

ADDITIONAL TERMS & CONDITIONS

Compliance regarding submission of various certificates

(To be submitted on the letter head of the bidder signed by Authorized Signatory)

S N o	Bid Conditio n	Bid Ter m	Clarification	Required Certificate	Complied YES/No (if 'No', submit reasons)
1			Microsoft Certification for Desktop "Microsoft Certification for Windows" from Microsoft specifying the Make and Model of the offered product is required to be submitted.	Attach certificate from Microsoft	
2			ROHS Compliant	Attach certificate	
3	MAF		BID Specific MAF from the OEM to be submitted. Format for guidance (Annexure- I)	Attach certificate	
4	MII		If the bidder wants to avail the Purchase preference under MII category, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted.	Attach certificate from OEM	
5	Malicious Code Certificate		Malicious Code Certificate from OEM must be provided	Attach certificate	
6	Blacklisting& Financial Standing		Attach as per format (Annexure- II)	Attach certificate	
7	Specification compliance		Compliance as per the attached format (Annexure IV)	Attach certificate	
8	Data Sheet		Data Sheet of the product(s) offered along with the relevant Certifications of all hardware components are to be uploaded along with the bid documents. Bank can match and verify the Data Sheet with the product specifications offered. In case of any unexplained mismatch of technical parameters, the bid is liable for rejection.	Attach certificate	

9	Bidder Turnover	3 Years	The minimum average annual financial turnover of the bidder during the last three years, ending on 31 st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant /Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for these criteria. Attach certificate as per Annexure-V duly supported by audited documents.	Turnover for the financial years 23-24, 22-23, and 21-22	
10	Non-Disclosure Agreement		Attach as per format (Annexure- VII)	Attach certificate	
11	Undertaking Support Services		Attach as per format (Annexure- VIII)	Attach certificate	
12	Undertaking of Information Security Compliance		Attach as per format (Annexure- IX)	Attach certificate	
13	Undertaking of Authenticity Hardware and Software		Attach as per format (Annexure- X)	Attach certificate	
14	Acceptance of the Terms & Conditions of the bid		Attach as per format (Annexure- XI)	Attach certificate	
15	Bidder Experience	3years	For experience criteria, the Bidder or OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for number of financial years as indicated in the bid document before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the financial year. Please submit the following documents: 1. Contract Order with Completion Certificate along with Invoice copies for the contract order. 2. GeM PO and GeM CRAC in case of GeM orders	Experience for the financial years 2021-24	

16	OEM Turnover	3 Years	The minimum average annual financial turnover of the OEM of the offered product during the last three years, ending on 31 st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the OEM is less than 3 years old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for these criteria.	Turnover for the financial years 23-24, 22-23, and 21-22	
17	Past Performance	30 %	<p>Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 30% of bid quantity, in at least one of the last three financial years before the bid opening date to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant financial year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion. Please submit the following documents:</p> <ol style="list-style-type: none"> 1. Contract Order with Cork Completion Certificate along with Invoice copies for the contract order. 2. GeM PO and GeM CRAC in case of GeM orders 	Copies of relevant contracts	
18	MSE Eligibility		<p>Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. <u>Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises</u></p> <p>Declaration as per format (Annexure-III)</p>	Attach certificate	
19	Registration Documents		The firm's registration document for OEM as well as Bidder is to be provided at the time of bidding for sale and support service in India	Attach certificates	

