

UCO BANK
Department of Information Technology
Head Office - 2
3 & 4 DD Block, Sector – 1
Salt Lake City
Kolkata - 700064

Subject : Supply of Computer Hardware & Peripherals (Switch, Scanner & Encoder) on Rate Contract (2009-10)

UCO Bank, Department of Information Technology, Head Office – 2, 3 & 4 DD Block, Sector – 1, Salt Lake City, Kolkata – 700064 invites "Expression of Interest" from vendors for supply of **Computer Hardware and Peripherals (Switch , Scanner & Encoder)** for a **period of one year on Rate Contract for its various branches & Offices all over the country**. Hardware & peripherals to be supplied as above are classified into 3 groups (A to C), vide Annexure –I. **A vendor may express his interest for supply of computer hardware & peripherals under either of the above three groups . Responses are to be submitted clearly mentioning the group/groups of items for which interest is expressed along with requisite Cost of Tender for that/those groups. The EOI response is to be submitted on or before 3.00 p.m. on 15.09.2009** Only those vendors, who satisfy the eligibility criteria as mentioned herein below need respond.

1. Eligibility Criteria :

- 1.1 Constitution :** The Vendor must be a Limited Company, registered in India under the Companies Act 1956 (supporting document/s to be submitted alongwith EOI).
- 1.2 Line of Business :** The Vendor should be Original Equipment Manufacturer (OEM) or Authorised Distributor or Reseller of those items (supporting document/s to be submitted alongwith EOI)
- 1.3 Net Worth :** The vendor should have a minimum Net Worth of Rs.1 Crore (supporting document/s to be submitted alongwith EOI).
- 1.4 Turnover :** The Vendor/Original Equipment Manufacturer (OEM) should have reputed background and should be established in Computer Hardware, Software & peripherals business, as the case may be, for at least five consecutive years (supporting document/s to be submitted alongwith EOI).

For Group A (Switch), Group B (Scanner), Group C (Encoder) turnover of the company/OEM should be at least Rs.2.5 Crores per year during last 3 years (supporting document/s to be submitted alongwith EOI).
- 1.5 Net Profit :** The Vendor should be a financially sound company, earning net profit for last three consecutive years(supporting document/s to be submitted alongwith EOI).
- 1.6 Order Execution :** For Group A (Switch), Group B(Scanner) & Group C (Encoder) items, the Vendor/OEM should have executed at least 3 Orders each amounting to not less than **Rs.5 lacs**, in last three years, covering multiple locations.

One of such Purchase orders must be from a PSU Bank.

(supporting document/s to be submitted alongwith EOI).

- 1.7 Branch Network :** The vendor should have all India presence with their own offices in the metropolitan cities of Mumbai, Chennai, Delhi & Kolkata. In addition, the vendor should have Offices/Support Centres at all the 35 centres where UCO Bank is having its Zonal Offices (Annexure-III) as well as district headquarters (Annexure-V). In case the vendor do not have its own office at some of the above locations (relaxable upto 20% Of the locations) and wishes to provide support services through partner/ Franchisee at those locations, a letter from the partner/franchisee should be enclosed stating that they will be providing support services to UCO Bank branches/offices for purchases under this Rate Contract.
- 1.8 Technical Manpower :** The vendor should be having adequate technical manpower to provide speedy & quality service at all locations for purchases under this Rate Contract. There should be **at least 3** qualified engineers for each group of Item/Items (Group A to C) available at the vendor's own office/ franchisee Offices at each of the above mentioned metros and above 35 centres at the time of submission of bid. In case of Authorised Distributor and Reseller there should be a back to back arrangement with the OEM for deliverables (spares & skill), supported by documentary evidence/s.
- 1.9 Uptime Guarantee :** The vendor should guarantee 99% uptime and must be willing to offer Performance Guarantee equivalent to 10% of the order value.

Uptime should be on 10 X 78 basis for a quarter , i.e., minimum 10 hours per day and 26 days per month) :

The calculation of Uptime will be as under :

$$\frac{\text{Available Uptime (in hours) in a Qr. (i.e. 10 X 78) - Downtime in a Quarter (in hours)}}{\text{-----}} \times 100$$

(10 X 78)

- 1.10 Earnest Money Deposit (EMD) :** The vendor should be willing to submit an Earnest Money Deposit equivalent to 1% of the estimated order value (to be specified in RFP & to be submitted with the RFP), refundable on completion of the tender process.
- 1.11 Security Deposit :** The successful Vendors should be willing to submit a security Deposit equivalent to 5 times of the EMD in the form of Bank Guarantee for a period of 4 years (1 year contract period + 3 Year Warranty period).
- 1.12 ISO Certification :** Original Equipment Manufacturer (OEM) should have a valid ISO 9001/2000 Quality Certification and ISO 14000 certification for their Production facility(supporting document/s to be submitted alongwith EOI).
- 1.13 Purchase Preference :** Public Sector Undertakings(PSU)are entitled to Purchase Preference Policy in vogue (supporting document/s to be submitted alongwith EOI).

