



CISCO VC Setup for Navi Mumbai Office

REQUEST FOR QUOTATION (RFQ)

(4th March 2024)

RFQ: ReBIT/CPO/2023-24/299/102

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**Reserve Bank Information Technology Pvt. Ltd.
502, Building No 1, Mindspace Juinagar, Nerul, Navi Mumbai – 400706**

Schedule of Events

Tender inviting authority	Reserve Bank Information Technology Pvt. Ltd. (ReBIT)
RFQ BID reference number	RFQ: ReBIT/CPO/2023-24/299/102
Purpose of RFQ	CISCO VC Setup for ReBIT Navi Mumbai Office
Method of selection	Selection will be based on Least Cost System (LCS)
Availability of RFQ documents	4th March 2024 RFQ document shall be available on ReBIT's website (URL: https://rebit.org.in/procurement) and CPP e-procurement portal (URL: https://eprocure.gov.in/eprocure/app) Bidder shall refer Annexure - P: Instructions to Bidder for Online Bid Submission.
Last date and time for submission of pre-bid queries	6th March 2024 up to 16:00 Hrs Queries should be submitted in the format prescribed in Annexure - E of this RFQ and sent to procurement@rebit.org.in .
Pre-bid meeting	7th March 2024 at 16:00 Hrs Queries should be submitted in the format prescribed in Annexure - E of this RFP and sent to procurement@rebit.org.in Through Video conferencing. The video conferencing link will be shared with those bidders who are interested to participate in the meeting. The bidders who are interested to participate in the pre-bid meeting are requested to send an e-mail request for the same with their details at procurement@rebit.org.in along with their queries, if any, as per the last date and time specified above for submission of the pre-bid queries.
Date of communication of responses to pre-bid queries and corrigendum if any	8th March 2024 through ReBIT's website (URL: https://rebit.org.in/procurement) and CPP e-procurement portal (URL: https://eprocure.gov.in/eprocure/app)
Last date and time for bid submission	15th March 2024 up to 17:00 Hrs through Procurement Mailbox (URL: procurement@rebit.org.in)
Technical Bid opening	18th March 2024 up to 12:00 Hrs through CPP e-procurement portal (URL: https://eprocure.gov.in/eprocure/app)
Bid opening	19th March 2024 at 12:00 Hrs through CPP e-procurement portal (URL: https://eprocure.gov.in/eprocure/app)
Proposal validity	Proposals must remain valid up to 180 (One hundred and eighty) days from the last date of submission
Name and address for communication	Head CPO (Centralised Procurement Office), Reserve Bank Information Technology Private Limited, 502, Building No 1, Mindspace Juinagar, Nerul, Navi Mumbai - 400706 Email: procurement@rebit.org.in , Phone No. 022 50233139/141

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1. About ReBIT

Reserve Bank Information Technology Private Limited (ReBIT) has been set up by the Reserve Bank of India (RBI), to take care of the IT requirements, including the cyber security needs of the Reserve Bank and its regulated entities. ReBIT will act as a catalyst for innovation, big systems and new ideas apart from having the capability to guide the regulated entities in the IT areas of their operations as also for ReBIT's IT related functions and initiatives. Given the need for interoperability and cross-institutional cooperation, ReBIT will effectively participate in setting up of standards to strengthen Reserve Bank's role as regulator. ReBIT is a 100% wholly owned subsidiary of the RBI.

2. Objectives of the RFQ

ReBIT is seeking proposals from **CISCO Authorised partners for Video Conferencing Solution, at Navi Mumbai Office**. The Bidder has to provide complete solution considering all the aspects of the required components along with comprehensive responsibility of Design, Supply Installation, Operationazation and Maintenance of the supplied equipments at ReBIT, Navi Mumbai Office.

3. Invitation of Tender Bids

This RFQ is an invitation for responses from qualified bidders only. No contractual obligation on behalf of ReBIT whatsoever shall arise from the RFQ process unless and until a formal contract is signed & executed by duly authorized official of ReBIT and the successful Bidder. However, until a formal contract is executed, this RFQ together with ReBIT's written acceptance & notification of award shall constitute a binding contract with the successful Bidder.

Bidder(s) are expected to examine all instructions, forms, terms, specifications, and other information in the RFQ document. Failure to furnish any information required by the RFQ document or to submit a bid not substantially responsive to the RFQ document in every respect will be at the Bidder's risk and shall result in the rejection of their bid. The procedure and terms & conditions for submission of bid are enumerated in this RFQ.

Bidders are expected to submit their bids (password protected) through email to procurement@rebit.org.in strictly as per RFQ timelines. Please note to ensure email attachment size shall not be more than 10 MB. In case of file size being more than 10MB, you may send the files through multiple emails.

