



ODISHA GRAMYA BANK

From
IT Department
Head Office
Gandamunda
Khandagiri
Bhubaneswar-751030

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EMPANELMENT DOCUMENT

- ✓ Notice inviting applications for empanelment of contractors and suppliers.
- ✓ Eligibility Criteria, General Rules and Instructions to the intending applicants.
- ✓ Application Format for empanelment.

Notice for Empanelment of Contractors and Suppliers for Computer Hardware/ Softwares

Odisha Gramya Bank(OGB), established on 07th January 2013 (due to amalgamation of erstwhile Neelachal Gramya Bank , erstwhile Baitarani Gramya Bank and erstwhile Kalinga Gramya Bank), is a Sponsored Bank of Indian Overseas Bank having Head Office at Bhubaneswar with branches covered in 13 (thirteen) districts namely-Puri, Khurda, Nayagarh, Dhenkanal , Angul, Cuttack, Jajpur, Kendrapada, Jagatsinghpur, Balasore, Bhadrak, Mayurbhanj & Keonjhar.

OGB invites Application for empanelment of reputed Original Equipment Manufacturers (OEM)/Subsidiary of OEM/Authorized Distributor/Authorized Dealers/Subsidiary Dealers for supply, installation, testing, and maintenance of the below specified products for its Head Office, all Regional Offices and Branches.

Interested applicants may download the application form from the website along with the product specification, eligibility criteria and terms and conditions for apply of empanelment.

The duly completed Application Form in the prescribed format with all necessary supporting documents shall be sent in a sealed cover and superscribed as “APPLICATION FOR EMPANELMENT OF (CATEGORY NAME)-2016” and shall be submitted to the above mentioned office on or before 25/11/2016 upto 3.00 P.M.

The work involves supply, installation, testing, commissioning and maintenance of the products specified below.

Product Specifications :-

Hardware :- Server, Computer, Laptop, Printer (DMP/ LaserJet/ Passbook), Scanner, CTS Scanner, Router, Modem, V-Sat, Power Cable, Adopter, Network Devices, Display Unit, TV, Projector, Communication devices.

Software :- Microsoft OS, Linux OS, MS Office, DB Software, Management Software, AV Software, Other software and maintenance.

Value of orders may range upto Rs. 25 lakhs at one instance. The vendors may get repeat orders also during the year.

Eligibility Criteria:-

1. Should be a proprietary/partnership/Limited Company. Incase of company Article and memorandum of association/ certificate of incorporation and for partnership firm partnership deed should be enclosed.
2. Should be registered with Sales Tax for Central Sales Tax (CST)/Value Added Tax (VAT).
3. Should be premium partner/Authorized reseller of the hardware of original equipment manufacturer(OEM).The vendor must be in position to provide support/maintenance up gradation during the period of contract with the bank. The vendor should submit a letter of authorization/manufacture authorization form.
4. Should be registered with Excise Department for service tax.
5. Should have at least one fully equipped service center located in Bhubaneswar/Cuttack or District Headquarters of District Angul, Dhenkanal, Khurda, Nayagarh , Puri , Cuttack, Jajpur,

Kendrapada, Jagatsingpur, Balasore, Bhadrak, Mayurbhanj & Keonjhar having qualified service technicians with 3 years experience.

6. They should have executed at least two orders worth Rs.30.00 lakh or above for supply of Hardware/software during the last two years.
7. The annual turnover for the last three financial years should not be less than Rs.02.00 crores for Authorised Dealer and Rs. 50.00 crores for OEM.
8. The vendor should be able to repair hardware/ software immediately, failing which, they will have to provide alternate arrangement to ensure continuity of Bank's operations.
9. The vendors should be system integrators so that both hardware installation and operating system configuration are done smoothly. They should have adequate number of qualified engineers for technical support, when required.
10. They should have sufficient experience and proper infrastructure to provide requisite after sale service and support.
11. They should be authorized distributors/ resellers of premium brands of the products sought to be purchased.
12. They should furnish details of their client list which should preferably include banks, FIs, Government Undertakings and other reputed concerns.
13. The vendor should preferably have all Odisha presence with good reputation in the market. They should have presence in at least following districts Angul, Dhenkanal, Khurda, Nayagarh, Cuttack, Puri, Jajpur, Kendrapada, Jagatsinghpur, Balasore, Bhadrak, Mayurbhanj, Keonjhar and also at Bhubaneswar City.
14. Vendor should have minimum experience of 5 years in the field of supply of Computer hardware, software and Peripherals.
15. They should furnish last three years Audited balance sheet.
16. The vendor should submit a certificate issued by company secretary/Managing Partner (in case of partnership firm), certifying that all the components/parts/assembly/software, and that no refurbished/duplicate/secondhand components/parts/assembly/software were being used or would be used.
17. The vendor shall complete the installation, configuration and operationalization of the hardware, Desktop/Dot Matrix printers/Passbook printers/scanners, at the locations as stipulated at the purchase order. Failing which, a penalty at the rate of 1% of order value, excluding all type of taxes and duties for each week or part thereof of the delay subject to a maximum of 5% will be levied from the expiry of the due date for the installation. Penalty will be charged on order value for the items for which installation is delayed.

18. The vendor will generate the technical specifications/Hardware configuration report from the desktops and present the same to Head Office/Regional Office/Branches for hardware verification on completion of installation and configuration.

19. Label indicating the telephone numbers and email addresses of the call centers and warranty period should be affixed on the top/side of the system without fail.