2 Estimated Quantity of Purchase :

The following is an estimate of requirement of different items during the contract period of one year. This requirement is indicative and may vary based upon actual requirement. However, UCO Bank does not guarantee any minimum quantity to be purchased through this Rate Contract.

Item Group	Particulars of the Items	Estimated Quantity (pieces)
A	Switch : 24 Port Unmanaged	500
B	Scanner : Flat Bed A4 Size	600
C	Encoders (Power)	25

(Detailed Technical specification of above items will be mentioned in RFP, for submission along with the Technical Bid)

3 Cost of Tender Papers :

Prospective Bidders have to pay Cost of Tender Papers, as mentioned in the following table, along with their EOI (Expression of Interest) by Demand Draft favouring 'UCO Bank' payable at Kolkata. **EOIs submitted without the cost of tender will be summarily rejected.**

Group of Items	Cost of Tender (to be submitted with EOI)
Group A Item(s)	Rs.600/-
Group B Item(s)	Rs.700/-
Group C Item(s)	Rs.2,000/-

4 Documents to be Submitted :

Responses are to be submitted in sealed cover clearly indicating the Groups for which interest is expressed enclosing therewith requisite cost of tender for each Group for which interest is shown. Responses without requisite cost of tender will be summarily rejected.

1. Covering letter clearly expressing the Group of Item/Items for which interest is expressed
2. Demand Draft being the Cost of Tender for the Groups for which interest is shown.
3. The Company profile as per Annexure II .
4. **Turnover certificate from Statutory Auditor in respect of the items under the Group for which interest is expressed for the year 2006-07, 2007-08 & 2008-09 (VERY IMPORTANT) .**
5. **Audited Balance Sheet & Profit Loss A/c for 2008-09, 2007-08 & 2006-07.**
6. Proof of back to back spare & skill arrangement with OEM Vendor, if applicable.
7. Copies of **valid** ISO 9001/2000 Certificate on production facility.
8. Copies of **valid** ISO 14000 certificate of OEM vendor, wherever applicable .

9. Copies of 3 Purchase Orders executed (as per Point No.1.6), **one of which should be from a PSU Bank**. In case of supplies in piecemeal under Rate contract, a certificate from the purchaser should be submitted declaring total quantity ordered and value thereof.
10. Details of **Support Centres & support staff** as per Annexure III (Attach Letters from service partners, if applicable). Letter from the partner/franchisee should be enclosed stating that they will be providing support services to UCO Bank branches/ offices for purchases under this Rate Contract at particular centres.

11. Soft-copies of Annexure-II, III & IV (in a CD)

(Incomplete responses without the required documents are liable to be cancelled)

5. Evaluation of EOI

The Evaluation of the EOIs shall be done by an Evaluation Committee. The Evaluation Committee shall follow a COMPLIED / NOT-COMPLIED evaluation methodology for the evaluation of the Expressions of Interest. The Bidders should COMPLY all eligibility criteria as listed in Clause No.1 (1.1 through 1.12) of this document. The evaluation shall be strictly based on the information and supporting documents provided by the bidders. It is the responsibility of the bidders to provide all supporting documents (as listed in Annexure IV) necessary to fulfill the mandatory eligibility criteria. The bidders shall not be contacted by UCO BANK, HO,DIT if the bidder has failed to provide supporting documents.

All responses to the EOI must be sent in a sealed cover superscripting "**EOI for Supply of Computer Hardware & Peripherals (Switch , Scanner & Encoder)on Rate Contract**" to :

**The General Manager (HR & IT)
UCO Bank,
Head Office -2,
Department of Information Technology,
5th Floor
3 & 4 DD Block, Sector -I, Salt Lake
Kolkata – 700064.**

All responses to this EOI must reach the above address latest by 3.00 p.m. on 15.09.2009
Open responses received through E-mail/ Fax will not be considered. UCO Bank will not be responsible for non-receipt of quotation within the specified date and time due to any reason including postal holidays or delays. UCO Bank will also not be responsible for misplacement of the EOI document in case it is not properly superscripted with the words "EOI for Supply of Computer Hardware/Software & Peripherals on Rate Contract".

In case the specified date of submission of EOI is declared a holiday in West Bengal, the bids will be received till the specified time on next working day.

Please note that this is not a Request for Proposal (RFP) and commercials are not to be submitted with "Expression of Interest".