4. Scope of Work

ReBIT seeking the proposal for below components to be Supply and installed at ReBIT Navi Mumai Office -

I. Conference Room 1: Proposed CISCO Video Conference Solution : Cisco Room Kit (CS-KIT-K9)

Sr#	Part Number	Description	Qty
1	CS-KIT-K9	Cisco Room Kit with integrated mic, speakers and Navigator	1
2	CON-ECDNCS6EK9KI	Room Kit with integrated microphone, speakers and Navigator	1
3	PWR-CORD-IND-B	Power Cord for India 2m 10A	2
4	CAB-MIC-EXT-J	Extension cable for Table Mic (9m/29ft) with Jack plug	2
5	CS-MIC-TABLE-J	Cisco Table Microphone with Jack Plug	2
6	CON-ECDNCS5HEJMI	Cisco Table Microphone with Jack plug ESS WITH 8X5XNBD	2
7	CAB-2HDMI-1.5M-GR	CAB 1.5m/5ft GREY HDMI 2.0	1
8	CAB-2HDMI-1.5M-GR-	1.5m GREY HDMI 2.0	1
9	CAB-ETH-5M-GR-	CAB (16,4 feet / 5m) GREY ETHERNET	2
10	PSU-12VDC70W-GR-	Powersupply - AC/DC, 12V, 6.25A, grey	1
11	CS-KIT-WMK-	Wall Mount for Cisco Kit	1
12	CS-KIT-SMK-	Screen Mount for Cisco Kit	1
13	CAB-DV10-8M-	8 meter flat grey Ethernet cable for Touch 10	1
14	CS-POE-INJ+	Touch PoE power injector	1
15	CS-T10-TS+	Cisco Room Navigator - Table stand version - Spare	1
16	A-FLEX-3	Collaboration Flex Plan 3.0	1
17	SVS-FLEX-SUPT-BAS	Basic Support for Flex Plan	1
18	A-FLEX-C-DEVREG	Cloud Device Registration	1
19	A-FLEX-P-CALL	Prem to Webex Calling / UCM Cloud	1
20	A-FLEX-C-DEVENT	Cloud Device Registration Entitlement	1

II. Conference Room 2: Proposed CISCO Video Conference Solution : Cisco Room Bar Pro (CS-BARPRO)

Sr#	Part Number	Description	Qty
1	CS-BARPRO	Cisco Room Bar Pro Multi-Line Bundle	1
2	CS-BARPRO-K9	Cisco Room Bar Pro, First Light	1
3	CON-ECDNCSBARPK9	ESS WITH 8X5XNBD Cisco	1
4		Room Bar Pro First Light	
5	PWR-CORD-IND-F	Power Cord for India 5m 10A	1
6	CAB-CAT5E8M-	Ethernet CAT5E Round Cable - 8 meter - Gray	1
7	CS-T10-TS-L-	Cisco Room Navigator-Table Stand, First Light (White)	1
8	CAB-2HDMI-1.5M-GR-	1.5m GREY HDMI 2.0	1
9	CAB-ETH-5M-GR-	CAB (16,4 feet / 5m) GREY ETHERNET	1

10	CS-BARPROMOUNT-	Mounting Kit for Cisco Room Bar Pro	1
11	CS-MIC-TABLE-J=	Cisco Table Microphone with Jack Plug SPARE	2
12	CON-ECDNCS5HEJMI	Cisco Table Microphone with Jack plug ESS WITH 8X5XNBD	2
13	CAB-MIC-EXT-J=	Extension cable for Table Mic (9m/29ft) with Jack plug	2
14	A-FLEX-3	Collaboration Flex Plan 3.0	1
15	SVS-FLEXSUPT-BAS	Basic Support for Flex Plan	1
16	A-FLEX-C-DEVREG	Cloud Device Registration	1
17	A-FLEX-PCALL	Prem to Webex Calling / UCM Cloud	1
18	A-FLEX-C-DEVENT	Cloud Device Registration Entitlement	1

5. Selection Process

Reputed CISCO authorised partners in the market who are having experience and capability of providing Video Conferencing Solution. Selection will be based on least cost system and contract will be awarded to the successful bidder who is determined to be technically eligible and it's bid is most responsive.

The decision of ReBIT shall be final, in this regard. any misrepresentation of facts may lead to outright rejection of the Bid.

6. Bidding Process

6.1 Language of Bid

The language of the bid response, supporting documents and any communication with ReBIT must be in written English only.

