72/1/A, TTC Industrial Area, Opp. DNA Press, Back Side of Millennium Business Park, Mahape, Navi Mumbai-400701
LTO5 Data Tapes		150	
LTO6 Data Tapes		80	
LTO Cleaning Tapes		20	
LTO5 Data Tapes	IBM/HP/ FUJIFILM/SONY	100	Allahabad Bank, DRS Lucknow, Zonal Office Building, 3rd Floor, Hazratganj, Lucknow-226001, Uttar Pradesh Ph: 0522-2286542
LTO6 Data Tapes		80	
LTO Cleaning Tapes		10	

2. Sealed tenders are therefore invited from OEMs/OEM Authorized dealers who comply with following Terms and Conditions & specifications, for supply of items as above

Details of Project/Proposed Work:

NIT Ref. No.	ALLBANK/CBSO/HW/TENDER/LTO/2018/13 dated 30.10.2018
Cost of Tender Document (NIT)	Rs.500/- (Rupees Five Hundred only) [A non-refundable fee of Rs.500/- to be submitted as Demand Draft / Bankers Cheque in favor of Allahabad Bank, payable at Mumbai, separately along with the sealed Technical Bid]
Bid Security (EMD)	The bidder has to submit BID Security of Rs.20,000/- (Rupees Twenty Thousand Only) in the form of DD/Pay Order/Banker's Cheque favoring Allahabad Bank, Payable at Mumbai valid for three months from the date of NIT, along with the Sealed Technical Bid.
Performance Security	The Successful bidder has to furnish Performance Security for an amount of 5% of the order value in the form of Bank Guarantee/DD/PO payable at Mumbai for a period of 60 days above the date of completion of warranty. On Submission of Performance Security, Bid Security will be returned to the successful bidder.
Date of issue of NIT	30/10/2018
Last Date and Time of Sale of NIT	14.11.2018; 02:00 PM

Last date and time for submission of Physical Technical Bids and Uploading Online Commercial Bids	15.11.2018; 02:00 PM [Submission of Technical Bid and Uploading of Online Commercial Bids must be done, giving full particulars, within time period specified above]
Date and Time of Opening of Technical Bids	15.11.2018; 03:00 PM
Date and time of opening of On-Line Commercial Bids	To be notified later to the technically qualified bidders through e-mail
LTO Tape Specifications	LTO3 Data Tapes with Bar Code (50 Nos) LTO5 Data Tapes with Bar Code (250 Nos) LTO6 Data Tapes with Bar Code (160 Nos) LTO Universal Cleaning Tapes with Bar Codes (30 Nos) (quantities to be delivered at respective addresses as mentioned above)
Make	IBM/HP/ FUJIFILM/SONY
Payment terms	100% payment on submission of the following: 1. Delivery of Items as above. 2. Submission of Invoices. 3. Submission of appropriate Performance Guarantee.
Warranty	At least One (1) Year from date of delivery at respective locations
Bid Validity	Bid and Price quoted should be valid for a period of 180 days after Date of Opening of Technical Bids
Delivery Period	One (1) Week from the issue of Purchase Order
Tender Documents	The tender can be downloaded from Bank's website: http://www.allahabadbank.in OR from Bank's e-Tendering website www.tenderwizard.com/abank
Authority & Place of submission of Bids and opening of Technical & Commercial Bids	Deputy General Manager, Allahabad Bank, CBS Office, CIDCO Banking Complex II(5 th & 6 th Floor, Plot No. 9 & 10, Sector-19A, Vashi, Navi Mumbai-400703
Contact Details	Mr. Ashish Godbole Sr. Manager-IT Mob: 7045315296 Mr. Brajesh Kumar Dohare Chief Manager-IT Mob: 9795521822 Email id.: cbs.po@allahabadbank.in , dcmon@allahabadbank.in

TERMS AND CONDITIONS:

4. Bidder has to submit Technical Bid in physical form. However for the actual Commercial Bid, Bank will conduct e-Tendering process. [The Technical and **Online Commercial Bids** must be submitted, giving full particulars, **within time period specified above**. Commercial Bids shall be opened at later date to be notified later]
5. The Original NIT & its addendums (if any) needs to be signed and stamped by the Bidder and has to be submitted along with the Technical Bid.
6. Allahabad Bank reserves the right to accept or reject in part or full any or all the offers without assigning any reasons whatsoever.