20	Hardware		The Bidder has to submit an undertaking in relevant format, along with the delivered items, signed by the officials not lower than the company secretary of the system OEM, certifying that all the components/parts/assembly/software used in the proposed hardware like hard disk, monitor, memory, etc. are original/new components/parts/ assembly/software and that no refurbished/duplicate/second hand components have been used or would be used.	Certificate to be submitted at the time of delivery.	
21	Software Licenses		The Bidder should give an undertaking in writing that all the software supplied by the Bidder is licensed and legally obtained. This undertaking to the Bank is to be signed by a company secretary or Director or Head of marketing of the Company.	Certificate to be submitted at the time of delivery.	
22	OS		<p>A declaration Letter from the OEM that certifies the Installation of Factory Pre-loaded Genuine OS should be uploaded at the time of participation and the same should be confirmed by the OEM.</p> <p>Any deviation in respect of genuineness and authenticity of OS will attract severe penalty on part of seller as per law of the land and contractual provisions. Sellers are also requested to verify the key no of OS etc. with server of Microsoft before delivering machines to avoid complexity at later stage.</p> <p>Certificate from OEM/BIDDER for genuine MS Windows operating system preloaded from OEM/BIDDER factory must be given.</p>	Attach certificate	
23	Service Centre		<p>The eligible bidder should have registered office in Vijayawada for further service support.</p> <p>The service agreement made between the OEM and third party should be on or before 01.01.2025. The OEM should submit the copies of Service Level Agreement (SLA) should be executed on judicial stamp paper for the valid contract period and also IT Return for 3 years of third party.</p> <p>Bidder shall ensure that support/service/spares should be resolved in T+2 days.</p>	Attach all copies of certificate & SLA	

24	Eligibility Criteria	<p>OEM should have at least 15 years of experience in Desktop PC manufacturing and the corresponding certificate to be produced at the time of bidding.</p> <p>OEM turnover should be minimum 20Cr in each of the last 3 Financial Years.</p> <p>The Bidder should be an OEM/ authorize reseller for the items quoted (proof to be submitted). Either OEM or authorized reseller on behalf of OEM can bid in a tender but not both.</p>	Copies of relevant Certificates/ proof	
25	Pre-dispatch Inspection	<p>The following Pre-dispatch Inspection clause will form part of the contract placed on successful Bidder:-</p> <p>(a) The ITSS ZO Vijayawada, BOI representatives will carry out Pre-Dispatch Inspection (PDI) at OEM factory will be conducted in order to check their technical particulars governing the supply. Upon successful completion of such PDI, the Seller and ITSS ZO Vijayawada, BOI representatives will issue and sign a Certificate of Conformity.</p> <p>(b) The Seller shall provide all reasonable facilities, access and assistance to the ITSS ZO Vijayawada, BOI representatives for safety and convenience in the performance of their duties.</p> <p>(c) PDI charges shall be borne by the seller /OEM and it shall not be reimbursed by buyer to them at any point in time.</p>		

Signature of Authorized Official

Name and Designation with Office Seal

Place:

Date:

MANUFACTURERS' AUTHORIZATION FORM

Date:

To

The Zonal Manager
Bank of India
Vijayawada Zonal Office,
31/23/1A PVR Complex, 1st Floor, Beside BSNL Bhavan,
Chuttugunta, Vijayawada – 520004, A.P.

Dear Sir,

Sub: Supply, installation of Desktops through GeM Portal.

Ref: GeM Bid Number _____ dated _____

We _____ who are established and reputable manufacturers of _____ (*name & descriptions of goods offered*) having factories at (*address of factory*) do hereby authorize M/s _____ (*Name and address of Agent*) to submit a Quote/bid, and sign the contract with you for the goods manufactured by us against the above GeM Bid.

We hereby extend our full warranty & post warranty support as per Conditions of Contract for the goods and services offered for supply by the above firm against this GeM Bid Document. We duly authorize the said firm to act on our behalf in fulfilling all installation, technical support and Annual maintenance obligations required by the Contract.

Yours faithfully,

(Name)
(Designation)
(Name of Manufacturer)

Note: This letter of authority should be on the letterhead of the manufacturer and should be duly sealed and signed by a person competent and having the power of attorney to bind the manufacturer. It should be included by the Bidder in its bid.

**SELF DECLARATION – BLACKLISTING
&
GENERAL FINANCIAL STANDING**

(To be submitted on the letter head of the bidder signed by Authorized Signatory)

To,

The Zonal Manager
Bank of India
Vijayawada Zonal Office,
31/23/1A PVR Complex, 1st Floor, Beside BSNL Bhavan,
Chuttugunta, Vijayawada – 520004, A.P.

Dear Sir,

Sub: Supply, installation of Desktops through GeM Portal.

Ref: GeM Bid Number _____ dated _____

We hereby certify that,

1. We have not been blacklisted by any Government Dept. / PSU / Banks currently.
2. We are not under liquidation, court receivership or similar proceedings and are not bankrupt.