6.2 Cost of Bidding

The Bidder shall bear all the costs associated with the preparation and submission of its bid and ReBIT will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

6.3 Authorisation to Bid

The proposal / bid being submitted would be binding on the Bidder. As such, it is necessary that authorized signatory of the firm or organization sign the bid documents. The signatory should be either CEO or authorised by the CEO or the Board of the organization. The Bidder shall provide proof of signature identification for the above purposes as required by ReBIT -

- All pages of the bid shall be initialled by the person or persons signing the bid.
- Bid form shall be signed in full & official seal affixed.
- Any inter-lineation, erasure or overwriting shall be valid only if they are initialled by the person or persons signing the Bid.
- All such initials shall be supported by a rubber stamp impression / digital signature of the Bidder's firm.

A copy of board resolution along with a copy of power of attorney (POA wherever applicable) showing that the signatory has been duly authorized to sign the Bid document.

6.4 Period of Validity of Bid

Bids should remain valid for the period of at least 180 days from the submission date of bid. In case the last date of submission of bids is extended, the Bidder shall ensure that validity of bid is reckoned from modified date for submission. Further extension of the validity of the bid will be decided by ReBIT in case of need. Any extension of validity of Bids will not entitle the Bidder to revise/modify the Bid document.

Finalized prices shall remain valid for contract period from the last date of submission of commercial bid. The commercial offer shall be on a fixed price basis, no upward revision in the price would be considered. ReBIT reserves the right to call for fresh quotes at any time during the Bid validity period, if considered, necessary.

6.5 Instructions for Bid Submission

- i. This RFQ process shall be administered through e-mail specified in Schedule of Events.
- ii. Bidders shall submit their bid through email (password protected documents) enclosing all the necessary documents requested in the RFQ to procurement@rebit.org.in as per the Schedule of Events.
- iii. Bids received after cut-off date and time will not be considered.
- iv. Bidders shall submit requisite documents including annexures as per submission checklist prescribed in RFQ document.
- v. ReBIT reserves the right to resort to re-tendering without providing any reason whatsoever. ReBIT shall not incur any liability on account of such rejection.
- vi. ReBIT further reserves the right to reject any or all offers based on its own evaluation of the offers received, or based on stability, capabilities, track records, reputation among users and other similar features of a Bidder.
- vii. ReBIT reserves the right to modify any terms, conditions or specifications of RFQ before date and time of submission of bids. Bidder must submit bid documents as per the changes/modifications while submitting the bid. Notification of amendments/corrigendum will be mailed to eligible bidders and will be binding on all Bidders and no separate communication will be issued.
- viii. ReBIT, at its discretion, may extend the deadline for a reasonable period as decided by ReBIT for the submission of bids.

6.6 Bid Opening and Evaluation Process

- i. The selection of successful Bidder will be based on **Least Cost Selection (LCS)**.
- ii. During the period of evaluation, Bidders may be asked to provide more details and explanations about information provided in the proposals. Bidders should respond to such requests within the time frame indicated in the letter/e-mail seeking explanation, if the Bidder does not comply or respond by the date, their bid will be liable to be rejected.
- iii. ReBIT may, at its discretion, waive any minor informality, nonconformity or irregularity in a bid which does not constitute a material deviation and financial impact, provided such waiver does not prejudice or affect the relative ranking of any Bidder. Wherever necessary, observations on such minor issues (as mentioned above) ReBIT may conveyed to the Bidder, asking them to respond by a specified date also mentioning therein that, if the Bidder does not respond by the specified date, their bid will be liable to be rejected.
- iv. The Bidder at no point of time can excuse themselves from any claims by ReBIT whatsoever for their deviations in conforming to the terms and conditions, payment schedules, timeframe for implementation, etc. as mentioned in this RFP.

6.7 Bid Evaluation & Selection

- i. The Price Bid should be submitted as per **Annexure H** by way of entering the values in the format (not in hand written). This must contain all price information, prices should be exclusive of GST & Tax (for all products, services, implementation, certificates etc.). However, all the Tax details to arrive at the final payable amount to bidder should be mentioned separately in Commercial Bid.
- ii. All the prices quoted shall be in Indian Rupees (₹). The quote shall not be subject to any price escalation subsequently. Rate should be quoted against each item separately.
- iii. The Bidders should not offer any options or any conditional offers to the ReBIT while giving the price information. The offer should strictly be in conformity with the items as specified by ReBIT. No additions or deletions to the **Annexure H** is allowed. Any deviations may lead to disqualification of the bid.
- iv. The Commercial bids will be opened on the notified date and time and reviewed to determine whether the Commercial bids are substantially responsive or not.
- v. Commercial bid valuation shall be considered as below in case of any kind of discrepancy:
 - a. If there is a discrepancy between words and figures, the amount in words shall prevail
 - b. Where there is a discrepancy between the part-wise quoted amounts and the total quoted amount, the part-wise rate will govern.
 - c. If there is a discrepancy between percentage and amount, the amount calculated as per the stipulated percentage basis shall prevail
 - d. If there is discrepancy between unit price and total price, the unit price shall prevail
 - e. If there is a discrepancy in the total, the correct total shall be arrived at by ReBIT.
- vi. If a Bidder quotes NIL price / consideration for any item as per required specifications, the bid may be treated as unresponsive and may not be considered.
- vii. Bidder with the most economically responsive **Commercial Bid** will be selected as successful bidder.