7. The Purchaser shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers, including those received late or incomplete offers, without assigning any reason whatsoever.

8. ELIGIBILITY CRITERIA:

S.No.	Eligibility Criteria	Documentary Evidence need to be submitted by Bidder to the Bank
1	The bidder should be a registered company / firm and should be in existence for a minimum period of 3 (Three) Years in India, as on 30.09.2018.	Copy of Certificate of Incorporation /Partnership Deed to be submitted.
2	The Original Equipment Manufacturer (OEM) can either bid directly or bid through their Authorized Partner/ Dealers. In case of Authorized Partners/ Dealers, Manufacture’s Authorization Form should be submitted.	Manufacturer’s Authorization Form should be submitted as per Annexure-1 of this NIT (<i>In case of Authorized Partners/ Dealer</i>)

9. In case of LTO tapes failure during warranty period, the vendor has to replace the LTO tapes at their own cost.
10. Warranty of supplied items will start from the date of delivery of Items at respective locations.
11. Bidders other than OEM, who intend to participate in the tender process has to submit a letter of authority from their manufacturers confirming that they have been authorized to quote on behalf of them, as per Annexure-1 (Manufacturer’s Authorization Form)
12. Bidders are free to quote prices for **any ONE of the above four makes** of LTO tapes (IBM/HP/ FUJIFILM/SONY), which is cost-effective and meets the tender specifications, and terms & conditions. Further it **should not include any alternatives**. Bank reserves the right to accept/reject any bid without assigning any reasons thereto.
13. The Bidder shall bear all costs associated with the preparation and submission of its bid and the Purchaser will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
14. The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all/complete information required as per the NIT or submission of a bid not substantially responsive to the NIT in every respect will be at the Bidder’s risk and may result in rejection of bid.
15. This NIT document is not transferable. Only the Bidder, who has purchased this NIT in their name, is entitled for submission of Bid.

TWO BID SYSTEM (e-Tendering):

16. Bidders are required to submit the Technical Bid in physical form. However for the actual Commercials, Bank will be doing e-Tendering (*through Bank’s E-Tendering Portal*) for selecting the L1 Bidder.
17. The tender documents not submitted in the prescribed format or incomplete in details is liable to be rejected. The Bank will not be responsible for non-receipt of bid within the specified date and time due to any reason including postal delays or Holidays.
18. Telex, Cable, Facsimile or e-mail bids will be rejected.

19. SUBMISSION OF TECHNICAL BID

- a. The Technical specifications of quoted items have to be submitted by the bidder as per **Annexure-2** of this NIT. (The Submission of Technical Bid and Uploading of Online Commercial Bid must be done, giving full particulars, within time period specified above)

b. **The Technical Bid must NOT contain any price information with respect to its commercial offer.** The Commercial bids are to be uploaded online on Bank's e-Tendering Portal and shall be opened on the date to be notified later. The Technical Bids will be opened in presence of Bidder's representatives who chose to attend on specified date and time. Technically qualified bids will be taken up for further processing and Commercial Bids of Technically Qualified bidders will be opened in presence of their representatives on a specified date and time, which will be notified separately.

c. The envelope containing Technical Bid must be super-scribed with the following information:

- NIT Reference Number
- Tender for Supply of LTO 3, LTO5 and LTO6 Data Tapes and LTO Universal Cleaning Tapes
- Name and Address of Bidder.

d. If there is a discrepancy between unit price and total price that is obtained by multiplying the unit price and quantity and addition of Taxes, the unit price shall prevail and the total price shall be corrected.

20. The offer may not be evaluated by the Bank in case of non adherence to the format or partial submission of details.

21. The Technical Bid must NOT contain any price information with respect to its commercial offer. Technical Bids containing price information are liable to be rejected.

22. The Technical Bid shall comprise of the following documents:

Cost of Tender Document (NIT)	Rs.500/- (Rupees Five Hundred only) [A non-refundable fee of Rs.500/- to be submitted as Demand Draft / Bankers Cheque in favor of Allahabad Bank, payable at Mumbai, separately along with the sealed Technical Bid]
Bid Security (EMD)	The bidder has to submit BID Security of Rs.20,000/- (Rupees Twenty Thousand Only) in the form of DD/Pay Order/Banker's Cheque favoring Allahabad Bank, Payable at Mumbai valid for three months from the date of NIT, along with the tender. <ul style="list-style-type: none"> • For unsuccessful bidders the same shall be returned after conclusion of bidding process. • For successful bidders, the same shall be returned on submission of Appropriate Performance Security.
Signed and Sealed NIT and Addendums (if any)	The Original NIT & its addendums (if any) needs to be signed and stamped by the Bidder and has to be submitted along with the Technical Bid
Proof of Existence	Copy of Certificate of Incorporation /Partnership Deed to be submitted/.
Manufacturer's Authorization Form	Manufacturer's Authorization Form should be submitted as per Annexure-1 (<i>In case of Authorized Partners/ Dealers</i>)
Technical Specifications	Technical Specifications of the quoted items has to be submitted by the bidder, as per Annexure-2 of NIT