20. The Hardware should have an onsite comprehensive warranty for period of 3 yrs from the date of installation. The word “warranty” refers to comprehensive onsite warranty .Incase the delay in installation is due to the vendor then the warranty starts from the date of installation.

Testimonials to be submitted along with the Application Form

1. Copy of OST/CST/VAT clearance certificate.
2. Copy of Service Tax Registration Certificate from Excise Department.
3. Copy of Company’s ISO Certificate.
4. Copy of Valid authorized Sales and Service Certificate from the Company dealing with their product.
5. Copy of IT returns for last 3 financial years.
6. Copy of PAN card.
7. Copy of work orders received from Central/State Govt. PSU’s /Banks/Autonomous bodies during last 2 years along with satisfactory completion certificate and their contact numbers.
8. Copy of appointment letter as Authorised dealer from the manufacturing company.

General Rules and Instructions to Intending Applicants.

1. The vendors are advised to enclose photo copies of all relevant documents as mentioned in the list of testimonials and other required documents wherever necessary.

2. Each page of application form shall be signed. The application shall be signed on behalf of the Firm/Organization.
3. If the space in the proforma is insufficient for furnishing full details, the information shall be supplemented in separate sheet of paper stating therein the part of the statement and serial number. Separate sheet shall be used for each part.
4. While deciding upon the selection of vendor's emphasis will be given on the ability and competence of applicants to complete the work within a reasonable time. The Committee may also decide to physically verify the works undertaken of other organization before taking final decision in respect of their short listing.
5. If the application is made by a partnership firm, a certificate copy of the partnership deed, current address of the firm and full name with current addresses of all the partners of the firm also accompany with the application. If the application is made by a limited company Memorandum/ Article of Association with certificate of commencement of business is to be submitted.
6. The decision of the Committee with regard to selection of vendors for issue of prequalification of form will be final. The Committee is not bound to assign any reason thereof.
7. Applications received after due date and time or incomplete in any respect are liable to be rejected.
8. The Committee reserves the right to reject any or all the applications without assigning any reason thereof. The Committee also reserves the right to restrict number of applications for tendering at its sole discretion. Committee's decision in this regard shall be final and binding on all concerned.
9. The decision of the committee in selection of vendors for empanelment will be final. The Committee reserves the right to shortlist the vendors by relaxing the set criteria's or inclusion of criteria's. The Committee is not bound to assign any reason thereof. The empanelled vendors/contractors will only be informed.
10. The date of collection of tender papers will be intimated to empanelled contractors/vendors only.

11. Cost incurred by the applicant in applying, in providing necessary clarifications or attending discussion, site visit will not be reimbursed by Bank.
12. If information and details furnished by applicants are found to be false/inadequate at any point of time in future or any information with held which comes to the notice of the bank at a later date, the empanelment of such applicant will be cancelled immediately.
13. The panel will be in force initially for period of 2 years with annual review/ updating from the date of notification of empanelment to the successful bidders. The bank may at its sole discretion, extend the currency of the panel further.
14. The Bank reserves the right to discontinue the panel at any time, without assigning reasons thereof. The bank's decision in this regard shall be binding & final.
15. Notwithstanding the empanelment and/or any provision contained herein, the Bank reserves the sole right to invite price quotations from any/all/none of the empanelled vendors.
16. **Application must be filled in all respect with signature and seal. Absence of application or partiality filled may causes for rejection of bid.**

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Application Format

1. Name of the Applicant :
2. Address :
3. Telephone No. :
 - i. Office :
 - ii. Residence :
 - iii. Mobile :
 - iv. Fax :
 - v. E-mail :
4. Status of the Firm :
(Whether Company/ Partnership/ Proprietary/ Subsidiary)
5. Name of the Proprietor/ Partners/ Directors :
6. Year of Establishment :
7. Whether registered with Registrar of Companies/ Firm.
8. If so No. & Date :
9. Registration with Tax Authorities :
10. Income-Tax No. PAN/ GIR No.
11. Value Added Tax No.
12. Service Tax No.
(Furnish copies of Income-Tax returns, Registration)
13. Registration No.
14. Turnover of the Company/Firm (Please attach copy of audited balance sheet and profit and loss account for three years).

(` in lacs)

Sl No	Year	Turn Over
1	2013-14	
2	2014-15	
3	2015-16	

	Average	
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15. Registration with Government/ Public Sector/ Banks

Name of the Organization	Nature of Works	Value of Works	Date of Registration
1			
2			
3			

What are your fields of core competence? Mention the fields on preference Basis:

i)

ii)

16. Details of the qualifying works executed (please mention only such works which qualifies for the category/ class for which you have applied)

Sl No.	Name of Work	Work executed for (Name of the organization with address, concerned office & telephone no)	Nature of Work	Location of the Work	Actual value of the Works	Stipulated time for completion	Actual time for completion	If work left incomplete or terminated (furnish reasons)

17. Key Personnel permanently employed in your organization :

Sl No.	Name	Qualifications	Experience	Particulars of work done	Employed in your Firm since	Any Other

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18. Furnish the names of three responsible clients/ persons to whom the major works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization.

NAME OF THE OFFICIAL	ORGANISATION & ADDRESS	CONTACT NUMBERS

DECLARATION

1. All the information furnished by me/ us here above is correct to the best of my/our knowledge and belief.
2. I/we have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets/ documents.
3. I/ we agree that the decision of OGB in selection of empanelment will be final and binding to me/us.
4. I/ we have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of the Bank.

Applicant's Signature