7. Delivery Period and Location

Delivery Location is ReBIT, Navi Mumbai office.
Reserve Bank Information Technology Pvt Ltd (ReBIT) | 502, Building No.1, Mindspace
Juinagar, Nerul, Navi Mumbai – 400706

Sr No	Item Description	Qty (Nos)	Delivery Timeline
1	<u>Supply & installation of both conference VC setup solutions:</u> i. Conference Room 1: Proposed Solution: Cisco Room Kit (CS-KIT-K9) ii Conference Room 2: Proposed Solution: Cisco Room Bar Pro (CS-BARPRO)	As per BOM	With in 2-3 Weeks from Date of PO issuance.
2	Support Cost for 5 years		

8. Liquidated Damages (LD)

If Successful Bidder fails to deliver any or all of the Service(s) / Systems or perform the Services within the time period(s) specified in the RFQ, ReBIT shall, without prejudice to its other rights and remedies under and in accordance with the RFQ, levy Liquidated Damages (LD) from payments, which are due to the Successful Bidder. For calculation of LD:

- i. In case of delay by the Bidder in delivery of licenses, the financial Penalty as per the ReBIT's discretion will be imposed on the Bidder at 1% of the total contract value per week of delay, to the maximum of 10% of the total contract value as per the PO between ReBIT and the successful Bidder.
- ii. ReBIT reserves its right to recover these amounts by any mode such as adjusting from any payments to be made by ReBIT to the company.
- iii. Part of week will be treated as a week for this purpose.
- iv. However, ReBIT may, at its discretion, waive the liquidated damages in case the delay cannot be attributed to the Bidder.
- v. ReBIT will deduct the amount of liquidated damages from the payment due of the same project from the Successful Bidder. ReBIT may also withhold the amount to be recovered from the payment due from other projects held by the same Bidder.
- vi. Any such recovery or liquidated damages shall not in any way relieve the successful Bidder from any of its obligations to complete the works / service(s) or from any other obligations and liabilities under the Contract/Agreement/Purchase Order.
- vii. ReBIT reserves the right to condone the delay, if it is not attributable to the successful Bidder.

If the Successful Bidder fails to complete the due performance of the contract / purchase order in accordance with the specification and conditions of the offer document, ReBIT reserves the right either to cancel the order or to recover a suitable amount as deemed reasonable as Penalty / Liquidated Damage for non-performance.

8. Payment Terms

ReBIT will endeavour to make all payments for the products / services delivered to it, based on completed milestones mentioned at 4.1 within a period of 45 days from the date of acceptance of invoice by ReBIT.

Bidder should be willing to accept payment through Electronic Payment System (RTGS or NEFT). Any delay in achievement of milestones/ deliverables/ activities from Bidder shall automatically result in delay of corresponding payment from ReBIT.

Any objection/ dispute to the amounts invoiced in the bill shall be raised by ReBIT within reasonable time from the date of receipt of the invoice. Upon settlement of disputes with respect to any invoice(s).

Any objection/ dispute to the amounts invoiced in the bill shall be raised by ReBIT within reasonable time from the date of receipt of the invoice. Upon settlement of disputes with respect to any disputed invoice(s), ReBIT will make payment within forty-five (45) working days of the settlement of such disputes.

Terms of payment indicated in the Contract that will be issued by ReBIT to the selected Bidder will be final and binding on the Bidder and no interest will be payable by the ReBIT on outstanding amounts under any circumstances. If there are any clauses in the Invoice contrary to the terms of the Contract, the Bidder should give a declaration on the face of the Invoice or by a separate letter explicitly stating as follows "Clauses, if any contained in the Invoice which are contrary to the terms contained in the Contract will not hold good and the Invoice would be governed by the terms contained in the Contract concluded between ReBIT and the Bidder". Bidder should ensure that the project should not suffer for this reason.