SUBMISSION OF COMMERCIAL BID:

23. The prospective Bidders are advised to upload the Commercial Bid **Online** as per Annexure-3 of this NIT. The Commercial Bid should contain the Price Information only and has to be submitted strictly as per the format provided in Annexure-3.

24. The following steps are to be taken for online submission of commercial bids

- a. Registration with Service Provider Portal www.tenderwizard.com/abbank
- b. The Bidder must possess a valid Class -3 Digital Certificate (Mandatory) (Commercial Bid will not be uploaded without Digital Certificate)
- c. The vendor for e-Tendering process is **M/s Antares Systems Limited** and the portal address for the same is www.tenderwizard.com/abbank, wherein the necessary details for e-Tendering process are available.
- d. In case of any clarification/assistance regarding e-tendering procedure, Bidder may contact the following representatives of M/s Antares Systems Ltd.

Contact Persons	Mobile No.
Mr. Kushal Bose	07686913157
Mr. Tousik Ghosh	09674758724

E-mail: skumarchandan@antaressystems.com

kushal.b@antaressystems.com
tousik.g@antaressystems.com

25. Bidders are requested to submit their Tender Request latest by 14.11.2018; 02:00 PM (i.e. the last date and time of Sale of NIT), at the portal www.tenderwizard.com/abbank

26. Without Tender Request process within the aforesaid schedule, the bidder will not be able to submit their Commercial Bid Online. Bidders are required to upload online Commercial Bids by 15.11.2018; 02:00 PM (i.e. the last date and time of Submission of Technical and online Commercial bids)

27. As the Technical bids will be evaluated first for technical suitability, the Bank will open only the Technical Bids as per the schedule mentioned. The Commercial bids of only technically qualified Bidders will be opened at a later date subsequent to the technical evaluation. Allahabad Bank will notify the date and time of opening of the Commercial bids to the technically qualified Bidders.

28. The prospective bidders are advised to ensure on-line submission of Commercial Bid (Annexure-3) only in a single **.pdf** file with name "**comm.pdf**" of size less than 5 MB, duly signed and stamped by the authorized signatory latest by the last date and time of submission of Bids (15.11.2018; 02:00 PM).

29. **BID SECURITY:**

The bidder has to submit BID Security of Rs.20,000/- (Rupees Twenty Thousand Only) in the form of DD/Pay Order/Banker's Cheque favoring Allahabad Bank, Payable at Mumbai valid for three months from the date of NIT, along with the Technical Bid. The Bid Security shall be denominated in INDIAN RUPEES only.

30. The Bid Security shall be returned to the unsuccessful bidders after completion of Bidding Process. For Successful bidders, the Bid Security shall be returned on successfully executing the purchase obligation as per NIT and on submission of Performance Security of Appropriate amount.

31. The bid security may be forfeited:

- If a Bidder increasing rates / withdraws its bid during the period of bid validity;
- In case of the selected Bidder, if the Bidder fails or refuses to execute the order;
- non furnishing performance security in accordance with NIT Terms and Conditions

32. PERFORMANCE SECURITY:

The Successful bidder has to furnish Performance Security for an amount of 5% of the order value in the form of Bank Guarantee/DD/PO payable at Mumbai for a **period of 60 days above the date of completion of warranty**. On Submission of Performance Security, Bid Security will be returned to the successful bidder.

33. LIQUIDATED DAMAGES:

If the supplier fails to deliver the items as above, at respective locations within the stipulated time, the bank will be entitled to charge liquidated damage @ 0.5% of the Order Value per week of delay, subject to a maximum of 10% of the Order Value. Once the maximum is reached, the Bank may consider termination of Purchase Order.

34. STANDARDS:

The Goods supplied in terms of the Purchase Order issued upon the selected vendor by the Purchaser shall conform to the standards mentioned in the Technical Specifications as per the NIT.