Signature of Authorized Official

Name and Designation with Office Seal

Place:

Date:

DECLARATION FOR MSE BENEFITS

(To be submitted on the letter head of the bidder signed by Authorized Signatory)

To,

The Zonal Manager
Bank of India
Vijayawada Zonal Office,
31/23/1A PVR Complex, 1st Floor, Beside BSNL Bhavan,
Chuttugunta, Vijayawada – 520004, A.P.

Dear Sir,

Sub: Supply, installation of Desktops through GeM Portal.

Ref: GeM Bid Number _____ dated _____

Dear Sir,

This has reference to our bid submitted in response to GeM Bid Number: _____ dated _____ floated for Supply, installation of 500 Desktops without Monitor through GeM Portal. We have carefully gone through the contents of the above referred GeM Bid Number and hereby undertake and confirm that, as per the Govt. Of India guidelines, we are eligible to avail the MSE benefits in response to your GeM Bid floated, as referred above. MSME registration certificate is attached for reference.

In case, at any later stage, it is found or established that, the above undertaking is not true then Bank may take any suitable actions against us viz. Legal action, Cancellation of Notification of Award/Purchase Order/Contract (if issued any), Blacklisting & debarment from future tender/s etc.

Yours Sincerely

For M/s _____

Signature

Name:

Designation:

Place:

Date:

Seal & Stamp

COMPLIANCE OF SPECIFICATIONS

(To be submitted on the letter head of the bidder signed by Authorized Signatory)

DESKTOPS-Specifications		
Item	Specification	Complied Yes/No
Description	Desktop PC (Certified for Microsoft Windows)	
Processor	Intel Core i5-13400 @ 2.40 GHz or higher with minimum 6 cores	
Chipset	Latest Chipset	
SSD	512GB or higher PCIe NVMe SSD	
Memory	1x16 GB DDR5 4800 or higher RAM, expandable up to 64 GB or more, with minimum 2 DIMM slots or more	
Keyboard	Wired Keyboard from Same OEM	
Mouse	Wired Mouse from Same OEM	
Network Card	Single NIC-10/100/1000 Gigabit Ethernet	
Ports	Min 6 USB Ports (Min 4 USB 3.0 or higher), Front: Min 1 headphone/microphone combo. Rear: Min 1 RJ-45, Min 1 VGA/DP and 1 HDMI port.	
Operating System	Windows 11 Professional license preloaded 24H2	
Monitor	23.8" or Higher from same OEM	
Power supply	ROHS Compliance and BIS Certificate. Minimum 90% efficiency	
Additional Software	Not Applicable	
Security Management	TPM 2.0	
Warranty	3 Year On-site	

NOTE:

1. Certification: The desktop model should be CERTIFIED FOR MICROSOFT WINDOWS	
2. Quantity may increase or decrease 25%	
3. Bank's Golden Image to be pre-installed in the desktop by the OEM. Golden image should be obtained from procuring office.	
4. No Optical Disk Drive to be provided.	
5. Network Cable and VGA/HDMI cable provided should be minimum of 1.5 meter length	
6. Recovery Partition / Recovery Media with driver software should be available with each system	
7. OEM logo should be embossed in the motherboard	
8. If any hard disk or storage device is required to be replaced, the same shall not be handed over to vendor and same will continue to remain in possession of the Bank as per Bank's IS policy. If any part is replaced by the vendor in the warranty period, warranty of the part should also be equivalent to the desktop's and laptop's original warranty period.	

General Instructions

i. As a part of installation, the necessary installation of all existing drivers for scanners / printers / other peripherals needs to be completed along with data transfer from old to new desktop / laptop.	
ii. A sticker to be affixed on the CPU mentioning MAC ID and Date of Manufacture. Date of Installation on the sticker to be kept blank initially and actual installation date shall be written with marker pen at the time of installation.	
iii. License Key is to be made available in BIOS	

Signature of Authorized Official

Name and Designation with Office Seal

Place:

Date:

ANNEXURE - V

Average Turnover

(Please mention year-wise turnover against the financial year and attach the supporting documents certified by Auditor(s))

#	Financial Year	Turnover in lakhs
1	2024 - 2025	Rs.
2	2023 - 2024	Rs.
3	2022 - 2023	Rs.

COMPANY SEAL
COMPANY

AUTHORISED SIGNATORY OF THE

DECLARATION FOR INSPECTION AGENCY (PDI)

(On firms's letter head)

I, _____(Name & Designation) of
M/s _____(Name of firm) hereby declare that, I have
understood that as per bid documents at column "Inspection Required" it is mentioned "NO" which
is due to non-availability of name of the Inspection Agency at GeM System. I understand that, in
fact inspection is required and I have read the conditions mentioned in Bid Specific Additional
Terms and Conditions and agree to get the stores inspected before dispatch (PDI)
from _____(authorized Inspection agency). It is at
discretion of the buyer to associate their Board of Officer along with authorized inspection agency.

Signature :- _____

Name of the firm :- _____

Designation :- _____

NON-DISCLOSURE AGREEMENT
(Need to be submitted in Rs. 600 Rupees stamp paper)

Ref: GeM Bid Number _____ dated _____

WHEREAS, we, _____, having Registered Office at _____, hereinafter referred to as the COMPANY, are agreeable to offering Desktop PCs to Bank of India, having its registered office at Bank Of India, Vijayawada Zonal Office, 31/23/1A PVR Complex, 1st Floor, Beside BSNL Bhavan, Chuttugunta, Vijayawada – 520004, A.P., and,

WHEREAS, the COMPANY understands that the information regarding the purchase of Desktop PCs shared by the BANK in their Request for Proposal is confidential and/or proprietary to the BANK, and

WHEREAS, the COMPANY understands that in the course of submission of the offer for the said purchase of Desktop PCs and/or in the aftermath thereof, it may be necessary that the COMPANY may perform certain jobs/duties on the Bank's properties and/or have access to certain plans, documents, approvals or information of the BANK;

NOW THEREFORE, in consideration of the foregoing, the COMPANY agrees to all of the following conditions, in order to induce the BANK to grant the COMPANY specific access to the BANK's property/information

The COMPANY will not publish or disclose to others, nor, use in any services that the COMPANY performs for others, any confidential or proprietary information belonging to the BANK, unless the COMPANY has first obtained the BANK's written Authorisation to do so;

The COMPANY agrees that notes, specifications, designs, memoranda and other data shared by the BANK or, prepared or produced by the COMPANY for the purpose of submitting the offer to the BANK for the said purchase of Desktop PCs, will not be disclosed to during or subsequent to submission of the offer to the BANK, to anyone outside the BANK

The COMPANY shall not, without the BANK's written consent, disclose the contents of this Request for Proposal (Bid) or any provision thereof, or any specification, plan, pattern, sample or information (to be) furnished by or on behalf of the BANK in connection therewith, to any person(s) other than those employed/engaged by the COMPANY for the purpose of submitting the offer to the BANK and/or for the performance of the Contract in the aftermath. Disclosure to any employed/engaged person(s) shall be made in confidence and shall extend only so far as necessary for the purposes of such performance.

Authorised Signatory:

Place:

Name:

Date:

Designation:

Office Seal:

UNDERTAKING FOR SUPPORT SERVICES

To:

The Zonal Manager
Bank of India
Vijayawada Zonal Office,
31/23/1A PVR Complex, 1st Floor, Beside BSNL Bhavan,
Chuttugunta, Vijayawada – 520004, A.P.

Dear Sir,

Sub: Supply, installation of Desktops through GeM Portal.

Ref: GeM Bid Number _____ dated _____

We undertake, that adequate specialized expertise are available to ensure that the support services are responsive and We assume total responsibility for the fault free operation of the solution proposed and maintenance during the support period.

We undertake that during support Period we will maintain an Uptime of 99.9 % on monthly basis for the entire/core solution proposed.

We undertake that though the empanelment contract is for **3 years**, we confirm/ assure uninterrupted service support through our OEM, during the entire warranty period.

Date:

(Signature)

(In the capacity of)

Duly authorized to sign Proposal for and on behalf of

UNDERTAKING OF INFORMATION SECURITY COMPLIANCE

(This letter should be on the letterhead of both Bidder/OEM duly signed by an authorized signatory)

Place:

Date:

To:

The Zonal Manager

Bank of India

Vijayawada Zonal Office,

31/23/1A PVR Complex, 1st Floor, Beside BSNL Bhavan,

Chuttugunta, Vijayawada – 520004, A.P.