9. Confidentiality

The Bidder must undertake that they shall hold in trust any Information received by them, under the Contract/Purchase Order, and the strictest of confidence shall be maintained in respect of such Information. The Bidder has also to agree:

- i. To maintain and use the Information only for the purposes of the Contract/Agreement and only as permitted by ReBIT
- ii. To only make copies as specifically authorized by the prior written consent of ReBIT and with the same confidential or proprietary notices as may be printed or displayed on the original;
- iii. To treat all Information as Confidential Information.

10. Tender / RFQ Cancellation

ReBIT reserves the right to cancel the Tender/RFQ at any time without assigning any reasons whatsoever.

11. Jurisdiction

Notwithstanding anything contained herein above, in case of any dispute, claim and legal action arising out of this RFQ, the parties shall be subject to the jurisdiction of courts at Mumbai, Maharashtra State, India only.

Annexure A - Submission Checklist

Submission Checklist for Technical Bid

The Bidder must ensure that the following have been submitted as a part of the Technical Bid submission process. Failure to provide any of the documents as detailed below could lead to the disqualification of the Bidder from the bid.

The following documents/items need to be submitted:

Items	Submitted (Bidder)	Verified (REBIT)	Page No.
Index of all the documents, letters, signed RFQ etc. submitted in response to this document along with page numbers.	<input type="checkbox"/>	<input type="checkbox"/>	
Annexure B: Proposal Submission Covering Letter	<input type="checkbox"/>	<input type="checkbox"/>	
Annexure C: Self Declaration of Relatives in ReBIT	<input type="checkbox"/>	<input type="checkbox"/>	
Annexure D: Self-Declaration to comply with Prevention, Prohibition and Redressal Sexual Harassment of Women at Workplace as per Act, 2013	<input type="checkbox"/>	<input type="checkbox"/>	
A copy of board resolution along with a copy of power of attorney (POA wherever applicable) showing that the signatory has been duly authorized to sign the Bid document.	<input type="checkbox"/>	<input type="checkbox"/>	
Annexure F: Bidder's Details on Bidder's letter head	<input type="checkbox"/>	<input type="checkbox"/>	
Annexure J: Escalation Matrix on Bidder's letter head	<input type="checkbox"/>	<input type="checkbox"/>	
Annexure K: MAF on Bidder's letter head	<input type="checkbox"/>	<input type="checkbox"/>	
Annexure O: Confidentiality & Non-Disclosure Agreement	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of the Bid document along with all clarifications released by ReBIT duly stamped and signed on all the pages of the document for having noted the contents and testifying conformance to the terms and conditions set out therein. The proposal should be prepared in English in MS Word / PDF format.	<input type="checkbox"/>	<input type="checkbox"/>	

Submission Checklist for Commercial Bid

The following documents need to be provided by the Bidder for the Commercial

Commercial Bid Documents	Submitted (Bidder)	Verified (ReBIT)	Page No.
Annexure H: Commercial Bid Format (in excel and .pdf format)	<input type="checkbox"/>	<input type="checkbox"/>	

Annexure B - Bid Submission Form

[Insert: Location, Date]

To,

The Chief Executive Officer
Reserve Bank Information Technology Pvt Ltd. (ReBIT),
502, Building No 1, Mindspace Juinagar,
Nerul, Navi Mumbai – 400706

Dear Sir / Madam,

We, the undersigned, hereby offer to supply and install VC setup for Navi Mumbai Office in accordance with your request for quotation dated _____, 2024 and our Proposal **CPO/2023-24/299/102**. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal

We hereby declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation contained in it may lead to our disqualification.

We confirm that we have read, understood, and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFQ, and the stated Terms and Conditions.

We agree to abide by this Proposal for the validity as mentioned in the RFQ and our Offer shall remain binding on us and may be accepted by ReBIT any time before expiry of the offer.

We undertake, if our Proposal is accepted, to start the services within the timelines as mentioned in the RFQ from the Contract signature date.

We fully understand and recognize that ReBIT is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that ReBIT will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

Having examined the Bid Documents including Annexes, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply, deliver, implement and commission ALL the items mentioned in the 'Request for Proposal' and the other schedules of requirements and services for your ReBIT in conformity with the said Bid Documents in accordance with the schedule of Prices indicated in the Price Bid and made part of this Bid.

If our Bid is accepted, we undertake to comply with the delivery schedule as mentioned in the Bid Document.

We attach hereto the Bid Response as required by the Bid document, which constitutes my/our bid.

We undertake, if our Bid is accepted, to adhere to the implementation plan put forward in our Bid Response or such adjusted plan as may subsequently be mutually agreed between us and ReBIT or its appointed representatives.

If our Bid Response is accepted, we will obtain a performance bank guarantee in the format given in the Bid Document issued by a scheduled commercial bank in India for a sum mentioned in the RFQ for the due performance of the contract.

This Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We agree that you are not bound to accept the lowest or any Bid Response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the goods /products specified in the Bid Response without assigning any reason whatsoever.

We hereby agree to comply with all the terms and conditions / stipulations as contained in the RFQ and the related addendums, other documents and if required including the changes made to the original bid documents issued by ReBIT.

ReBIT is not bound by any other extraneous matters or deviations, even if mentioned by us elsewhere either in our proposal or any deviations sought by us, whether orally or in writing, and ReBIT's decision not to accept any such extraneous conditions and deviations will be final and binding on us.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company /firm/organization and empowered to sign this document as well as such other documents which may be required in this connection.

We undertake that in competing for and if the award is made to us, in executing the subject Contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We certify that we have provided all the information requested by ReBIT in the format requested for.

We also understand that ReBIT has the exclusive right to reject this offer in case ReBIT is of the opinion that the required information is not provided or is provided in a different format.

Yours sincerely,

Authorised Signature [In full and initials]:

Name and Title of Signatory:

Name of Company:

Contact Details:

[Please mark this letter with your company seal]

Annexure C - Self Declaration Relatives in ReBIT

(On letterhead of the Bidder)

We certify that below mentioned are the complete details of relatives of our employees working at ReBIT

Sr. No.	Relationship with the employee (Mother/Father/Sister/Brother/Etc.)	Name of Relative	Designation	Department

Annexure D - Self Declaration of Prevention, Prohibition and Redressal against Sexual Harassment of Women at Workplace as per Act, 2013

(On letterhead of the Bidder)

Strictly Private and Confidential

To
The Chief Executive Officer
Reserve Bank Information Technology Pvt Ltd. (ReBIT),
502, Building No 1, MindSpace Juinagar,
Nerul, Navi Mumbai – 400706

[Date]

Dear Sir / Madam,

Sub: VC setup at ReBIT, Navi Mumbai Office

Further to our proposal, in response to the VC setup for Navi Mumbai Office **CPO/2023-24/299/102** (hereinafter referred to as “**RFQ**”) issued by Reserve Bank Information Technology Pvt Ltd (hereinafter referred to as “**ReBIT**”) we hereby covenant, warrant and confirm as follows:

1. Full compliance with the provisions of the “Self Declaration of Prevention, Prohibition and Redressal against Sexual Harassment of Women at Workplace as per Act, 2013”. In case of any complaint of sexual harassment against any of our employee within the premises of the ReBIT, the complaint will be filed before the Internal Complaints Committee constituted by the Bidder and the Bidder shall ensure appropriate action under said Act in respect to the complaint.
2. Any complaint of sexual harassment from any aggrieved employee of the Bidder against employee of the ReBIT shall be taken cognizance of by the Regional Complaints Committee constituted by the ReBIT.
3. The Bidder shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the Bidder, for instance any monetary relief to ReBIT’s employee, if sexual violence by the employee of the Bidder is proved.
4. The Bidder shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
5. The Bidder shall provide a complete and updated list of its employees who are deployed within the ReBIT’s premises.

Yours faithfully,

Authorised Signature [In full and initials]:

Name and Title of Signatory:

Name of Company:

Contact Details:

[Please mark this letter with your company seal]

Annexure E - Bidders Queries Format

Contact Details		
Name of Organization submitting Request (Enter Full Legal Entity Name)	:	
Full Formal Address of the Organization	:	
Tel	:	
Fax	:	
Email	:	
Name & Position of Person submitting Request		
Name	:	
Position	:	

#	Clause no.	Page no.	Clause	Query	ReBIT Response

Yours faithfully,
Authorised Signature [In full and initials]:
Name and Title of Signatory:
Name of Company:
Contact Details:

[Please mark this letter with your company seal]

Annexure F – Bidder's Details

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Proposal Submission]*

1. Bidder's Legal Name	
2. Bidder's Country of Registration:	
3. Bidder's Year of Registration:	
4. Bidder's Legal Address in Country of Registration:	
5. Bidder's Authorised Representative Information Name: Designation: Address: Telephone/Fax numbers: Email Address:	
6. Experience (number of years / projects) in providing similar Tools/services. Attach relevant documents (PO / Feedback / experience certificate)	
7. Attached are the certified copies of original documents of firm/ company named in 1: <ul style="list-style-type: none"> ○ GST Certificate ○ Certificate of Incorporation ○ Company Profile / Catalogue ○ Clientele List (served / serving) along with feedback / experience certificate (if any) ○ Balance Sheet (including P&L statement) for last 3 Financial Year (2019-20, 2020-21 & 2021-22) ○ Document evidencing the person(s) duly authorised to commit on behalf of the Bidder or a Power of Attorney 	

Name and Signature of authorised signatory

Seal of Company

Annexure H – Commercial Bid

The Financial Proposal must be in the format shown below.