35. TAXES AND DUTIES:

GST as applicable shall be paid Extra. Delivery freight and all other similar charges and Taxes shall be borne by the supplier and no separate payment shall be made on this account.

MANUFACTURER'S AUTHORISATION FORM (MAF)

(This format has to be issued by OEM on their Letter Head duly signed by the authorized signatory)

Dated.....

To :
Allahabad Bank,
CBS Office,
CIDCO Banking Complex II(5th & 6th Floor, Plot No. 9 & 10, Sector-19A)
Vashi, Navi Mumbai-400703

Dear Sir,

Sub : MAF for NIT Ref. No. ALLBANK/CBSO/HW/TENDER/LTO/2018/13 dated 30.10.2018

We an established and reputable manufacturers/OEM of _____
do hereby authorise M/s..... (Name and address of Bidder) to bid, negotiate and
conclude the bid process with you and supply our products against the above NIT.

We hereby confirm our full warranty and support as per the requirement of the NIT, for the goods
offered for supply in response to the above NIT by the above mentioned firm/organization.

Yours faithfully,

(NAME)

for and on behalf of M/s _____
(Name of Manufacturer/s)

Note: Bidder has to ensure that MAF should be on the letter-head of the manufacturing concern who is
authorizing the bidder to bid for their product and should be signed by a person competent to bind
the manufacturer.

TECHNICAL SPECIFICATIONS OF THE ITEMS OFFERED

[NIT Ref. No. ALLBANK/CBSO/HW/TENDER/LTO/2018/13 dated 30.10.2018]

Name of the Company:**Address:****Contact no.**

Item Description	Qty	Location	Make and Model	Warranty	Delivery period	MAF (in case of AUTHORISED DEALER)	Deviations (if any)
LTO3 Data Tapes	50	Allahabad Bank, Ctrl-S Data Centre Ltd. Plot No. Gen-72/1/A, TTC Industrial Area, Opp. DNA Press, Back Side of Millennium Business Park, Mahape, Navi Mumbai- 400701					
LTO5 Data Tapes	150						
LTO6 Data Tapes	80						
LTO Cleaning Tapes	20						
LTO5 Data Tapes	100	Allahabad Bank, DRS Lucknow, Zonal Office Building, 3rd Floor, Hazratganj, Lucknow-226001, Uttar Pradesh Ph: 0522-2286542					
LTO6 Data Tapes	80						
LTO Cleaning Tapes	10						

**Signature of the bidder
(Authorized Signatory)****Name:****Designation:****(With seal)**

FORMAT FOR COMMERCIAL BID:**Name of the Company:****Address:****Contact Number:**

S.No	Item Description	Delivery Location	Qty	Unit Cost Inclusive of All Taxes except GST (Rs.)	Total Cost (Inclusive of All Taxes except GST)	GST (Rs.)	Total Cost (Inclusive of GST)
			[A]	[B]	C = [A*B]	D=[_ % of C]	E = [C + D]
1	LTO3 Data Tapes	Allahabad Bank, Ctrl-S Data Centre Ltd. Plot No. Gen-72/1/A, TTC Industrial Area, Opp. DNA Press, Back Side Millennium Business Park Mahape, Navi Mumbai-400701	50				
2	LTO5 Data Tapes		150				
	LTO6 Data Tapes		80				
3	LTO Cleaning Tapes		20				
4	LTO5 Data Tapes	Allahabad Bank, DRS Lucknow, Zonal Office Building, 3rd Floor, Hazratganj, Lucknow-226001, Uttar Pradesh Ph: 0522-2286542	100				
5	LTO6 Data Tapes		80				
6	LTO Cleaning Tapes		10				
Grand Total (Rs.)							

Total Bid Price (in Words): Rupees:

We undertake that if our bid is selected/ declared as L1, we agree to abide by the terms & conditions of the Notice Inviting Tender (NIT).

- Note:
1. The bidder has to quote for each line item.
 2. No other cost (than as mentioned above) shall be payable.
 3. Bidder should quote most competitive quotes in their own interest.
 4. GST as applicable shall be paid Extra. Delivery freight and all other similar charges and Taxes shall be borne by the supplier and no separate payment shall be made.
 5. Bidder is fully responsible for arranging road permit etc

**Signature of the bidder
(Authorized Signatory)**

Name:

**Designation:
(With seal)**