Annexure –I

**Computer Hardware & Peripherals (Switch , Scanner &
Encoder required to be supplied under Rate Contract**

Group A Item(s)	Switch
Group B Item(s)	Scanner
Group C Item(s)	Encoders (Power)

Company Profile

Sl	Particulars				
1	Name of Company				
2	Address of Registered Office				
3	Date of incorporation of the Company				
4	Date of commencement of Business				
5	PAN Number (attach copy of PAN Card)				
6	VAT Registration (attach copy of certificate)				
7	Service Tax Registration (attach copy of certificate)				
8	Name & Adress of the Banker				
9	Group for which Interest is Expressed	(Group Code)	(Items)		
10	Whether Manufacturer / Distributor / Reseller				
11	Paid up Capital (Rs. Crore) (as on 31.03.08)				
12	Free Reserve (Rs. Crore) (as on 31.03.08)				
13	Net Profit (Rs.Crore)	2008-09			
		2007-08			
		2006-07			
14	Total Turn Over of the Company (Rs. Crore)	2008-09			
		2007-08			
		2006-07			
15	Gross Sales of Items for which Interest is Expressed	Sl	Items	Gross Sales (2007-08)	
		a			
		b			
		c			
		d			
16	Details of Three Purchase Orders	Purchaser	Items	Quantity	Order Value
17	Contact Person for all enquiries for this tender	Name :			
	Designation :				
	Telephone No :				
	Mobile No. :				
	e-mail address :				

Signature of Authorised Representative
(Name & Designation)
Date

Details of Support Centres

Name of the Vendor _____

Sl No	UCO Zonal Offices	Own Office		Franchisee Arrangement		
		No.of Office	No. of qualified engineer	No. of Office	Name of Franchisee	No. Of qualified engineer
1	Ahmedabad					
2	Ajmer					
3	Bangalore					
4	Bareilly					
5	Begusarai					
6	Bhagalpur					
7	Bhopal					
8	Bhubaneswar					
9	Burdwan					
10	Chandigarh					
11	Chennai					
12	Cuttack					
13	Dharamsala					
14	Guwahati					
15	Howrah					
16	Hyderabad					
17	Indore					
18	Jaipur					
19	Jalandhar					
20	Jodhpur					
21	Jorhat					
22	Kolkata					
23	Lucknow					
24	Mumbai					
25	Nagpur					
26	N.Delhi					
27	Patna					
28	Raipur					
29	Ranchi					
30	Salt Lake					
31	Sambalpur					
32	Shimla					
33	Suri					
34	Trivandrum					
35	Varanasi					

Signature of Authorised Representative

(Name & Designation)

Date

EVALUATION CRITERIA

Sl.No. – (Ref.Cls.No.)	Eligibility Criteria	Particulars	Complied / Not- Complied
1 – (1.1)	Constitution of the Bidder	Compliance of Clause 1.1 under Eligibility Criteria	
2 – (1.2)	Line of Business	Bidder should be Original Manufacturer or Authorised Distributor or Reseller of the items being offered & should be established in Computer Hardware, Software & peripherals business, as the case may be, for at least five consecutive years. (Clause 1.2 & 1.4 of Eligibility Criteria)	
3 – (1.3)	Net Worth of the Bidder	Compliance of Clause 1.3 under Eligibility Criteria	
4 – (1.4)	Turnover of the Bidder	Compliance of Clause 1.4 under Eligibility Criteria	
5 – (1.5)	Net Profit	The Bidder should be a financially sound company, earning net profit for last three consecutive years as per Clause 1.5 under Eligibility Criteria	
6 – (1.6)	Order Execution	Compliance of Clause 1.6 under Eligibility Criteria (copies of 3 such Purchase Orders to be submitted)	
7 (1.7)	PSU Bank Order Execution	-do- (Copy of Purchase Order to be enclosed)	
8 – (1.7)	Branch/Support Network	Compliance of Clause 1.7 under Eligibility Criteria (Annexure III should be complete in this respect)	
9 – (1.8)	Technical Manpower	Compliance of Clause 1.8 under Eligibility Criteria (Annexure III should be complete in this respect)	
10 – (1.9)	Uptime Guarantee	Compliance of Clause 1.9 under Eligibility Criteria	
11 -(1.10)	Earnest Money Deposit	The Bidder should expressly undertake to fulfill the provisions of Clause 1.10 of Eligibility Criteria	
12 – (1.11)	Security Deposit	The Bidder should expressly undertake to fulfill the provisions of Clause 1.11 of Eligibility Criteria	
13 (1.12)	ISO Certification	Compliance of Clause 1.12 under Eligibility Criteria (Copies of certificate to be submitted)	
14 (Cls.3 of EOI)	Cost of Tender	Submission of requisite cost of Tender in the form of Bank Draft as per Clause 3 of EOI	
15	Turnover certificate from Statutory Auditor	Covering items under the Group(s) for which interest is expressed for the year	

		2005-06, 2006-07 & 2007-08 to be submitted	
16	Audited Balance Sheet & Profit Loss A/c	For the years 2007-08, 2006-07 & 2005-06 to be submitted	
17	Support from OEM Vendor	Back to Back spare & skill arrangement with OEM Vendor, applicable if Authorised Distributor or Reseller of an item	
18	PAN Number	Xerox Copy of PAN Card	
19	VAT Registration	Copy of certificate to be attached	
20	Service Tax Registration	Copy of certificate to be attached	
21	Name & Address of the Banker	To be Furnished	

Public Sector Undertakings(PSU) are entitled to Purchase Preference Policy in vogue.