(On letterhead of the Bidder)

Total Cost should be calculated in below format.

1.Conference Room 1: Proposed Solution: Cisco Room Kit (CS-KIT-K9)

Sr#	Part Number	Description	Qty	Unit Cost	Total Cost
1	CS-KIT-K9	Cisco Room Kit with integrated mic, speakers and Navigator	1		
2	CON-ECDNCS6EK9KI	Room Kit with integrated microphone, speakers and Navigator	1		
3	PWR-CORD-IND-B	Power Cord for India 2m 10A	2		
4	CAB-MIC-EXT-J	Extension cable for Table Mic (9m/29ft) with Jack plug	2		
5	CS-MIC-TABLE-J	Cisco Table Microphone with Jack Plug	2		
6	CON-ECDNCS5HEJMI	Cisco Table Microphone with Jack plug ESS WITH 8X5XNBD	2		
7	CAB-2HDMI-1.5M-GR	CAB 1.5m/5ft GREY HDMI 2.0	1		
8	CAB-2HDMI-1.5M-GR-	1.5m GREY HDMI 2.0	1		
9	CAB-ETH-5M-GR-	CAB (16,4 feet / 5m) GREY ETHERNET	2		
10	PSU-12VDC70W-GR-	Powersupply - AC/DC, 12V, 6.25A, grey	1		
11	CS-KIT-WMK-	Wall Mount for Cisco Kit	1		
12	CS-KIT-SMK-	Screen Mount for Cisco Kit	1		
13	CAB-DV10-8M-	8 meter flat grey Ethernet cable for Touch 10	1		
14	CS-POE-INJ+	Touch PoE power injector	1		
15	CS-T10-TS+	Cisco Room Navigator - Table stand version - Spare	1		
16	A-FLEX-3	Collaboration Flex Plan 3.0	1		
17	SVS-FLEX-SUPT-BAS	Basic Support for Flex Plan	1		
18	A-FLEX-C-DEVREG	Cloud Device Registration	1		
19	A-FLEX-P-CALL	Prem to Webex Calling / UCM Cloud	1		
20	A-FLEX-C-DEVENT	Cloud Device Registration Entitlement	1		
Total price in INR:					
Tax – GST@18% :					
Total Price including Tax in INR :					

Conference Room 2: Proposed Solution: Cisco Room Bar Pro (CS-BARPRO)

Sr#	Part Number	Description	Qty	Unit Price in INR	Total Price in INR
1	CS-BARPRO	Cisco Room Bar Pro Multi-Line Bundle	1		
2	CS-BARPRO-K9	Cisco Room Bar Pro, First Light	1		
3	CON-ECDNCSBARPK9	ESS WITH 8X5XNBD Cisco	1		
4		Room Bar Pro First Light			
5	PWR-CORD-IND-F	Power Cord for India 5m 10A	1		
6	CAB-CAT5E8M-	Ethernet CAT5E Round Cable - 8 meter - Gray	1		
7	CS-T10-TS-L-	Cisco Room Navigator-Table Stand, First Light (White)	1		
8	CAB-2HDMI-1.5M-GR-	1.5m GREY HDMI 2.0	1		
9	CAB-ETH-5M-GR-	CAB (16,4 feet / 5m) GREY ETHERNET	1		
10	CS-BARPROMOUNT-	Mounting Kit for Cisco Room Bar Pro	1		
11	CS-MIC-TABLE-J=	Cisco Table Microphone with Jack Plug SPARE	2		
12	CON-ECDNCS5HEJMI	Cisco Table Microphone with Jack plug ESS WITH 8X5XNBD	2		
13	CAB-MIC-EXT-J=	Extension cable for Table Mic (9m/29ft) with Jack plug	2		
14	A-FLEX-3	Collaboration Flex Plan 3.0	1		
15	SVS-FLEXSUPT-BAS	Basic Support for Flex Plan	1		
16	A-FLEX-C-DEVREG	Cloud Device Registration	1		
17	A-FLEX-PCALL	Prem to Webex Calling / UCM Cloud	1		
18	A-FLEX-C-DEVENT	Cloud Device Registration Entitlement	1		
Total price in INR :					
Tax – GST@18% :					
Total Price including Tax in INR :					

- Bidder has to provide the cost in INR. GST Rates are to be provided separately.
- The prices mentioned in **Annexure H** should be **CIF ReBIT Navi Mumbai office**,
- Reserve Bank Information Technology Pvt Ltd (ReBIT) | 502, Building No.1, Mindspace Juinagar, Nerul, Navi Mumbai - 400706

Note:

The fees payable by REBIT to Bidder shall be inclusive of all costs such as insurance, taxes (GST, as per the rates applicable), custom duties, levies, cess, transportation, installation, (collectively referred to as "Taxes") that may be levied, imposed, charged or incurred and REBIT shall pay the fees due under this RFQ and subsequent agreement after deducting any tax deductible at source ("TDS"), as applicable. Any variation in Government levies/ GST/ VAT/ cess/ excise/ custom duty etc. which has been included as part of the price will be borne by the Bidder.