Dear Sir,

Sub: Supply, installation of Desktops through GeM Portal.

Ref: GeM Bid Number _____ dated _____

We hereby undertake that the proposed solution / software to be supplied will be free of malware, free of any obvious bugs and free of any covert channels in the code (of the version of the application being delivered as well as any subsequent versions/modifications done) during entire contract period. If, any case reported, to be fixed by the bidder without any additional cost to the bank on immediate basis.

Yours faithfully,

Authorized Signatory:

Name:

Designation:

Vendor's Corporate Name:

Address:

Email and Phone #:

Undertaking of Authenticity Hardware and Software
(This letter should be on the letterhead of bidder)

To,
The Zonal Manager
Bank of India
Vijayawada Zonal Office,
31/23/1A PVR Complex, 1st Floor, Beside BSNL Bhavan,
Chuttugunta, Vijayawada – 520004, A.P.

GeM Bid Number _____ dated _____

Dear Sir,

With reference to the subject matter, we hereby undertake that all the components/parts/assembly/software used in the bill of material shall be original and new components / products only, from respective OEMs of the products and that no refurbished / duplicate / second hand components / Parts / Assembly / Software are being used or shall be used.

We also undertake that in respect of licensed operating system/other required software, if any, the same shall be supplied along with the authorized license certificate (e.g. Product Keys, if any on Certification of Authenticity) and also that it shall be sourced from the authorized source (e.g. Authorized Microsoft Channel in case of Microsoft Operating System).

We hereby undertake to produce the certificate from our OEM supplier in support of above undertaking at the time of delivery / installation. It will be our responsibility to produce such letters from our OEM Supplier's at the time of delivery or within a reasonable time.

In case of default and we are unable to comply with above at the time of delivery or during installation, we agree to take back all the items mentioned in bill of material without demur, if already supplied and return the money if any paid to us by you in this regard.

We (system OEM name) also take full responsibility of both Parts & Service SLA as per the content even if there is any defect by our authorized Service Centre / Reseller / SI etc.

Signature of Bidder: _____

Name: _____

Business address: _____

Place:

Date:

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. It should be included by the Bidder in its Bid.

UNCONDITIONAL ACCEPTANCE OF THE TERMS & CONDITIONS OF THE BID

(To be submitted on the bidder Company's Letter Head)

Date:

To:
The Zonal Manager
Bank of India
Vijayawada Zonal Office,
31/23/1A PVR Complex, 1st Floor, Beside BSNL Bhavan,
Chuttugunta, Vijayawada – 520004, A.P.

Dear Sir,

Sub: Supply, installation of Desktops through GeM Portal.

Ref: GeM Bid Number _____ dated _____

This is to confirm that we unconditionally and irrevocably accept all the terms and conditions as mentioned in the said BID including all addendum/amendment/ corrigendum floated for Bank of India pertaining to this BID Ref. No.....

Authorized Signatory

(Name)

Designation

Seal/Stamp of the Contractor

Date:

Payment Terms

- Payment will be released by the Office who will place order for supply of hardware items and upon submission of invoices.

No advance payment will be made against purchase order.

Payment shall be made in Indian Rupees, in the following manner:

- (i) On Delivery: Ninety (95%) of the order value on installation and commissioning of the Hardware ordered, and Bank's acceptance of the Hardware ordered. Wherever installation could not be carried out by the vendor due to the site not being ready even after 30 days after the last date for delivery mentioned in the purchase order, the payment would be released upon Vendor's submission of a certificate from the location concerned, duly signed (with the office-seal affixed) by the Bank's authorities concerned that site is not ready. In such a case, the Vendor has to give an undertaking to complete installation within a week of being informed that the site is ready. As already stated, for reasons of delays in installation not attributable to the Bank and/or in the absence of vendor submitting the certificate within the stipulated period as mentioned herein, the liquidated damages would be levied as stated above and
- (ii) Balance 5% will be paid either after the expiry of Manufacturer's Warranty period

Or

Against submission of BG (issued by Public Sector Bank, BG should be valid for 39 Month) issued for **5 % of hardware value** (as per PO issued by respective Office). The BG should be in favour of Bank of India, Vijayawada Zonal Office.

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