Authorised Signatory

Annexure J – Escalation Matrix

Bidder is required to share the Escalation Matrix on company's letter head.

Level	Name	Designation	Mobile # and Email ID
L1			
L2			
L3			
L4			
CEO / Head of Organisation			

Annexure K - Manufacturer's Authorisation Form (MAF)

(To be filled for hardware/ application software / system software/ RDBMS/ any other suites, whatsoever applicable separately)

To,

Procurement - In - Charge
Reserve Bank Information Technology Pvt Ltd (ReBIT)
502, Building No 1, MindSpace, Juinagar,
Nerul, Navi Mumbai – 400706

Dear Sir,

We _____ who are established and reputed manufacturer / developer of _____ having organization at _____ and _____ do hereby authorize M/s _____ (Name and address of Agent/Dealer) to offer their quotation, negotiate and conclude the contract with you against the above RFQ / tender.

We hereby extend our full guarantee and warranty for the following software's / products offered by the above firm in response to ReBIT's RFQ/ tender and contract for supply, installation, commissioning, services and support for Products & Services as specified in tender / RFQ as per the terms and conditions set out in the document for the purpose.

1. _____
2. _____
3. _____
4. _____

(Please mention the names of the Software, Servers, System Software, RDBMS, any other suites, whatsoever applicable separately)

Yours faithfully,

(OEM's Authorised Signatory)
(Designation)
(Contact Details & Email Id)

Date:

Place:

Annexure O - Confidentiality and Non-Disclosure Agreement Undertaking

(Letterhead of the Bidder)

Strictly Private and Confidential

The Chief Executive Officer
Reserve Bank Information Technology Pvt Ltd. (ReBIT),
502, Building No 1, Mindspace Juinagar,
Nerul, Navi Mumbai – 400706

[Date]

[Salutation]

Confidentiality Undertaking

We acknowledge that during bidding process and contract engagement for the subject RFQ, we shall have access to and be entrusted with Confidential Information. In this letter, the phrase "Confidential Information" shall mean any information (whether of a commercial, technical, scientific, operational, administrative, financial, marketing, business, or intellectual property nature or otherwise), whether oral or written, relating to REBIT and its business that is provided to us at any time before, during or after the implementation.

In consideration of you making Confidential Information available to us, we agree to the terms set out below:

1. We shall treat all Confidential Information as strictly private and confidential and take all steps necessary (including but not limited to those required by this Agreement) to preserve such confidentiality.
2. We shall use the Confidential Information solely for the preparation of our response to the RFP and not for any other purpose.
3. We shall not disclose any Confidential Information to any other person other than as permitted by item 5 below.
4. We shall not disclose or divulge any of the Confidential Information to any other client.
5. This undertaking shall not prohibit disclosure of Confidential Information:
 - To our partners/ directors and employees who need to know such Confidential Information to assist with the bidding for the scope envisaged under this RFP document with your prior written consent;
 - To the extent that such disclosure is required by law, in which case we undertake to duly notify you;
 - To the extent that such disclosure is required by any rule or requirement of any regulatory authority with which we are bound to comply, in which case we undertake to duly notify you; and
6. Upon your request we shall arrange delivery to you of all Confidential Information, and copies thereof, that is in documentary or other tangible form, except:
 - For the purpose of a disclosure permitted by item 5 above, subject to your prior written consent; and
 - To the extent that we reasonably require to retain sufficient documentation that is necessary to support any advice, reports, or opinions that we may provide subject to your prior written consent.
7. This undertaking shall not apply to Confidential Information that:
 - Is in the public domain at the time it is acquired by us;

- Enters the public domain subsequent to our acquisition, otherwise than as a result of unauthorised disclosure by us; and
 - Is independently developed by us.
8. We warrant that we are acting as principal in this matter and not as agent or broker for any person;

We have read this Agreement fully and confirm our agreement with its terms.

Yours sincerely

Signature and Stamp of Company

Authorised Signatory (same as signing the proposal)

Name:

Position:

Date:
