

**Request for Proposal (RFP)
For
Appointment of Vendor for Providing Skilled
Manpower for Building Management
Surveillance (BMS) Services at DC-Belapur,
DRC-Chennai**

**(REF No: IDBI-Bank/ITD/PPG/RFP/24-25/71:
21-03-2025**

Dy. General Manager
Procurement Group, Information Technology
Department
IDBI Bank Limited,
Unit No. 2, Corporate Park, Chembur
Mumbai-400071.
Tel. No. 022 – 69310335



ABBREVIATIONS USED IN THIS DOCUMENT

The long form of some abbreviations commonly used in the document is given below:

Abbreviations	Description
EMD	Earnest Money Deposit
NDA	Non-Disclosure Agreement
OEM	Original Equipment Manufacturer
PO	Purchase Order
PSB	Public Sector Bank
PSU	Public Sector Undertaking
PBG	Performance Bank Guarantee
RFP	Request For Proposal
SLA	Service Level Agreement
TCO	Total Cost of Ownership
DC	Data Center
DRC	Disaster Recovery Center

SCHEDULE OF EVENTS

Sr. No	Particulars	Time / Date / Other Details
1.	RFP Reference	IDBI-Bank/ITD /PPG/RFP/24-25 /71
2.	Date of commencement of Bidding process (Issue of RFP)	21-03-2025
3.	Last date and time for receipt of written queries/e-mail for clarification from Bidders	March 28, 2025 up to 16:00 hours Queries to be sent as per Annexure-11
4.	Online Pre-Bid Meeting Date & Time.	April 02, 2025 up to 16:00 hours Bidders have to register themselves by sending following details to the Bank official mail id's mentioned below. Only two representatives from each bidder will be allowed to participate. Company Name: OEM: Representative Name: Designation: Email ID: Contact: Note: The link will be shared to registered bidders through mail.
5.	Last Date & Time for Bid submission.	April 16, 2025 up to 16:00 hours The bid documents have to be submitted through electronic mode through the e-Tendering Portal https://eauction.auctiontiger.net/EPROC/
6.	Date and Time for opening of Bid	April 16, 2025 up to 17:00 hours The bid documents have to be opened through electronic mode through the e-Tendering Portal https://eauction.auctiontiger.net/EPROC/
7.	Place of opening of Bids / Pre – bid meeting / Communication	To Dy. General Manager Procurement Group, Information Technology Department

		IDBI Bank Limited, Unit 2, Corporate Park Chembur, Mumbai-400071 Email: dgm.itvmg@idbi.co.in
8.	Online Reverse Auction	Date & Time will be intimated to the shortlisted Bidders.
9.	Bid Fee	Non Refundable fee of Rs. 10,000/- (Rupees Ten Thousand Only) + GST (Currently 18% GST)
10.	Earnest Money Deposit	Rs. 2,00,000/- (Rupees Two Lakh Only). To be deposited separately.
11.	Submission of Bid Fee and EMD	Bid Fee & EMD must be deposited by the Bidder through electronic mode (NEFT) to IDBI Bank LTD, the name account is “ITD Account for Tenders” and the A/c No. – 18337000010848, IFSC Code – IBKL0000183 at its branch situated at Belapur, Mumbai 400614. Bid not accompanied with Receipt on submission of Bid Fee and EMD will not be considered. Note: Bid fee and EMD amount to be deposited separately
12.	Performance Bank Guarantee (PBG)	Successful Bidder will have to give Security Deposit of 3% of the contract value in the form of Performance Bank Guarantee (PBG) Issued by a scheduled commercial bank (other than IDBI Bank Ltd) with a validity of 72 months (60 months contract period + 12 months claim period) from the date of issue of PBG and directly forwarded to the Bank.

1. This tender document is the property of the Bank & is not transferable.
2. This bid document has **125** pages.
3. Commercial / Online Reverse Auction (ORA) date will be informed to shortlisted bidder.
4. No queries will be entertained after the date and time mentioned in this schedule.
5. Micro and Small Enterprises (MSE) – Procurements through MSEs will be done as per the policy guidelines issued by Ministry of Micro, Small and Medium Enterprises (MSME), GOI from time to time. MSEs registered under the SPRS (Single Point Registration Scheme) of NSIC and complying with all the guidelines listed there as well as those issued by GOI from time to time shall be eligible. Exemption from payment of EMD & Cost of bid document will be provided to Micro and Small category organization only on submission of proof of registration (A copy of NSIC / MSE Registration Certificate/Udyam Registration).

ELIGIBILITY CRITERIA

All eligibility requirements given below must be complied by the Bidders and relevant supporting documents must be submitted for the fulfillment of eligibility criteria failing which the Bids may be summarily rejected.

Sr. No	Criteria	Supporting documents	Compliance (Y/ N)
1.	Bidder should be an Indian Company/ LLP/ Partnership firm registered under applicable act in India. It should have been in operation for at least five years as on date of RFP.	<ul style="list-style-type: none"> • Copy of the Certificate of Incorporation along with copy of memorandum and articles of association/copy of Partnership Deed along with Registration certificate. • The bidder to also submit Annexure-10, copy of PAN Card, GSTIN Certificate. 	Yes/No
2.	The Bidder should have a turnover of Rs.10 Crore (Rs.5 Crore for MSE) in each of the last 3 financial years i.e. (FY 2021-22, 2022-23 and 2023-24) .	<ul style="list-style-type: none"> • Copy of Audited Financial Sheet/Report of the last three financial years to be provided. • For F.Y. 2023-24 – If Audited financial statement is not available then bidder may submit provisional certificate duly signed by CA/Statutory Auditor. 	Yes/No
3.	Bidder should have positive Net Worth in each of the last 3 financial year's i.e. (FY 2021-22, 2022-23 and 2023-24) .		
4.	Bidder should not have been blacklisted by any Govt. bodies / PSB / PSU during the last five years from the date of RFP.	As per Annexure-7	Yes / No

Sr. No	Criteria	Supporting documents	Compliance (Y/ N)
5.	<p><u>Micro and Small Enterprises (MSE):</u> Micro & Small Enterprises (MSEs) under Single Point Registration scheme (SPRS) are eligible to get the benefits under Public Procurement Policy for Micro & Small Enterprises (MSEs) Order 2012 as notified by the Government of India, Ministry of Micro Small & Medium Enterprises, New Delhi vide Gazette Notification dated 23.03.2012 and amendment vide order no. S.O. 5670(E) dated 9th November 2018. Please note that Traders are not eligible for this Scheme. MSEs will have to meet all other eligibility criteria laid down in this RFP.</p>	Micro and Small Enterprises (MSEs) involved in manufacturing & Services to submit a valid and active SPRS Certificate received from NSIC along with Udyog Aadhaar Memorandum (UAM) / Udyam Registration.	Yes/No
6.	The Bidder should have provided BMS services in at-least two organizations in BFSI sector for Data Centre hosting equipment during the last 2 Years. The BMS experience should include Monitoring & maintaining of fire alarm system, close circuit television system (CCTV)), air handling units (AHU), Access control system, lighting control system, fire suppression & hand held fire extinguishers etc.).	POs along with satisfactory performance certificate	Yes/No
7.	The Bidder should have enough trained/experienced manpower to carry out building management services. (Compliance of Qualification Requirement of proposed BMS Skilled manpower to be submitted, in the format given in Section 4)	Compliance for Qualification Requirement of BMS Skilled manpower to be submitted (as per Annexure-4)	Yes/No
8.	The Bidder should have valid registration with all statutory authorities such as central/state labour department, ESI, PF.	Relevant documents to be submitted.	Yes/No
9.	The Bidder shall make the payment to personnel engaged by them as per	Undertaking for the same to be submitted.	Yes/No

Sr. No	Criteria	Supporting documents	Compliance (Y/ N)
	minimum wages notified by the Office of the Regional Labour Commissioner (Central) from time to time. The contractor shall satisfy the Bank showing adequate records / proofs that the minimum wages, ESI, contribution to provident fund as applicable are being paid as required under various Statutory Acts notified by the Government from time to time.		
10.	The Bidder must bid for both the sites (DC-Belapur, DRC-Chennai). Partial bidding is not permitted	Undertaking for the same to be submitted.	Yes/No
11.	The Bidder should be an ISO 9001-2015 certified company.	Documentary evidence with the current and valid certificate should be submitted.	Yes/No
12.	The Bidder should have offices in Mumbai and Chennai and should have the capability to deploy adequate skilled / experienced manpower at both locations i.e. Mumbai & Chennai as per terms & conditions stipulated in the RFP.	Self-declaration with offices details to be submitted by bidder.	Yes/No
13.	The Bidder who have been associated with IDBI Bank Ltd for any contract in the last 5 years, have to submit the satisfactory performance certificate issued by the competent authority in the Bank.	Submit the satisfactory performance certificate from the Bank.	Yes/No

Non-compliance of any of the criteria can entail rejection of the Bid. Photocopies of relevant documents / certificates must be submitted as proof in support of the claims made for each of the above-mentioned criteria and as and when the Bank decides, originals / certified copies must be shown for verification purpose. The Bank reserves the right to verify / evaluate the claims made by the Bidder independently. Any deliberate misrepresentation will entail rejection of the offer ab-initio.

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SECTION 1

A (SCOPE AND REQUIREMENT)

1. OBJECTIVE

The objective of this RFP is to Appointment of Vendor for providing skilled man-power to Building Management Surveillance (BMS) Services at DC-Belapur & DRC-Chennai.

Sr.No	Site Details
1.	IDBI Bank Ltd, 1st Floor, IDBI Building, Plot No. 39-41, Sector-11, CBD Belapur, Navi Mumbai - 400 614.
2.	IDBI Bank Ltd, II Floor, Khivraj Complex, No. 480, Anna Salai, Nandanam, Chennai - 600 035.

All the Two sites are equipped with Servers, storages, and tape library, network & security devices etc. which remain operational on 24X7X365 basis. In order to provide suitable environment for the functioning of these IT equipment's, these sites have various infrastructure related components like Air Conditioners, Un-interrupted Power Supplies (UPS systems), Rodent Repellents, Fire Detection System, Fire Suppression System etc. Building Management Surveillance (BMS) Services operators supervise these infrastructure related components.

Bank's Primary Site is at Mumbai and Disaster Recovery Site is at Chennai. Bank is also in the process of shifting DR site from current location. The bidder is expected to provide the same support at the new location if Bank shifts DR to new location.

In order to fulfill the requirement of Appointment of Vendor for Providing Skilled Manpower for Building Management Surveillance (BMS) Services at DC-Belapur, DRC-Chennai for the Bank. IDBI Bank Ltd.(hereinafter referred to as "**IDBI Bank**" / "**the Bank**") (a company incorporated and registered under Companies Act, 1956 and a company within meaning of Section 2(20) of Companies Act, 2013 and a Banking Company under Section 5(c) of Banking Regulation Act, 1949 with CIN L65190MH2004GOI148838 having registered office at, IDBI Tower, WTC Complex, Cuffe Parade, Colaba Mumbai - 400 005). The Bank is also a scheduled bank as notified by the Reserve Bank of India (RBI) under the Reserve Bank of India Act, 1934. The Bank is engaged in providing finance and conducting banking business. The Bank invite Request for Proposal (RFP) tenders from established organizations (hereinafter referred to as "Bidder") who are capable and willing to meet the requirements as stated in the RFP for Appointment of Vendor for Providing Skilled Manpower for Building Management Surveillance (BMS) Services at DC-

Belapur, DRC-Chennai as required by of the BANK within the stated timeline and quality in an efficient manner, as Stated in the RFP document.

The RFP document will be available at Bank's website, which could be accessed through URL address <https://www.idbibank.in> ([Quick Links → Notices & Tenders](#))

The RFP bid document should be submitted through electronic mode through the e-Tendering Portal <https://eauction.auctiontiger.net/EPROC>

Any communication related to the RFP should be submitted to the office of:

Dy. General Manager
Procurement Group, Information Technology Department
IDBI Bank Limited,
Unit No. 2, Corporate Park
Chembur, Mumbai-400071
Tel. No. 022 – 69310335
Email: dgm.itvmg@idbi.co.in

- Please note that all the information required needs to be provided, incorrect information can lead to non-consideration of the Bid and /or disqualification.
- All Bids must be accompanied by all the documents as specified in the Bid document.
- Bank reserves the right to change/modify the dates/terms & conditions mentioned in this RFP document as per its requirement, which will be communicated on IDBI Bank's website.
- The information provided by the bidders in response to this RFP document will become the property of IDBI Bank Limited and will not be returned. Bank reserves the right to amend, rescind or reissue this RFP and all amendments will be advised to the bidders and such amendments will be binding on them.
- Bidders are advised to submit their bids well within the stipulated timeline. It is further advice that bidders should submit the bid well within the time instead of the last date to avoid complications Bid submitted beyond the stipulated date and time will not be considered. In view of this context, IDBI Bank will not be responsible for such eventualities.
- All the documents to be submitted duly digitally signed by competent authority as per Bank's prescribed format only.
- The amendments / clarifications to the tender, if any, will be posted on the IDBI Bank website <https://www.idbibank.in> ([Quick Links → Notices & Tenders](#)) and e-Tendering Portal <https://eauction.auctiontiger.net/EPROC>

2. CONTRACT PERIOD

2.1. The term of the Contract shall be for a period of 5 (Five) years from the date of acceptance of the LOI / First Purchase Order (PO) / Contract date whichever is earlier. The PO will be issued on yearly basis, based on the satisfactory performance of the vendor on previous year.

2.2. The rate contract may further be extended with same terms and conditions and on mutual agreement of both the parties.

3. SCOPE OF WORK

The Scope of Work would, inter-alia includes:-

- Successful Bidder is required to provide the services for all 365 days in a year (including Saturdays, Sundays & Holidays).
- Deployment of skilled man power in 3 shifts to monitor/maintain the Building Management Surveillance System components on 24 X 7 basis as per scope provided below.
- The contractor shall provide minimum one-day duty off once in a week for the employees working in shifts and shall provide relievers for the employees on off duty / sick / leave. However, in case of exigencies, the contractor shall provide services beyond above mentioned hours.
- The Bank shall not permit double shift for any staff deployed by the contractor.
- The contractor should follow fire safety norms and training provided to BMS employees.

Per Site Duty Schedule:

- 8 Hours duty on 24 X 7 basis for 3 persons & 1 reliever.
- In order to fill the shortfall in number of shifts of the reliever, reliever should come in 3 general shifts per week.

Scope of Work - Operation & Maintenance of BMS	
S. No.	Description
1	Monitor & maintain the BMS software & its equipment.
2	Monitor & maintain the Access card & its details.
3	Monitor & maintain the visitor management process for vendors.
4	Monitor & maintain the comfort Air Conditioning System (CAC)
5	Monitor & maintain the fire alarm system.
6	Monitor & maintain the lighting control system.
7	Monitor & maintain the water leak detection system.
8	Monitor & maintain the air handling units (AHU).
9	Monitor & maintain the close circuit television system (CCTV).
10	Monitor & maintain the high sensitivity smoke detectors (HSSD).
11	Monitor & maintain the fire suppression & hand held fire extinguishers.
12	Monitor & maintain the UPS reading & its reports as per bank's checklist.
13	Monitor the DG sets & maintain reports.
14	Monitor & maintain the various alert systems installed at the Data centre.
15	Testing the fire protection & BMS system every week & maintain the records (FAS, WLD, PA, UPS, Rodent Repellant, etc.).
16	Monitor & maintain the daily reports as required by the bank.
17	Follow escalation matrix & update to Bank's authorized officials in case of exigencies.
18	Internal communication & coordinating with Electrician team and other Skilled manpower.

19	Scheduling & performing the preventive maintenance from for all equipment's through respective AMC vendors.
20	Maintain the server rack / cupboard key registers, gate pass (inward & outward) & other important registers.
21	Performing routine inspections of equipment controlled by the BMS and coordinating with vendors for advanced repairs
22	Managing access control system and visitor entry system.
23	Maintaining records of equipment maintenance by vendor (PM reports), system updates and incidents.
24	Managing and monitoring any other BMS/Monitoring tool(s) added by the Bank in its DC / DR during the contract period.

4. SERVICE LEVEL EXPECTATION (SLE)

4.1. The Successful Bidder is expected to deploy skilled manpower within 7 days from date of issuance of Purchase Order or such time as may be permitted by IDBI Bank so that there will not be any disruption in the BMS Services. In case, the Successful Bidder is not able to deploy skilled manpower and provide BMS Services within given time lines then the Bank will be at liberty to terminate the Contract or otherwise.

4.2. The Successful Bidder shall provide BMS Services for all the 24 hrs. Of the day and all 365 days in a year (Including Saturdays, Sundays & Bank's holidays).

4.3. The Services will be provided in three shifts of 8 hours each. The shift timing would be decided by the Bank.

4.4. The Successful Bidder shall deploy trained operators in each shift with adequate relievers/replacements.

4.5. The Successful Bidder shall give minimum one day duty off once in a week for the employee working on shifts and shall provide alternative arrangements for the employee on off-duty/sick/leave.

4.6. The Successful Bidder should have supervisory staff to review performance of skilled manpower deployed by it at these locations i.e. DC- Belapur, DRC- Chennai of IDBI Bank.

4.7. Copy of qualification, experience certificates and KYC documents of the skilled manpower being deployed at Bank's site must be submitted. Police verification certificate of the manpower deployed must also be submitted within a month. In case, the Bidder fails to submit the police verification certificate for the manpower deployed within the stipulated time, the Bank reserves the right to stop the payment / cancellation of the contract.

4.8. The Successful Bidder will be responsible for any act of negligence on his part or on part of his employees due to any mishap or accident which may occur in the system/premises and the injuries sustained thereon.

4.9. The BMS skilled manpower deployed in the Banks premises should be in proper uniform with safety apparels and photo identity cards. The company name should be indicated clearly on the uniform. The same needs to be provided by the Successful Bidder / Vendor to all the deputed operators.

4.10. The Successful Bidder should provide Mobile Phones to Supervisor and all operators deployed in the Banks premises to be reachable at all times and share the details of same with Bank's officials.

4.11. In the event, any damage is caused to the movable or immovable property of the Bank or its client or to the property of the employees of the Bank, the bank reserves the right to compute the damage in terms of money and to deduct the money from the bill of the Successful Bidder/Vendor.

4.12. The Successful Bidder shall not use the bank's address, letter head / stationery of the Bank nor will the vendor hold himself as an agent of the Bank.

4.13. The skilled manpower deployed in IDBI premises should follow security guidelines of Bank.

4.14. The Successful Bidder will depute the officials to takeover process from the existing vendor.

5. PAYMENT TERMS

5.1. No advance payment will be provided on awarding the contract.

5.2. Payment will be made on satisfactory performance by Successful Bidder and submission of monthly invoices/bills. Monthly payment to the Successful Bidder will be based on the attendance of the skilled manpower during the month i.e. deduction would be made in case absence / non availability of manpower.

5.3. The successful bidder shall also submit the monthly attendance of skilled manpower as maintained in the register to the Bank for its verification as and when required. The successful bidder shall submit the bills in the first week of every month along with monthly report for the works carried out in the previous month.

5.4. Payment will be cleared after satisfactory performance and submission of necessary documents like Invoice/bill and monthly attendance of skilled manpower as maintained in the register/sheet duly signed / stamped by authorized person of IDBI Bank. Full name of such person, his EIN Number (Employee Identification number) and contact number should be mentioned on signed attendance sheet/register.

5.5. Apart from the amount computed, as per [Annexure-2](#) (Commercial Bid) and [Annexure-18](#) (Wages Details as per Labour Law), no further sums, charges, fees, costs or consideration of any nature whatsoever shall be payable by IDBI Bank to Successful bidder. And contact no. should be mentioned on signed attendance sheet/register. All the payment to Successful Bidder shall be subject to requisite statutory deductions.

5.6. The Successful Bidder shall be responsible towards Payment of Minimum Wages (Skilled labor under Category "A" Area) will be applicable, payment of bonus, payment of gratuity and any other statutory remittances, which may be applicable and notified by the office of Central Labor Laws from time to time. The successful Bidder is free to offer higher wages to its operators, however, Bidder will have to ensure not to pay lesser wages (skilled labor) than the prevailing minimum wages as per minimum wages notified by the Office of the Regional Labour Commissioner (Central) from time to time. The present wage calculation sheet of each operator shall have the heads mentioned in [Annexure-18](#).

5.7. The Successful Bidder shall furnish from time to time to the satisfaction of the Bank, proof of compliance of all labour laws requirements including obtaining licenses, filing of monthly/quarterly and annual returns and any other statutory requirement within 15 days from the due date and furnish calculations and proof of payments made to all Government/Statutory Authorities under PF, ESIC, Labour Welfare Fund Act, Payment of Bonus Act, Minimum Wages

Act, Payment of Wages Act, etc., within 15 days of the statutory time limit allowed under the respective Acts.

5.8. While submitting every month's invoice to the Bank for release of payment, the successful bidder must attach latest copy of the circular/office order pertaining to minimum wages notified by Govt. of India.

5.9. Overtime (if applicable) will be paid extra on the basis of overtime rate mentioned in the latest circulars issued by Ministry of Labor & Employment, Govt. of India from time to time. The overtime rate will get revised on revision of wages as and when notified in the future circulars.

5.10. The payment processing is done centrally at Mumbai. Separate Invoices for each locations to be submitted. All the invoices to be submitted at Belapur-Navi Mumbai. The Bidder should submit all bills / invoices to the officials whose contact(s) details are indicated in the Purchase Order. The undisputed payment will be released within 30 days from respective month end upon submission of all required documents.

5.11. Applicable taxes shall be reimbursed by the Bank on submission of proof of payment along with monthly bill.

5.12. Payment processing will be initiated only after ensuring that the vendor has submitted and executed all Legal documents to the satisfaction of the Bank.

5.13. Bank will hold payments and deduct the penalty amount from bill for non-performance or part performance or failure to discharge obligations under the agreement.

5.14. The bank reserves the right to deduct any sum that is required as per the law (TDS, etc.).

5.15. All the payments to the Successful Bidder shall be subject to the performance/ delivery of the Services to the satisfaction of IDBI Bank for this purpose.

5.16. Penalties / liquidated damages, if any, shall be deducted from the invoice value.

5.17. The Bidder has to provide two invoices per month one for payment towards BMS operators along with attendance sheet and another for monthly contractor overhead. Separate invoice for DC-Belapur and DRC-Chennai.

5.18. Invoices for monthly commission along with all relevant monthly documents (which fulfill minimum wage criteria) viz. salary slip of engineers, compliance certificate, Provident Fund challan (ECR), contributions made towards ESIC and any other requisite document as per extant Government guidelines are to be submitted. Further, full payment of monthly commission shall only be released on submission of all these certificates else entire commission amount will be forfeited.

5.19. The Successful Bidder shall be solely liable for the payment of all the past, present and future central, state and local levies, direct/indirect taxes, fines and penalties (including without limitation sales tax, value added tax, service tax, excise duties and customs duties, if any) by whatever name called, as may become due and payable in relation to the Services.

Notwithstanding anything contained in this RFP/ the Contract or in any other document(s)

- i. Under no circumstances IDBI Bank shall be liable to the Successful Bidder and/or its employees/personnel/representatives/agent etc. for direct, indirect, incidental, consequential, special or exemplary damages arising from termination of the Contract;
- ii. IDBI Bank shall not have any liability whatsoever in case of any third party claims, demands, suit, actions or other proceedings against the Successful Bidder or any other person engaged by the Successful Bidder in the course of performance of the Service.

- iii. IDBI Bank reserves the rights to dispute/deduct payment/set off/ withhold payments/further payment due to the Successful Bidder under the Contract, if the Successful Bidder has not performed or rendered the Services in accordance with the provisions of the Contract which the IDBI Bank at its sole discretion adjudge.
- iv. Successful Bidder shall permit IDBI Bank to hold or deduct the amount from invoices, for non-performance or part performance or failure to discharge obligations under the Contract.
- v. It is clarified that any payments of the charges made to and received by authorized Successful Bidder personnel shall be considered as a full discharge of IDBI Bank's obligations for payment under the Agreement.

6. PENALTIES

6.1. The Bank has the right to recover penalty for non-availability of resources / manpower on any given day.

6.2. For each day if any resource / manpower is absent and no replacement is provided for that absentee, penalty of 5% of the monthly cost / charge for that resource will be levied. However, penalties levied during a month will not exceed 5% of the monthly cost / charges based on Annual contract value (for the respective site) i.e. monthly charges = annual contract value/12.

6.3. The penalties may be recovered from the invoices submitted to the Bank / PBG as per discretion of the Bank.

6.4. The Bank may, without prejudice to its right to effect recovery by any other method, deduct the amount of Penalty from any money belonging to the Bidder in its hands (which includes the Bank's right to claim such amount against Bidder's Bank Guarantee) or which may become due to the Bidder. Any such recovery of penalty shall not in any way relieve the Bidder from any of its obligations to complete the works / Services or from any other obligations and liabilities under the Contract.

B (OPENING AND EVALUATION OF RFP BID)

The bid documents have to be opened through electronic mode through the e-Tendering Portal <https://eauction.auctiontiger.net/EPROC> as per the date, time & locations mentioned under the clause in the “Schedule of Events”.

1. PRELIMINARY CHECK

1.1. The RFP document will not be construed as any contract or arrangement which may result from the issue of this RFP document or any investigation or review carried out by any Bidder.

1.2. Bank will examine the Bids to determine whether they are complete, whether any computational/arithmetical errors have been made, whether required Bid Security has been furnished, whether the Bid Documents have been properly signed, and whether the Bids are generally in order.

1.3. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected and such correction shall be considered for further evaluation. Any decision in this regard by Bank shall be final, conclusive and binding on the Bidder. If there is a discrepancy between words and figures, the amount in words will prevail.

1.4. A Bid determined as substantially not responsive will be rejected by Bank. Any decision in this regard by Bank shall be final, conclusive and binding on the Bidder.

1.5. Bank may waive any minor informality or nonconformity or irregularity in a Bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any Bidder.

1.6. Bank reserves the right to accept or reject in full any or all the Bids without assigning any reason whatsoever and without thereby incurring any liability whatsoever to the affected Bidders or any obligation to inform the affected Bidders of the grounds for the Bank’s action. Any decision of Bank in this regard shall be final, conclusive and binding on the Bidder.

1.7. Bank reserves the right to re-issue / re-commence / cancel the entire Bid process in case of any anomaly, irregularity or discrepancy or for any other reasons or otherwise without thereby incurring any liability whatsoever to the affected Bidders or any obligation to inform the affected Bidders of the grounds for the Bank’s action. Bank shall not be bound to give any reasons or explain the rationale for its actions / decisions to annul or abandon or cancel the bid process. Bank further reserves the right to re-issue /re-commence the Bid or circulate new RFP altogether on the subject matter or any activity or part thereof concerning thereto. Any decision of Bank in this regard shall be final, conclusive and binding on the Bidder.

1.8. During evaluation and comparison of bids, the Bank shall, at its discretion ask the bidders for clarification of its bid. The request for clarification shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification at the initiative of the bidder shall be entertained.

1.9. Any effort by a Bidder to influence Bank's Bid evaluation, Bid comparison or contract award decisions may result in the rejection of the Bid.

1.10. Any effort by a Bidder to influence the Bank in its decisions on Bid evaluation, Bid comparison or contract award may result in the rejection of the Bid

2. BID EVALUATION CRITERIA (BEC)

2.1. To meet Bank's requirements, as spelt out in this Bid Document, the selected Bidder must have the requisite experience and expertise in providing services in the field of information and communication technology, the technical know-how, and the financial ability that would be required to successfully set-up the required infrastructure and provide the services sought by Bank.

2.2. The Bidder shall submit their offers strictly in accordance with the terms and conditions of the Bid Document. Any Bid, which stipulates conditions contrary or partial to the terms and conditions given in the Bid Document, is liable for rejection. Any decision of IDBI Bank in this regard shall be final, conclusive and binding on the Bidder.

2.3. Each Bidder acknowledges and accepts that IDBI Bank may, in its absolute discretion, apply whatever criteria it deems appropriate in the selection of Bidder, not limited to those selection criteria set out in this RFP documents

2.4. The Bids will be evaluated in two stages. In the first stage, i.e. General Eligibility and Technical Evaluation, of the Bidders and Second stage, i.e. Commercial evaluation & ORA.

2.5. The Commercial Bid will be opened only if the General Eligibility & Technical Bid is cleared and accepted by the Bank.

2.6. The bidders would be shortlisted after the evaluation of General Eligibility & Technical bids. Only the shortlisted bidders will be permitted to participate in the Online Reverse Auction (ORA). The final Financial Bids quoted by respective bidder in the ORA conducted.

2.7. Bank reserves the right to modify / amend/ cancel the evaluation process at any time and at any stage during the Bid process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidders of any such change and the same is binding on all the Bidders connected directly and other connected indirectly. At any time during the process of Bid evaluation, Bank may seek specific clarifications from any or all Bidders.

3. TECHNICAL BID EVALUATION

3.1. The General Eligibility & technical Bid must necessarily contain all Technical details and other terms and condition of the RFP. Bidder's proposal must conform to the contents and format of the General Eligibility & Technical Bid listed out. Bids not conforming to the specifications

may be rejected summarily. Any incomplete or ambiguous terms/conditions will disqualify the bid.

3.2. The Technical Bid submitted by the Bidder will be evaluated based on the terms and conditions of the RFP. Detailed technical evaluation will include scrutiny of company profile, Eligibility criteria documents, and General documents.

3.3. The Bidder must highlight the noteworthy/superior features of their solution. The Bidder must demonstrate/substantiate all or a few of the claims made in the Technical Bid to the satisfaction of the IDBI Bank, the capability of the solution to support all the required functionalities at their cost in their lab/office/in any other organization where solution is in use. The Bidder must use their own tools/utilities/simulators to demonstrate the features laid in the RFP.

3.4. Bidder must provide their compliance (Yes/No). Bidder's responses against each functionality as detailed therein would be evaluated for the next process. At the sole discretion and determination of the IDBI Bank, IDBI Bank can add any other relevant criteria for evaluating the proposals received in response to this RFP

4. COMMERCIAL EVALUATION

4.1. Commercial bids of those bidders would be opened who qualifies General Eligibility & technical eligibility criteria, after which successful bidder would be identified based on ORA.

4.2. The evaluation of the Commercial Bids/Offerers will be done on contractor overhead profit percentage. Overhead profit percentage (%) is required to be quoted in ORA process. The Commercial Bids should strictly conform to the formats to enable evaluation of Bids and special care may be taken while preparing the same. The bids having any hidden costs or conditional costs will be liable for straight rejection.

4.3. L1 Bidder will be selected through commercial evaluation process based on ORA. Bank reserves the right to negotiate the price with the finally successful bidder before awarding the contract.

5. ONLINE REVERSE AUCTION (ORA)

5.1. In this phase, the General Eligibility & technical eligibility qualified bidders with valid commercial Bid will qualify to participate in an Online Reverse Auction (ORA). The date and time along with the Auction rules would be provided to the shortlisted Bidders separately.

5.2. The Bidder is expected to submit one commercial proposal and the Bank will conduct ORA only once.

5.3. After ORA, if there is a large variance from lowest commercial quote or Bank's estimated price, Bank reserves the right to call the successful bidder for a price negotiation.

- 5.4. Bank shall however not bind itself to accept the lowest Bid or any Bid and reserves the right to accept any Bid, wholly or in part.
- 5.5. On conclusion of ORA, the Bidder shall submit to the Bank the price breakup for the ORA amount in the format as provided by the Bank. If the price breakup is not submitted to the Bank within 3 (three) days from the date of the ORA, the Bank reserve the right to reject the L1 Bidder's and may take punitive action against bidder.

6. BANK'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

- 6.1. Bank reserves the right to accept / reject any bid and to annul the Bid process at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for Bank's action. Any decision in this regard by Bank shall be final, conclusive and binding on the Bidder.

7. ACCEPTANCE OF BID

- 7.1. Prior to the expiration of the period of Bid validity, Bank will notify the Successful Bidder in writing, that its bid has been accepted.

8. SIGNING OF CONTRACT

- 8.1. After Bank notifies the Successful Bidder that its bid has been accepted; the Bidder should sign the Contract and complete the execution of all other documents.
- 8.2. The signing of Contract should be accompanied by the submission of Performance Bank Guarantee, Non- Disclosure Form, Deed of Indemnity / warranty and other applicable documents as specified in the RFP / Bid Document.
- 8.3. The Contract form and all other documents would be signed at Mumbai within 15 days of receipt of notification of award of contract.
- 8.4. Payment of stamp duty would be as per applicable laws in the State of Maharashtra and would be paid in Maharashtra only. No other state stamp duty will be accepted.
- 8.5. The Bidder shall bear all costs and expenses for the execution, stamp duty and submission of the contract and agreements. Bank shall not be responsible or liable for reimbursing / compensating these costs and expenses.
- 8.6. The incidental expenses of execution of the Contract as well as the conditions stipulated in the contract shall be strictly adhered to and any breach / violation thereof shall entail termination of the Contract without prejudice to the other right of IDBI Bank including but not limited to the right to levy / impose and recover penalties as specified in this RFP or Contract.

C (ANNEXURES)

1. TECHNICAL BID FORM (ANNEXURE-1)

(To be submitted on the Company's Letter Head and included in the Technical Bid)

Date: _____ (DD/MM/YYYY)

To,
Dy. General Manager
Procurement Group, Information Technology Department
IDBI Bank Limited,
Unit 2, Corporate Park
Chembur, Mumbai-400071.

Dear Sir,

**Reference: RFP for Appointment of Vendor for Providing Skilled Manpower
for Building Management Surveillance (BMS) Services at DC-
Belapur, DRC-Chennai
(REF No: IDBI-Bank/ITD/PPG/RFP/ 24-25 / 71 : 21-03-2025)**

After going through the Bid Documents, the receipt whereof is hereby duly acknowledged, we the undersigned, absolutely, unconditionally and irrevocably offer Appointment of Vendor for Providing Skilled Manpower for Building Management Surveillance (BMS) Services at DC-Belapur, DRC-Chennai for IDBI Branches in conformity with the said Bid Documents.

If our Bid is accepted, we agree and undertake that, to deliver and commission the Services in accordance with the delivery schedule specified in the schedule of requirements.

If our Bid is accepted, we will obtain bank guarantee for a sum equivalent to 3% (Three percent) of the value of Contract for the due performance and observance of the Contract, in the form and manner prescribed by and to the satisfaction of IDBI Bank Limited (Bank).

We agree and undertake to abide by the bid terms of Bank including the rates quoted therein for the orders awarded by Bank up to the period prescribed in the Bid, which shall be final and conclusive and remain binding upon us.

We agree and undertake to supply upgraded model of the product in case of technological obsolescence / non-availability of contracted product/model. The supply of upgraded product, subject to the Bank's approval, will be at the same contracted price as the obsolete model.

Until a formal contract is finalized and executed, this Bid Documents, together with relevant documents as amended, modified, supplemented, revised, modified by addendum, etc., if any, at the sole discretion of Bank duly initialed/executed shall constitute a binding Contract between us.

We agree and undertake that, in competing for (and, if the Bid is accepted by you) the above contract, we will strictly observe the laws inter alia, in particular, against fraud and corruption in

force in India namely "Prevention of Corruption Act, 1988" and similar laws and also strictly abide by and observe all applicable laws.

We agree and confirm that you are not bound to accept the lowest or any Bid you may receive and you also have the right to re-issue/re-commence the Bid. Any decision in this regard by you shall be final and binding on us.

We enclose a demand draft / pay order of Rs. 2, 00,000 /- (Rupees Two Lakh Only) towards EMD, in favor of "IDBI Bank Limited" drawn on _____, _____ Branch payable at Mumbai.

We understand that the EMD will be refunded after the Bidder signing the Contract and furnishing of the Performance Bank Guarantee in case of successful Bidder and within a period of 30 (Thirty) days after the conclusion of the contract for unsuccessful Bidders. We have noted that Bid Security shall not carry any interest.

Dated this _____ Day of _____ 2025

Sign

Name:

Designation:

(Company Seal)

2. COMMERCIAL BID (ANNEXURE-2)

(To be submitted on the Company's Letter Head and included in Commercial Bid)

Date: _____ (DD/MM/YYYY)

To,
Dy. General Manager
Procurement Group, Information Technology Department
IDBI Bank Limited,
Unit 2, Corporate Park
Chembur, Mumbai-400071.

Dear Sir,

**Reference: RFP for Appointment of Vendor for Providing Skilled Manpower
for Building Management Surveillance (BMS) Services at DC-
Belapur, DRC-Chennai
(REF No: IDBI-Bank/ITD/PPG/RFP/ 24-25 / 71 : 21-03-2025)**

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, submit our **Commercial Bid** in conformity with the said RFP documents.

- 1.1. Successful vendor will be identified and concluded as L1 vendor based on the lowest cost (Contractor's overhead and profit Percentage on Sr. No. 3) quoted by the successful vendor.
- 1.2. The rate for providing BMS services has been quoted as per the enclosed format. Taxes will be paid extra as per statutory rules.
- 1.3. Minimum wages payable to the personnel to be engaged shall be notified by the office of Central Labour Laws from time to time. The Contractor is free to offer higher wages to its operators however bidder will have to ensure not to pay lesser wages (skilled labor) than the prevailing minimum wages as per minimum wages notified by the Office of the Regional Labour Commissioner (Central) from time to time. The wage sheet of each operator shall have all the heads as mentioned in the calculation sheet attached as [Annexure-18](#). The contractor shall satisfy the Bank showing adequate recorded proof that the minimum wages, ESI, contribution to provident fund as applicable are being paid to his personnel as required under various Statutory Acts notified by the Government from time to time. The Bidder should comply with various provisions of Contract Labour (R & A) Act 1970 and Central Rules 1971.
- 1.4. The Contractor shall comply with all applicable State and Central Laws, Statutory Rules, Regulations etc. such as Payment of Wages Act, 1936, Minimum Wages Act, 1948, Workmen Compensation Act, 1923, Employer's Liability Act, 1938, Employers Provident Act and Miscellaneous Provisions Act, 1952. EPF, Employees State Insurance Act/Scheme, 1948 (ESI), Contract Labour (Regulation and Abolition) Act 1970 Central Rules, 1971/Industrial Disputes Act, 1947 and Central Rules 1957, Payment of Bonus & Gratuity Act and other Acts, Rules and Regulations for labour as may be enacted by the Government

Signature of the Bidder
with company Seal

Ref: IDBI-Bank/ITD/ RFP/PPG/ 24-25 /71
21-March- 2025

during the tenure of the Contract and having force or jurisdiction at Site. The Contractor shall also give to the local governing body, police and other relevant authorities all such notices/information as may be required by the law.

- 1.5. The successful Contractor should not sub-contract part or complete work detailed in the tender specification undertaken by him.
- 1.6. The Contractor shall be responsible for proper accommodation including adequate medical facilities for personnel employed by him.
- 1.7. The Bank will not be responsible for any overtime (OT) or extra payments to the personnel deployed by the Contractor for any reason whatsoever. The above services are required on monthly job basis. The Contractor shall deploy adequate number of personnel as stipulated in the tender document in suitable shift duties. Providing relievers or payment / OT in lieu of weekly off or Gazetted Holidays or leave to personnel deployed at Bank's Site, will be the responsibility of the Contractor without any extra payment by Bank. The Contractor shall consider all the charges including relieving charges / service charges / material charges / administrative charges etc. while quoting the offer.
- 1.8. While submitting every month's invoice to the Bank for release of payment, the Successful vendor must attach latest copy of the circular / office order pertaining to minimum wages notified by the Office of the Regional Labour Commissioner (Central), Mumbai / Chennai.
- 1.9. Overtime (if applicable) will be paid extra on the basis of overtime rate mentioned in the latest circulars issued by Ministry of Labor & Employment, Govt. of India from time to time. The overtime rate will get revised on revision of wages as and when notified in the future circulars.

Commercial Bid for Building Management Surveillance Services

(Amount in INR)

Sl. No.	Description [A]	Number of Personnel [B]	Rate Per Month Per Personnel # [C]	Amount for 5 Year Contract Period # [D = B*C*60]
1	BMS Skilled manpower (DC Site, Belapur, Navi Mumbai) - Wage as per minimum wages act	4 No.	₹ 28,194.20	₹ 67,66,608.00
2	BMS Skilled manpower (DRC Site, Chennai) - Wage as per minimum wages act	4 No.	₹ 28,194.20	₹ 67,66,608.00
3	Amount [E]			₹ 1,35,33,216.00
4	Contractor's overhead and profit in terms of % of Amount [E] in Sl. No. 3 (% value can be quoted up to 2 digit decimal) [F]			%
5	Contractor's overhead and profit amount ([E] * [F]) [G]			₹

6	Total Contract Amount for 5 Year ([E] + [G])	₹
(Rupees _____)		Only)

As indicated in the latest Minimum Wages Circular effective since October 01, 2024 on the Minimum Wages for Skilled Manpower for Area Category 'A'.

The above rates are based on Ministry of Labour and Employment, New Delhi circular w.e.f October 01, 2024. However, in case of any revision in rates of Minimum Wages (MW) duly notified by the Ministry of Labour & Employment, the differential rates of MW shall be reimbursed to the contractor.

Note:

1. Prices quoted should be exclusive of **applicable taxes**.
2. Applicable taxes would be deducted at source, if any, as per prevailing rates.
3. The price quoted should be valid for the period of 5 years from the date of award of the contract i.e. Acceptance of Purchase Order.
4. The contract shall be initially for a period of one year commencing from the deployment of skilled manpower for Building Management Surveillance services and shall be extendable up to four more years on observation of satisfactory performance of the vendor at the discretion of the Bank.
5. Contractor's overhead and profit as % of amount [sum of wages of all BMS Skilled manpower to be deployed (8 nos.) as per minimum wages) provided by the bidder will remain constant during total tenure of the contract i.e for 5 years period and accordingly, the overhead and profit amount will change as and whenever minimum wages is revised. Further, the change in wage amount (difference) due to change in minimum wages will be calculated taking into account the prevailing (basic + VDA) as well as the new / proposed (basic + VDA) as per minimum wages notified by the Office of the Regional Labor Commissioner (Central) from time to time while considering only the heads mentioned in the Minimum Wages Calculation Sheet. All bidders are requested to attach calculation sheet along with their commercial bid.
6. The cost for the purpose of an ORA will be arrived at based on the lowest indicative commercial bids or as per the cost estimations arrived by the Bank.
 - i. The evaluation of commercial bids as well as ORA will be done separately. L1 will be identified through ORA.
 - ii. Prices quoted should be exclusive of all applicable taxes such as GST.
 - iii. All other Taxes / Duties / levies and charges for packing, forwarding, freight, transit insurance, loading and unloading, should be included in the Bid price.
 - iv. Applicable taxes would be deducted at source, if any, as per prevailing rates.
 - v. The Price break up should indicate the unit rate of all the components listed in final commercial quotes and will be submitted as per above format within 3 (three) days by the successful bidder to the ORA agency / Bank on conclusion of ORA.

- vi. The final price quoted (on conclusion of ORA) by the L1 bidder (rate contract) will be valid for a period of 5 (five) years from the date of acceptance of the first Purchase Order (PO) / LOI / Contract Date whichever is earlier and the rate contract may further be extended with same terms and conditions and on mutual agreement of both the parties.
- vii. In case of discrepancy between unit price and total price, the unit price shall prevail.
- viii. In case of discrepancy between figures and words, the amount in words shall prevail.

"Bidders are to quote only for Contractor's overhead & profit on percentage basis over the contract value"

We declare that all the terms & conditions as per the RFP are agreeable to us.

(Signature)

(Name of the signatory)

(In the capacity of)

Duly authorized to sign Bid for and on behalf of

(Company Seal)

Date:

Place:

3. PRICE SCHEDULE – FORMAT (ANNEXURE-3)

(To be included as part of the Commercial Bid)

- 1) Having perused the Bid Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer our services as vendor, in conformity with the said Bid Documents at rates mentioned in the commercial bid.
- 2) Prices quoted are exclusive of GST.
- 3) ALL other Taxes / Duties / levies and charges for packing, forwarding, freight, transit insurance, loading and unloading, are included in the Bid price.
- 4) Applicable taxes would be deducted by the Bank at source, if any, as per prevailing rates.
- 5) In case of discrepancy between unit price and total price, the unit price shall prevail.
- 6) In case of discrepancy between figures and words, the amount in words shall prevail.
- 7) The unit / total price of the equipment's should be rounded off to the nearest rupee, in the price break up sheet.
- 8) For the above, any decision of Bank, in this behalf shall be final, conclusive and binding on us
- 9) We undertake to supply upgraded model of the product in case of technological obsolescence / non-availability of contracted product/model. The supply of upgraded product, subject to the Bank's approval, will be at the same contracted price as the obsolete model.

Sign

Name of the signatory

Designation

Company Seal.

Date:

Place:

4. QUALIFICATION/REQUIREMENT OF BMS SKILLED MANPOWER (ANNEXURE-4)

(To be submitted on the Company's Letter Head and included in the Technical Bid)

**Reference: RFP for Appointment of Vendor for Providing Skilled Manpower for Building Management Surveillance (BMS) Services at DC-Belapur, DRC-Chennai
(REF No: IDBI-Bank/ITD/PPG/ RFP/ 24-25 / 71 : 21-03-2025)**

S.No.	Minimum Qualification of Skilled manpower	Compliance (Yes/No)
01	Minimum S.S.C base & candidate should be ITI holder in HVAC, Electrical, Electronics.	
02	Work experience min 2 years related fields (Electrical, Electronics, Fire & security, Mechanical, Monitor & maintain of fire alarm system, close circuit television system (CCTV, air handling units (AHU), Access control system, lighting control system, fire suppression & hand held fire extinguishers etc.), of At least 1 year experience should be in a Data Center environment .Preferred for BFSI data Center and Basic Knowledge of using Computer, MS office (MS Word, MS Excel etc.)	
03	Candidate should have updated police verification certificate (PVC).	

5. FORMAT OF POWER-OF-ATTORNEY (ANNEXURE-5)

(On Stamp Paper of relevant value)

POWER OF ATTORNEY

Know all men by these presents, we M/s _____, _____ (name of the Bidder and its address) do hereby appoint and authorize Shri _____ (full name and residential address) who is presently employed with us and holding the position of _____ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for _____, in response to the RFP (Appointment of Vendor for providing skilled man-power to Building Management Surveillance (BMS) Services at DC-Belapur & DRC-Chennai) floated by IDBI Bank Ltd (hereinafter referred to as IDBI Bank), including signing and submission of all documents and providing information/responses to IDBI Bank in all matters in connection with our Bid.

We hereby agree, declare and undertake that all the acts, deeds and things lawfully done by our said attorney shall be construed as acts, deeds and things done, performed and executed by us and we hereby agree to ratify and confirm all acts, deeds and things lawfully done by our said attorney pursuant to this irrevocable Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall always be deemed to have been done by us.

Dated this _____ day of _____ 2025

For or on behalf of M/s _____

(Authorised Signatory)
(Name, Designation and Address)

Accepted

(Authorised Signatory)
(Name, Title and Address of the Attorney)

Date:

Witnesses:

1) (Name, Signature & Address)	2) (Name, Signature & Address)
---------------------------------------	---------------------------------------

Note:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the

executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.

- Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
- In case the Application is signed by an authorized Director / Partner or Proprietor of the Applicant, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.

**6. UNCONDITIONAL ACCEPTANCE OF TERMS & CONDITIONS OF THE RFP
(ANNEXURE-6)**

(To be submitted on the Company's Letter Head and included in the Technical Bid)

Date: _____ (DD/MM/YYYY)

To,
Dy. General Manager
Procurement Group, Information Technology Department
IDBI Bank Limited,
Unit 2, Corporate Park
Chembur, Mumbai-400071.

Dear Sir,

**Reference: RFP for Appointment of Vendor for Providing Skilled Manpower
for Building Management Surveillance (BMS) Services at DC-
Belapur, DRC-Chennai
(REF No: IDBI-Bank/ITD/PPG/RFP/ 24-25 / 71 : 21-03-2025)**

This is to confirm that we absolutely & unconditionally accept all the terms and conditions (including scope of work) as mentioned in various parts of the said RFP/Bid Document floated by IDBI Bank Limited regarding **Appointment of Vendor for Providing Skilled Manpower for Building Management Surveillance (BMS) Services at DC-Belapur, DRC-Chennai**

(Authorized Signatory)

Name of the signatory _____

Designation _____

(Company Seal)

7. SELF DECLARATIONS (ANNEXURE-7)

(To be submitted on the Company's Letter Head and included in the Technical Bid)

Date: _____ (DD/MM/YYYY)

To,
Dy. General Manager
Procurement Group, Information Technology Department
IDBI Bank Limited,
Unit 2, Corporate Park
Chembur, Mumbai-400071.

Dear Sir,

**Reference: RFP for Appointment of Vendor for Providing Skilled Manpower
for Building Management Surveillance (BMS) Services at DC-
Belapur, DRC-Chennai
(REF No: IDBI-Bank/ITD/PPG/RFP/ 24-25 / 71 : 21-03-2025)**

We, _____ (name and designation) on behalf of M/s
_____ having its registered office at _____
have submitted a Bid proposal to IDBI Bank for
_____ in response to the Request for Proposal
(RFP) dated _____ (DD/MM/YYYY) issued by IDBI Bank.

- i. We are duly authorized persons to submit this undertaking.
- ii. We have read and understood the aforesaid RFP and we hereby convey our absolute and unconditional acceptance to the aforesaid RFP.
- iii. We do not have any business relationship with IDBI Bank including its directors and officers which may result in any conflict of interest between us and IDBI Bank. We shall on occurrence of any such event immediately inform the concerned authorities of the same.
- iv. We have submitted our Bid in compliance with the specific requirements as mentioned in this RFP.
- v. We declare and confirm that on award of the Contract, we shall not make any request for modifications in the prescribed formats of legal documents.
- vi. We have provided with all necessary information and details as required by IDBI Bank and shall provide with such additional information's may be required by IDBI Bank from time to time.

- vii. Neither we nor any of our employee / director has been barred from providing the Services nor are we in negative list/blacklisted by any public sector banks, statutory or regulatory or investigative agencies in India or abroad in the last 5 years.
- viii. There are no vigilance and / or court cases pending against us / company and no inquiry or investigation pending against us from any statutory regulatory and / or investigation agency.
- ix. All the information furnished here in and as per the document submitted is true and accurate and nothing has been concealed or tampered with. We have gone through all the conditions of Bid and are aware that we would be liable to any punitive action in case of furnishing of false information / documents.
- x. We also undertake that, we were/are never involved in any legal case that may affect the solvency / existence of our organization or in any other way that may affect capability to provide / continue the services to bank.
- xi. The Vendor shall deploy only the optimal number of resources at IDBI Bank office for implementation / support of the projects/applications. The vendor shall preferably use their office for all the projects/application, unless it is essential to work at IDBI Bank location"

It is further certified that we have not modified or deleted any text/matter in this RFP / Bid Document.

Dated this _____ day of _____ 2025

(Authorized Signature)

(Company Seal)

Name: Shri _____

In the capacity of _____

Duly authorized to sign bids for and on behalf of: M/s _____

8. LETTER FOR REFUND OF EMD (ANNEXURE-8)

(To be submitted on the Company's Letter Head and included in the Technical Bid)

Date: _____ (DD/MM/YYYY)

To,
Dy. General Manager
Procurement Group, Information Technology Department
IDBI Bank Limited,
Unit 2, Corporate Park
Chembur, Mumbai-400071.

Dear Sir,

**Reference: RFP for Appointment of Vendor for Providing Skilled Manpower for Building Management Surveillance (BMS) Services at DC-Belapur, DRC-Chennai
(REF No: IDBI-Bank/ITD/PPG/RFP/ 24-25 / 71 : 21-03-2025)**

We _____ (Company Name) had participated in the RFP for - Appointment of Vendor for Providing Skilled Manpower for Building Management Surveillance (BMS) Services at DC-Belapur, DRC-Chennai and are unsuccessful bidder.

or

We _____ (Company Name) had participated in the RFP for Appointment of Vendor for Providing Skilled Manpower for Building Management Surveillance (BMS) Services at DC-Belapur, DRC-Chennai and are successful bidder and we had submitted all the legal Documents.

Kindly refund the EMD submitted for participation. Details of EMD submitted are as follows:

Sr. No.	Bidder Name	NEFT No.	UTR No.	Bank Name	Transaction Date	Amount Rs.

Bank details to which the money needs to be credited via NEFT are as follows:

1.	Name of the Bank with Branch	
2.	Account Type	
3.	Account Title	
4.	Account Number	
5.	IFSC Code	
6.	PAN no.	
7.	GST No:	

Signature : _____
Name : _____
Designation : _____
Company seal : _____

Signature of the Bidder
with company Seal

Ref: IDBI-Bank/ITD/ RFP/PPG/ 24-25 /71
21-March- 2025

9. INFORMATION SECURITY CERTIFICATE (ANNEXURE-9)

(To be submitted on the Company's Letter Head and included in the Technical Bid)

To,
Dy. General Manager
Procurement Group, Information Technology Department
IDBI Bank Limited,
Unit 2, Corporate Park
Chembur, Mumbai-400071.

**Reference: RFP for Appointment of Vendor for Providing Skilled Manpower
for Building Management Surveillance (BMS) Services at DC-
Belapur, DRC-Chennai
(REF No: IDBI-Bank/ITD/ RFP/ 24-25 / 71 : 21-03-2025)**

This is to certify that–

1. Hardware and the software/future upgrades being offered do not contain any kind of malicious code such as Viruses, Trojan, Spyware that would:
 - (a) Obstruct the desired and the designed function of hardware.
 - (b) Cause physical damage to the user or their equipment during the usage of the equipment.
 - (c) Tap the information regarding network, users and information stored on the network of the Bank or in its CBS Platform or otherwise.
 - (d) Culminate into software attack, theft of intellectual property rights, identity theft, theft of equipment or information, sabotage & information extortion;
2. We undertake to be liable in case of any loss that may be caused to the Purchaser due to the breach of any of the aforesaid assurances & representations and also for any physical damage, loss of information, loss of reputation and those relating to copyright and Intellectual Property Rights (IPRs), caused due to activation of any such malicious code in the hardware / software supplied.
3. We shall make sure that the sensitive data (such as password, financial information, biometric information, personal information etc.) shared by the Bank will be kept within the geographical boundaries of India

Signature : _____
Name : _____
Designation : _____
Company seal : _____

10. BIDDER PROFILE (ANNEXURE-10)

(To be submitted on the Company's Letter Head and included in the Technical Bid)

Date: _____ (DD/MM/YYYY)

To,
Dy. General Manager
Procurement Group, Information Technology Department
IDBI Bank Limited,
Unit 2, Corporate Park
Chembur, Mumbai-400071.
Dear Sir,

**Reference: RFP for Appointment of Vendor for Providing Skilled Manpower
for Building Management Surveillance (BMS) Services at DC-
Belapur, DRC-Chennai
(REF No: IDBI-Bank/ITD/ RFP/ 24-25 / 71 : 21-03-2025)**

Sr. No	Particulars	Response
1.	Name & Registered Office Address of the Bidder	
2.	Type of organization & year of incorporation / Registration. (Copy of certificate of registration / incorporation to be submitted)	
3.	PAN No (Copy of PAN card to be submitted)	
4.	GST No (Copy of GST reg. to be submitted)	
5.	Correspondence address at Mumbai with contact person/s Details: Name: Telephone No.& Mobile No. Email Id: etc.	
6.	Contact person/s Details for the purpose of this RFP: Details: Name: Telephone No & Mobile No.: Email Id: etc.	
7.	Name and designation of the person authorized to sign the Bid / proposal and all other documents incidental to the RFP.	

Please find enclosed the supporting documents for above response.

Signature:

Name of the Authorized Person:

Designation:

(Company Seal)

Signature of the Bidder
with company Seal

Ref: IDBI-Bank/ITD/ RFP/PPG/ 24-25 /71
21-March- 2025

11. PRE – BID QUERIES (ANNEXURE-11)

(To be submitted in excel file format at dgm.itvmg@idbi.co.in)

**Reference: RFP for Appointment of Vendor for Providing Skilled Manpower for Building Management Surveillance (BMS) Services at DC-Belapur, DRC-Chennai
(REF No: IDBI-Bank/ITD/ RFP/ 24-25 / 71 : 21-03-2025)**

Bidder Name :				
Contact Person :				
Contact no / email id:				
S. No	RFP Ref Page no	RFP Clause no	Existing clause Details	Clarification Sought
1				
2				
3				
4				
5				
6				

Signature : _____
Name : _____
Designation : _____
Company seal : _____

12. PRE INTEGRITY PACT (ANNEXURE-12)

(To be stamped on Rs.500/- Stamp paper and included in the Technical bid)

General

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on _____ day of the month of _____ 20 __, between, IDBI Bank Ltd., a company within the meaning of Section 2(20) of the Companies Act, 2013 (18 of 2013) and a banking company within the meaning of Section 5 (c) of the Banking Regulation Act, 1949 (10 of 1949), with Corporate Identity No. L65190MH2004GOI148838 and having its registered office at IDBI Tower, WTC Complex, Cuffe Parade, Mumbai - 400 005 through its _____ Department/ Office at _____, _____, (hereinafter called the "PRINCIPAL", which expression shall mean and include, unless the context otherwise requires, its successors) of the First Part

And

M/s _____ represented by Smt/ Shri _____, MD/ CEO/ CMD (hereinafter called the "BIDDER/ Seller which expression shall mean and include, unless the context otherwise requires, its/ his successors and permitted assigns) of the Second Part.

WHEREAS the PRINCIPAL proposes to procure (**Appointment of Vendor for Providing Skilled Manpower for Building Management Surveillance (BMS) Services at DC-Belapur, DRC-Chennai**) and BIDDER/ Seller is willing to offer/ has offered the same to the Principal.

WHEREAS the BIDDER is a private company/ public company/ Government undertaking/ partnership/ registered export agency, constituted in accordance with the relevant law in the matter and the PRINCIPAL is an Office/ Department of IDBI Bank Ltd performing its functions on behalf of IDBI Bank Ltd.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/ prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:

- Enabling the PRINCIPAL to obtain the desired service/ product at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement; and
- Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the PRINCIPAL will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

Signature of the Bidder
with company Seal

Ref: IDBI-Bank/ITD/ RFP/PPG/ 24-25 /71
21-March- 2025

1. Commitments of the PRINCIPAL

1.1 The PRINCIPAL undertakes that no official of the PRINCIPAL, connected directly or indirectly with the contract, will demand, take a promise for or accept directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organisation or third party (which is not available legally) related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

1.2 The PRINCIPAL will, during the pre-contract stage, treat all BIDDERS alike, and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.

1.3 All the officials of the PRINCIPAL will report to the appropriate authority any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the PRINCIPAL with full and verifiable facts and the same is prima facie found to be correct by the PRINCIPAL, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the PRINCIPAL and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the PRINCIPAL the proceedings under the contract would not be stalled.

3. Commitments of the BIDDERS

The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:

3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage commission, fees brokerage or inducement to any official of the PRINCIPAL, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or

immaterial benefit or other advantage, commission, fees, brokerage or inducement (not available legally) to any official of the PRINCIPAL or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with IDBI Bank Ltd for showing or forbearing to show favour or disfavor to any person in relation to the contract or any other contract with IDBI Bank Ltd.

3.3 The BIDDER confirms and declares that they have not made any payments to any agents/ brokers or any other intermediary, in connection with this bid/ contract.

3.4 The BIDDER further confirms and declares to the PRINCIPAL that the BIDDER is the original vendor or service provider in respect of product/ service covered in the bid documents and the BIDDER has not engaged with any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the PRINCIPAL or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

3.5 The BIDDER, at the earliest available opportunity, i.e. either while presenting the bid or during pre-contract negotiations and in any case before opening the financial bid and before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the PRINCIPAL or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of the services agreed upon for such payments.

3.6 The BIDDER will not enter into any undisclosed agreement or collude with other parties interested in the contract/ other BIDDERS to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract or with respect to prices, specifications, certifications, subsidiary contracts etc.

3.7 The BIDDER will not accept any advantage in exchange for any corrupt practice; unfair means and illegal activities.

3.8 The BIDDER shall not use improperly, for purpose of competition or personal gain or pass on to others, any information provided by the PRINCIPAL as a part of the business relationship, regarding plans, technical proposals and business details including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

3.9 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

3.10 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

3.11 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the PRINCIPAL, or alternatively, if any relative of an officer of the PRINCIPAL has financial interest/ stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender.

3.12 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the PRINCIPAL.

3.13 The BIDDER/ Contractor shall not directly or through any other person or firm use coercive practices against IDBI Bank and/ or other BIDDERS/ Contractor(s).

3.14 BIDDERS are not to pass any information provided by the PRINCIPAL as a part of business relationship to others and not commit any offence under PC/ IPC Act.

3.15 Foreign BIDDERS if any, to disclose name and address of agents and representatives in India and Indian Bidders to disclose their foreign principal or associates.

3.16 BIDDERS to disclose any transgressions with any other company that may impinge on anti- corruption principle.

4. Previous Transgressions

4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise / Public Sector Banks in India or any Government Department in India or RBI that could justify BIDDER's exclusion from the tender process.

4.2 The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

5. Earnest Money (Security Deposit)

5.1 While submitting commercial bid, the BIDDER shall deposit an amount (specified in RFP) as Earnest Money/ Security Deposit, with the PRINCIPAL through any of the modes mentioned in the RFP/ bid document and no such mode is specified, by a Bank Draft or a Pay Order in favour of IDBI Bank Ltd. However payment of any such amount by way of Bank Guarantee, if so permitted as per bid documents/ RFP should be from any nationalized Bank other than IDBI Bank Ltd and promising payment of the guaranteed sum to the PRINCIPAL on demand within three working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the PRINCIPAL shall be treated as conclusive proof for making such payment to the PRINCIPAL.

5.2 Unless otherwise stipulated in the Bid document/ RFP, the Earnest Money/ Security Deposit shall be valid upto a period of five years or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the PRINCIPAL, including warranty period, whichever is later.

5.3 In case of the successful BIDDER, a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of Sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the PRINCIPAL to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

5.4 No interest shall be payable by the PRINCIPAL to the BIDDER on Earnest Money/ Security Deposit for the period of its currency.

6. Sanctions for Violations

6.1 Any breach of the aforesaid provisions by the BIDDER or anyone employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the PRINCIPAL to take all or any one of the following actions, wherever required:

6.1.1 To immediately call off the pre contract negotiations without assigning any reason and without giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue, unless the PRINCIPAL desires to drop the entire process.

6.1.2 The Earnest Money Deposit (in pre-contract stage) and / or Security Deposit/ Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the PRINCIPAL and the PRINCIPAL shall not be required to

assign any reason therefore.

6.1.3 To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.

6.1.4 To encash the advance bank guarantee and performance bond/ warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the PRINCIPAL along with interest.

6.1.5 To cancel all or any other Contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the PRINCIPAL resulting from such cancellation/ rescission and the PRINCIPAL shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.

6.1.6 To debar the BIDDER from participating in future bidding processes of the PRINCIPAL or any of its subsidiaries for a minimum period of five years, which may be further extended at the discretion of the PRINCIPAL.

6.1.7 To recover all sums paid, in violation of this Pact, by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.

6.1.8 Forfeiture of Performance Bond in case of a decision by the PRINCIPAL to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

6.1.9 Intimate to the CVC, IBA, RBI, as the PRINCIPAL deemed fit the details of such events for appropriate action by such authorities.

6.2 The PRINCIPAL will be entitled to take all or any of the actions mentioned at para 6.1.1 to 6.1.9 of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offense as defined in Chapter IX of Indian Penal Code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

6.3 The decision of the PRINCIPAL to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Independent External Monitor(s) appointed for the purposes of this Pact.

7. Fall Clause

7.1 The BIDDER undertakes that it has not supplied/ is not supplying similar product/ systems or subsystems at a price lower than that offered in the present bid in respect of any other Ministry/ Department of the Government of India or PSU or any other Bank and if it is found at any stage that similar product/ systems or sub systems was supplied by the BIDDER to any other Ministry/ Department of the Government of India or a PSU or a Bank at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the PRINCIPAL, if the contract has already been concluded.

8. Independent External Monitors

8.1 The PRINCIPAL has appointed Independent External Monitors (hereinafter referred to as Monitors or IEMs) for this Pact in consultation with the Central Vigilance Commission (Names and Addresses of the Monitors to be given).

Sr. No.	Name of IEM	Contact Number	Contact mail
1	Dr. Rajiva Ranjan Verma, IPS, Ex-Director General, Railway Protection Force	9868260524	rajivaranjanin@yahoo.co.in
2	Shri P V V Satyanarayana, IRSS, Ex-Principal Chief Manager, South Central Railway	8130073011	skpadala@gmail.com

8.2 The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

8.3 The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.

8.4 Both the parties accept that the Monitors have the right to access all the documents relating to the project/ procurement, including minutes of meetings.

8.5 As soon as the Monitor notices, or has reason to believe, a violation of this Pact, he will so inform the Authority designated by the PRINCIPAL.

8.6 The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the PRINCIPAL including that provided by the BIDDER. The

BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Sub-contractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/ Sub-contractor(s) with confidentiality.

8.7 The PRINCIPAL will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.

8.8 The Monitor will submit a written report to the designated authority of PRINCIPAL/ Secretary in the Department/ within 8 to 10 weeks from the date of reference or intimation to him by the PRINCIPAL/ BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

9. Facilitation of Investigation

In case of any allegation of violation of any provisions of this Pact or payment of commission, the PRINCIPAL or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

10. Law and Place of Jurisdiction

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the PRINCIPAL.

11. Other Legal Actions

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

12. Validity

12.1 The validity of this Integrity Pact shall be from date of its signing and extend up to the complete execution of the contract to the satisfaction of the PRINCIPAL and the BIDDER/ Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract, with the successful bidder by the PRINCIPAL.

12.2 Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

13. The parties hereby sign this Integrity Pact at _____ on _____.

IN WITNESS WHEREOF, the Parties have signed and executed this Integrity Pact at the place and date first hereinabove mentioned in the presence of following witness:

Signature
(For & on behalf of the PRINCIPAL)
Contractor)

Signature
(For & on behalf of the BIDDER/

Office Seal
Name
Designation

Office Seal
Name
Designation

Witness 1:
(Name & Address) _____

Witness 2:
(Name & Address) _____

[Provisions of the above clauses would need to be amended/ deleted in line with the policy of the PRINCIPAL in regard to involvement of Indian agents of foreign suppliers].

13. CONTRACT FORM (ANNEXURE-13)

(To be submitted by the Successful Bidder)

THIS AGREEMENT made at _____ the _____ day of _____ two thousand twenty one between IDBI BANK LIMITED, a company registered under the Companies Act, 1956 (1 of 1956) and a banking company within the meaning of Section 5 (c) of the Banking Regulation Act, 1949 (10 of 1949) and having its registered office at IDBI Tower, WTC Complex, Cuffe Parade, Mumbai - 400 005 (hereinafter called "the Purchaser" which expression shall unless it be repugnant to the subject, context or meaning thereof shall be deemed to mean and include its successors and assigns) of the **ONE PART** and M/s _____ (Name of Successful Bidder) of _____ (Please specify the registered office of the Successful Bidder) (Hereinafter called "the Vendor" which expression shall unless it be repugnant to the subject, context or meaning thereof shall be deemed to mean and include its successors) of the **OTHER PART**;

The Purchaser and Vendor are hereinafter collectively referred to as "Parties" and individually as Party-

WHEREAS the Purchaser vide RFP No **IDBI-Bank/ITD/RFP/ 24-25 / 71 dated 21-03-2025** (the RFP) invited bids for Engagement of Vendors for Appointment of Vendor for Providing Skilled Manpower for Building Management Surveillance (BMS) Services at DC-Belapur, DRC-Chennai (Brief Description of Services) and has accepted a bid by the Vendor for rendering of the Services for the sum of Rs. _____/- (Rupees _____ only) (Contract Price in Words and Figures) (Hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AND IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

- 1) In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the RFP / Conditions of Contract referred to.
- 2) The signed original copy of the RFP no. **IDBI-Bank/ITD/ RFP/ 24-25/ 71, dated 21-03-2025** submitted by the vendor with the purchaser shall form an integral part of this contract form.
 - a. The parties hereto by way of abundant precaution do hereby agree, admit & declare that all the contractor's representations, warranties & undertakings recorded in the RFP shall be deemed to be incorporated and adopted herein by reference to constitute and form an integral part of this contract form.
 - b. Each of the representations, warranties and undertakings of the contractor contained in the RFP shall be deemed to have been made as of the date hereof. In consideration of the payments to be made by the Purchaser to the Contractor as hereinafter mentioned, the Contractor hereby agrees and covenants with the Purchaser to provide/render the Services

and to remedy defects, if any therein, strictly in conformity in all respects with the provisions of the Contract.

3) In consideration of the payments to be made by the Purchaser to the Contractor as hereinafter mentioned, the Contractor hereby agrees and covenants with the Purchaser to provide/render the Services and to remedy defects, if any therein, strictly in conformity in all respects with the provisions of the Contract.

4) The Purchaser hereby agrees and covenants to pay the Contractor in consideration of the rendering of the Services, furnish necessary undertakings, guarantees and also to remedy defects, if any therein, the Contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed on the day, month and year first above written.

Signed and Delivered by the within named

Signature:

Name: _____

Date: _____ (DD/MM/YYYY)

IN THE PRESENCE OF

1. Signature Name: _____ Address: _____	2. Signature Name: _____ Address: _____
---	---

Signed and Delivered by the within named

M/s _____

Date: _____ (DD/MM/YYYY)

IN THE PRESENCE OF:

1. Signature Name: _____ Address: _____	2. Signature Name: _____ Address: _____
---	---

14. PERFORMANCE BANK GUARANTEE (ANNEXURE-14)

(To be submitted by the Successful Bidder)

Bank Guarantee No.	
Bank Guarantee Amount	
Expiry Date	
Claim Amount	

GUARANTEE FOR PERFORMANCE OF CONTRACT

THIS GUARANTEE AGREEMENT executed at _____ this _____ day of _____ Two Thousand twenty Five.

BY:

_____ Bank, a body corporate constituted under _____, having its Registered Office/ Head Office at _____, and a Branch Office at _____ (hereinafter referred to as “the Guarantor”, which expression shall, unless it be repugnant to the subject, meaning or context thereof, be deemed to mean and include its successors and assigns)

IN FAVOUR OF:

IDBI BANK LIMITED, a company registered under the Companies Act, 1956 (1 of 1956) and a banking company within the meaning of Section 5 (c) of the Banking Regulation Act, 1949 (10 of 1949) with CIN L65190MH2004GOI148838 and having its registered office at IDBI Tower, WTC Complex, Cuffe Parade, Mumbai - 400 005 and having its Branch Office amongst other places (hereinafter referred to as “**Bank**” which expression shall unless it be repugnant to the subject, meaning or context thereof, be deemed to mean and include its successors and assigns),

- 1. WHEREAS**, Bank vide RFP No. **IDBI-Bank/ITD/ RFP/ 24-25 /71 dated 21-03-2025** called for the bids for engagement of Vendor for Appointment of Vendor for Providing Skilled Manpower for Building Management Surveillance (BMS) Services at DC-Belapur, DRC-Chennai for IDBI Bank. M/s _____ have been appointed as the Successful Vendor (hereinafter referred to as "Vendor") and accordingly has entered into Contract with Bank subject to the terms and conditions contained in the said documents and the Vendor has duly confirmed the same.
- 2. AND WHEREAS** pursuant to the Bid Document, the Contract Form, Annexure Forms and the other related documents (hereinafter collectively referred to as “the said documents”, the Bank has agreed to avail from M/s _____ and M/s _____ has agreed to provide to the Bank _____, more particularly described in the Schedule/Annexure to the said documents (hereinafter collectively referred to as “the Services”), subject to payment of

the Contract price as stated in the said documents and also subject to the terms, conditions, covenants, provisions and stipulations contained the said documents. The Vendor has also furnished indemnity deed and Non-Disclosure Agreement and as such is bound by the same.

3. **AND WHEREAS** the Vendor has duly signed the said documents.
4. **AND WHEREAS** in terms of the Contract, the Vendor has agreed to provide the Services and to procure an unconditional and irrevocable performance bank guarantee, in favor of the Bank, from a bank acceptable to the Bank for securing Appointment of Vendor for Providing Skilled Manpower for Building Management Surveillance (BMS) Services at DC-Belapur, DRC-Chennai towards faithful observance and performance by the Vendor of the terms, conditions, covenants, stipulations, provisions of the Contract/the said documents.
5. **AND WHEREAS** at the request of the Vendor , the Guarantor has agreed to guarantee the Bank, payment of the 3% of the total Contract value amounting to(in words) with validity oftowards faithful observance and performance by the Vendor of the terms of the Contract and the said documents.

NOW THEREFORE THIS AGREEMENT WITNESSETH AS FOLLOWS:

In consideration of the above premises, the Guarantor hereby unconditionally, absolutely and irrevocably guarantees to the Bank as follows:

1. The Guarantor hereby guarantees and undertakes to pay, on demand, to the Bank at its office at Mumbai forthwith, the _____ or any part thereof, as the case may be, as aforesaid due to the Bank from the Vendor , towards any loss, costs, damages, etc. suffered by the Bank on account of default of the vendor in the faithful observance and performance of the terms, conditions, covenants, stipulations, provisions of the Contract, without any demur, reservation, contest, recourse or protest or without any reference to the vendor. Any such demand or claim made by the Bank, on the Guarantor shall be final, conclusive and binding notwithstanding any difference or any dispute between the Bank and the vendor or any dispute between the Bank and the vendor pending before any Court, Tribunal, Arbitrator, or any other authority.
2. The Guarantor agrees and undertakes not to revoke this Guarantee during the currency of these presents, without the previous written consent of the Bank and further agrees that the Guarantee herein contained shall continue to be enforceable until and unless it is discharged earlier by the Bank, in writing.
3. The Bank shall be the sole judge to decide whether the vendor has failed to perform the terms of the Contract for providing the Services by the vendor to the Bank, and on account of the said failure what amount has become payable by the vendor to the Bank under this Guarantee. The decision of the Bank in this behalf shall be final, conclusive and binding on the Guarantor and the Guarantor shall not be entitled to demand the Bank to establish its claim under this Guarantee but shall pay the sums demanded without any objection, whatsoever.

4. To give effect to this Guarantee, the Bank, may act as though the Guarantor was the principal debtor to the Bank.
5. The liability of the Guarantor, under this Guarantee shall not be affected by
 - 5.1. any change in the constitution or winding up of the vendor or any absorption, merger or amalgamation of the Vendor with any other company, corporation or concern; or
 - 5.2. any change in the management of the Vendor or takeover of the management of the vendor by the Government or by any other authority; or
 - 5.3. acquisition or nationalization of the Vendor and/or of any of its undertaking(s) pursuant to any law; or
 - 5.4. any change in the constitution of Bank/Vendor; or
 - 5.5. any change in the set-up of the Guarantor which may be by way of change in the constitution, winding up, voluntary or otherwise, absorption, merger or amalgamation or otherwise; or
 - 5.6. The absence or deficiency of powers on the part of the Guarantor to give Guarantees and/or Indemnities or any irregularity in the exercise of such powers.
6. Notwithstanding anything contained hereinabove, the liability of the Guarantor hereunder shall not exceed the rupee equivalent of _____ (In words) being the 10% of the Contract Price.
7. This Guarantee will expire on _____ (DD/MM/YYYY). Any demand or claim under this Guarantee must be received by the Guarantor by _____ (DD/MM/YYYY) and if no such demand or claim has been received by the Guarantor by the date mentioned as aforesaid, then all the rights of the Bank under this Guarantee shall cease.
8. For all purposes connected with this Guarantee and in respect of all disputes and differences under or in respect of these presents or arising there from the courts of Bombay city/ Mumbai city where the Bank has its Registered Office shall alone have jurisdiction to the exclusion of all other courts.

IN WITNESS WHEREOF the Guarantor has caused these presents to be executed on the day, month and year first herein above written as hereinafter appearing.

SIGNED AND DELIVERED BY

the within named Guarantor,

_____,
by the hand of Shri. _____,
its authorized official.

15. NON-DISCLOSURE AGREEMENT (ANNEXURE-15)

(To be submitted by the Successful Bidder
On Rs.100/- stamp paper)

This Non-Disclosure Agreement entered into at _____ this _____ day of
_____ Two Thousand Twenty Five

Between

IDBI Bank Limited, a company incorporated and registered under the Companies Act, 1956 (1 of 1956) and a banking company within the meaning of Section 5 (c) of the Banking Regulation Act, 1949 (10 of 1949) with CIN L65190MH2004GOI148838 and having its registered office at IDBI Tower, WTC Complex, Cuffe Parade, Mumbai – 400 005 (hereinafter called “the Purchaser/Bank” which expression shall unless it be repugnant to the subject, context or meaning thereof be deemed to mean and include its successors and assigns) of the **ONE PART**

AND

M/s _____ (Name of Vendor) of _____
(Please specify the registered office of the Vendor) (Hereinafter called “the Vendor/Contractor” which expression shall unless it be repugnant to the subject, context or meaning thereof shall be deemed to mean and include its successors and permitted assignees) of the **OTHER PART**;

WHEREAS, Bank called for the bids for engagement of Bidder for Procurement, Installation, Commissioning and Maintenance of Appointment of Vendor for Providing Skilled Manpower for Building Management Surveillance (BMS) Services at DC-Belapur, DRC-Chennai for use at branches / Offices/ Other locations of the Bank. M/s _____ (hereinafter referred to as "Bidder"), after going through the Bid Documents and being interested to act as Vendor and provide the services for product / service / solution for IDBI Bank branches/offices/other locations has submitted its bid hereafter referred to as the “Services”.

WHEREAS, the vendor is aware and confirms that the information, data, drawings and designs, and other documents made available in the Bid Documents / the Contract and thereafter regarding the Services as furnished by the vendor in their Request For Proposal or otherwise and all the Confidential Information under the Bid Documents/the Contract is privileged and strictly confidential and/or proprietary to Bank,

NOW THEREFORE, in consideration of the foregoing, the vendor agrees to all of the following conditions, for Bank, to grant the vendor specific access to Bank’s property/information and other data.

In connection with this Agreement,

“ Confidential Information” means all intellectual property information; technical or business information or material not covered; proprietary or internal information related to the current, future and proposed products or services of the Parties including, financial information,

process/flow charts, business models, designs, drawings, data information related to products and services, procurement requirements, purchasing, customers, investors, employees, business and contractual relationships, business forecasts, business plans and strategies, information the Bank provide regarding third parties; information disclosed pursuant to RFP & other documents; documents, accounts, business plans, information or documents whatsoever, concerning business, policies, strategy, property, contracts, trade secrets, transactions, or interested parties of IDBI Bank or its Subsidiaries or Affiliates and/or any other information whether disclosed to the other Party in oral, graphic, written, electronic or machine readable form, and whether or not the information is expressly stated to be confidential or marked as such, all Trade Secrets and other proprietary information including but not limited to customer list, financial information, and pricing information.

It is hereby agreed as under:

- a) The parties agree that they shall hold in trust any Confidential Information received by either party, under this Contract, and the strictest of confidence shall be maintained in respect of such Confidential Information. The parties also agree and undertake to:
 - i. maintain and use the Confidential Information only for the purposes of this Contract and only as permitted herein;
 - ii. make copies as specifically authorized by the prior written consent of the other party and with the same confidential or proprietary notices as may be printed or displayed on the original;
 - iii. restrict access and disclosure of confidential information to such of their employees, agents, vendor, and contractors strictly on a "need to know" basis, to maintain confidentiality of the Confidential Information disclosed to them in accordance with this clause; and
 - iv. Treat Confidential Information as confidential for a period of five (5) years from the date of receipt. In the event of earlier termination of this Contract, the Parties hereby agree to maintain the confidentiality of the Confidential Information for a further period of [two (2)] years from the date of such termination.
- b) Confidential Information in oral form must be identified as confidential at the time of disclosure and confirmed as such in writing within 30 (thirty) days of such disclosure. Confidential Information does not include information which:
 - i. the recipient knew or had in its possession, prior to disclosure, without limitation on its confidentiality;
 - ii. is independently developed by the recipient without breach of this Contract;
 - iii. is the public domain;
 - iv. is received from a third party not subject to the obligation of confidentiality with respect to such information;
 - v. is released from confidentiality with the prior written consent of the other party.

The recipient shall have the burden of proving hereinabove are applicable to the information in the possession of the recipient.

- c) Notwithstanding the foregoing, the parties acknowledge that the nature of the Services to be performed under this Contract may require the vendor's personnel to be present on premises of Bank or may require the vendor's personnel to have access to computer networks and databases of Bank while on or off premises of Bank. It is understood that it would be impractical for Bank to monitor all information made available to the vendor's personnel under such circumstances and to provide notice to the vendor's of the confidentiality of all such information. Therefore, the vendor agrees and undertakes that any technical or business or other information of Bank that the vendor's personnel, or agents acquire while on Bank premises, or through access to Bank computer systems or databases while on or off Bank premises, shall be deemed Confidential Information.
- d) Confidential Information shall at all times remain the sole and exclusive property of the disclosing party. Upon termination of this Contract, confidential information shall be returned to the disclosing party or destroyed, if incapable of return. The destruction shall be witnessed and so recorded, in writing, by an authorized representative of each of the parties. Nothing contained herein shall in any manner impair or affect rights of Bank in respect of the Confidential Information.
- e) In the event that any of the parties hereto becomes legally compelled to disclose any Confidential Information, such party shall give sufficient notice to the other party to enable the other party to prevent or minimize to the extent possible, such disclosure. Neither party shall disclose to a third party any Confidential Information or the contents of this Contract without the prior written consent of the other party. The obligations of this Clause shall be satisfied by handling Confidential Information with the same degree of care, which the receiving party applies to its own similar confidential information but in no event less than reasonable care. The obligations of this clause shall survive the expiration, cancellation or termination of this Contract.
- f) The provisions hereunder shall survive termination of the Contract.

Sign
Name _____
Designation _____
Company Seal
Place:
Date:

Accepted (Bank)

Sign
Name _____
Designation _____
Company Seal
Place:
Date:

16. DEED OF INDEMNITY (ANNEXURE-16)

(To be submitted by the Successful Bidder on Rs.500/- stamp paper)

This Deed of Indemnity executed at Mumbai on the _____ day of _____ two thousand twenty one by M/s _____ <insert name of the Successful Bidder> (hereinafter referred to as “the Obligor” which expression shall unless it be repugnant to the context, subject or meaning thereof, shall be deemed to mean and include successors and permitted assigns);

IN FAVOUR OF

IDBI Bank Limited, a company registered and incorporated under the Companies Act, 1956 (1 of 1956) and a banking company within the meaning of section 5 (c) of the Banking Regulation Act, 1949 (10 of 1949) having its registered office at IDBI Tower, WTC Complex, Cuffe Parade, Colaba, Mumbai - 400 005 (hereinafter referred to as “Bank” which expression shall, unless it be repugnant to the subject or context or meaning thereof, be deemed to mean and include its successors and assigns)

Now, the Bank and Successful Bidder wherever the context so permits, shall hereinafter collectively refer to as the “Parties” and individually as a “Party”.

WHEREAS, Bank vide RFP No. **IDBI-Bank/ITD/ RFP/ 24-25 / 71 dated 21-03-2025** called for the bids for engagement of Vendor for Appointment of Vendor for Providing Skilled Manpower for Building Management Surveillance (BMS) Services at DC-Belapur, DRC-Chennai for IDBI Bank. M/s _____ have been appointed as the Successful Vendor.

1) The Obligor has

- a) offered to supply product / service / solution & provide / carry out their commissioning for existing and proposed new branches /offices/ other locations of IDBI Bank (“Services”) as inclusively stated under Service Level Expectations and Specifications Systems & Solutions;
- b) represented and warranted that they have obtained all permissions, consents, licenses, registrations, confirmations, approvals from all authorities, both regulatory and non-regulatory, including statutory or otherwise, local, municipal, governmental, quasi-governmental, as are required under Applicable Laws for executing the Services to the Bank and also represented and covenanted that all above approvals shall remain in force during contract period;
- c) represented and warranted that the aforesaid Services offered to Bank do not violate any provisions of the applicable laws, regulations or guidelines including legal and environmental. In case there is any violation of any law, rules or regulation, which is capable of being remedied the same will be got remedied immediately to the satisfaction of Bank;

- d) represented and warranted that they are authorized and legally eligible and otherwise entitled and competent to enter into such contract(s) with Bank;
- 2) Bank, relying and based on the aforesaid representations and warranties of the Obligor, has agreed to avail the services of the Obligor on the terms and conditions contained in its Contract dated _____ (DD/MM/YYYY) (the Contract) with the Obligor;
- 3) One of the conditions of the aforesaid Contract is that the Obligor is required to furnish an indemnity in favor of Bank indemnifying the latter against any loss, damages or claims arising out of any violations of the applicable laws, regulations, guidelines during the execution of its services to Bank over the contract period as also for breach committed by the Obligor on account of misconduct, omission and negligence by the Obligor.
- 4) In pursuance thereof, the Obligor has agreed to furnish an indemnity in the form and manner and to the satisfaction of Bank as hereinafter appearing;

NOW THIS DEED WITNESSETH AS UNDER:

In consideration of Bank having agreed to award the aforesaid contract to the Obligor, more particularly described and stated in the aforesaid Contract, the Obligor do hereby agree and undertake that:

1. The Obligor shall, at all times hereinafter, save and keep harmless and indemnified Bank, including its respective directors, officers, and employees and keep them indemnified from and against any claim, demand, losses, liabilities or expenses of any nature and kind whatsoever and by whomsoever made in respect of the said contract and any damage caused from and against all suits and other actions that may be instituted taken or preferred against Bank by whomsoever and all losses, damages, costs, charges and expenses that Bank may incur by reason of any claim made by any claimant for any reason whatsoever or by anybody claiming under them or otherwise for any losses, damages or claims arising out of all kinds of accidents, destruction, deliberate or otherwise, direct or indirect, from those arising out of violation of applicable laws, regulations, guidelines and also from the environmental damages, if any, which may occur during the contract period.
2. The Obligor further agrees and undertakes that the Obligor shall, during the Contract period, ensure that all the permissions, authorizations, consents are obtained from the local and/or municipal, statutory, regulatory and/or governmental authorities, as may be required under the applicable laws, regulations, guidelines, orders framed or issued by any appropriate authorities.
3. The Obligor further agrees to provide complete documentation of all sub-systems, operating systems, systems software, utility software and other software, they are having. The Obligor shall also provide licensed software for all software services, whether developed by it or acquired from others for performing the obligations under the Contract. The Obligor shall also indemnify and keep indemnified IDBI against any levies / penalties / claims / demands litigations, suits, actions, judgments, and or otherwise in account of any default and or breach and or otherwise in this regard.

4. If any additional approval, consent or permission is required by the Obligor to execute and perform the Contract during the currency of the Contract, they shall procure the same and/or comply with the conditions stipulated by the concerned authorities without any delay.
5. The obligations of the Obligor herein are irrevocable, absolute and unconditional, in each case irrespective of the value, genuineness, validity, regularity or enforceability of the aforesaid Contractor the insolvency, bankruptcy, re-organization, dissolution, liquidation or change in ownership of Bank or Obligor or any other circumstance whatsoever which might otherwise constitute a discharge of or defense to an indemnifier.
6. The obligations of the Obligor under this deed shall not be affected by any act, omission, matter or thing which, would reduce, release or prejudice the Obligor from any of the indemnified obligations under this indemnity or prejudice or diminish the indemnified obligations in whole or in part, including in law, equity or contract (whether or not known to it, or to Bank).
7. This indemnity shall survive the aforesaid Contract.
8. Any notice, request or other communication to be given or made under this indemnity shall be in writing addressed to either party at the address stated in the aforesaid Contract and or as stated above.
9. This indemnity shall be governed by, and construed in accordance with, the laws of India. The Obligor irrevocably agrees that any legal action, suit or proceedings arising out of or relating to any this indemnity may be brought in the Courts/Tribunals at Mumbai. Final judgment against the Obligor in any such action, suit or proceeding shall be conclusive and may be enforced in any other jurisdiction, by suit on the judgment, a certified copy of which shall be conclusive evidence of the judgment, or in any other manner provided by law. By the execution of this indemnity, the Obligor irrevocably submits to the exclusive jurisdiction of such Court/Tribunal in any such action, suit or proceeding.
10. Bank may assign or transfer all or any part of its interest herein to any other person. Obligor shall not assign or transfer any of its rights or obligations under this indemnity, except with the prior written consent of the Bank.

The words and expressions not specifically defined shall have the same meanings as are respectively assigned to them in the Bid Document.

IN WITNESS WHEREOF the Obligor has signed these presents on the day, month and year first above written.

Signed and Delivered on behalf of (M/s _____)

by the hand of Mr/Ms/Mrs _____ (Designation _____),

the authorized official of the obligor

17. LIST OF DOCUMENTS TO BE SUBMITTED IN RESPONSE TO THE RFP (ANNEXURE-17)

(To be submitted on the Company's Letter Head and included in the Technical Bid)

**Reference: RFP for Appointment of Vendor for Providing Skilled Manpower for Building Management Surveillance (BMS) Services at DC-Belapur, DRC-Chennai
(REF No: IDBI-Bank/ITD/ RFP/ 24-25 / 71 : 21-03-2025)**

#	Documents to be submitted	Supporting Documents	Submitted (Yes / No)
1.	Copy of NEFT receipt/UTR details (EMD and Bid Cost)	<ul style="list-style-type: none"> EMD Bid document fee MSME Certificate / NSIC / Other Supporting document for waiver for EMD / Bid Fee 	Yes / No
2.	Technical Bid Form	<ul style="list-style-type: none"> As per Annexure-1 	Yes / No
3.	Price schedule	<ul style="list-style-type: none"> As per Annexure-3 	Yes / No
4.	Qualification/Requirement Of BMS Skilled Manpower	<ul style="list-style-type: none"> As per Annexure-4 	Yes / No
5.	Power of Attorney as per format provided in RFP (accompanied by certified true copy of Board Resolution)	<ul style="list-style-type: none"> Certified true copy of Board Resolution POA as per format at Annexure-5 (If sub delegates the power by the authorized signatory whose nominated by the board) 	Yes / No
6.	Unconditional Acceptance of Terms and Conditions of RFP	<ul style="list-style-type: none"> As per Annexure-6 	Yes / No
7.	Self-Declarations by Bidder	<ul style="list-style-type: none"> As per Annexure-7 	Yes / No
8.	Letter for Refund of EMD	As per Annexure-8	Yes / No
9.	Compliance of qualification requirement sheet	<ul style="list-style-type: none"> As per Annexure-4 	Yes / No
10.	Information Security Certificate	<ul style="list-style-type: none"> As per Annexure-9 	Yes / No
11.	Eligibility Criteria Compliance (accompanied by all the supporting documents)	<ul style="list-style-type: none"> As per Annexure 	Yes / No
12.	Bidder's Profile	<ul style="list-style-type: none"> As per Annexure-10 	Yes / No

Signature of the Bidder
with company Seal

Ref: IDBI-Bank/ITD/ RFP/PPG/ 24-25 /71
21-March- 2025

		<ul style="list-style-type: none"> • Incorporation Certificate • GST • PAN 	
13.	Pre-Contract Integrity Pact	<ul style="list-style-type: none"> • As per Annexure-12 	Yes / No
14.	Contact details along with escalation matrix (for Chennai & Mumbai)	<ul style="list-style-type: none"> • Contact details along with escalation matrix 	Yes / No
15.	Signed Copy of RFP, Bank's Response to pre-Bid queries and Corrigendum (if any)	<ul style="list-style-type: none"> • Signed copy of RFP (all the pages to be signed). • Signed copy of Bank's Responses, Corrigenda and addenda, if, any, to be submitted 	Yes / No

18. WAGES DETAILS AS PER LABOUR LAW (ANNEXURE-18)

To be submitted by the Successful Bidder

Wages in terms of Circular no. 1/27(1)/2024-LS-II dated September 25, 2024 issued by Chief Labour Commissioner (C), New Delhi for Central Sphere Establishments (Ref: Central Government notification No.S.O.190 (E) dated January 19, 2017)

Overhead details for reimbursement: Skilled Manpower services (Specimen:Area A)

Per day wages w.e.f. October 01, 2024		954.00		
Per month wages w.e.f. October 01, 2024 (26 Days)		24804.00		
#	Particulars	Gross Payable	Particulars	Net Salary
1	Basic(includes VDA)	24,804.00	Basic(includes VDA)	24,804.00
2	HRA @ 5% on Basic	1240.20	HRA @ 5% on Basic	1240.20
3	Washing Allowance	75.00	Washing Allowance	75.00
4	*LW Fund as per respective State Act			
(A)	Total (item 1-4)	26,119.20	Total (A)	26119.20
5	PF @ 12% on Rs.15000/- (As per Govt Notification w.e.f 01.09.2014)	1800.00	PF @ 12%	1800.00
6	PF Admin & EDLI @ 1% on Basic (Govt Noti w.e.f 01.06.2018)	150.00		
7	ESIC @ 3.25% on item (1,2,3) (ESIC Contribution revised w.e.f 01.07.19)	0.00	ESIC @0.75% on item (1,2,3) (ESIC Contribution revised w.e.f 01.07.19)	0.00
(B)	Total (item 5-7)	1950	Total Deduction (B)	1800
(C)	Total (A) + (B)	28,069.20	Net Payable (A) - (B)	24319.20
(D)	Uniform Allowance	125.00		

Signature of the Bidder
with company Seal

Ref: IDBI-Bank/ITD/ RFP/PPG/ 24-25 /71
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(E)	Total (C) + (D)	28,194.20		
(F)	Service Charges - Annexure on (E)**			
	<i>** Service charges as per annexure is applicable only for Centralised Vendors. However, the concerned office needs to apply the actual service charge as per quotation through which the vendor is qualified, in case of vendor engaged locally.</i>			
(G)	Gross Amt. (E) + (F)	28,194.20		
(H)	Goods and Service Tax (As Applicable)			
(I)	Grand Total	Total (G)+(H)		
			*Labour Welfare Fund contribution are applicable as per respective State Acts. If such payment is applicable as per the State Welfare Act, then the amount may be added/ deducted.	
			PF contribution (Sl.No.5 & 6) to be considered on Basic at Sl No.1	
			Professional Tax deduction as per respective State Professional Tax Act. Goods and Service Tax as per applicable rate.	
Explanation: For the purpose of the notification				
Area "A" and Area "B" as indicated in Annexure to this notification shall respectively comprise all the places as specified in the said Annexure as such areas, and include all places within a distance of fifteen kilometers from the periphery of a Municipal Corporation or Municipality or Cantonment Board or Notified Area Committee of a particular place. Area "C" shall comprise of all the other places not mentioned in Area "A" and Area "B" of the Annexure and to which the Minimum Wages Act, 1948(11of 1948) extends.				
	Area			Basic (includes VDA) per Day
	Area A: Ahmedabad (UA), Bangaluru (UA), Chennai(UA), Delhi (UA), Faridabad complex, Ghaziabad, Greater Mumbai, Gurgaon, Hyderabad(UA), Kanpur(UA), Kolkata (UA), Lucknow(UA), Nagpur (UA), Noida, Navi Mumbai, Secunderabad, Pune (UA). P.S. <u>U.A.</u> Stands for Urban Agglomeration.			954

19. INSTRUCTIONS TO BIDDER – ONLINE MODE (ANNEXURE-19)

19.1. DEFINITIONS:

19.1.1.e-Procurement Technologies Ltd.(Auction Tiger): Service provider to provide the e-Tendering Software.

19.1.2.IDBI Bank e-Procurement Portal: An e-tendering portal of IDBI Bank introduced for the process of e-tendering which can be accessed on <https://eauction.auctiontiger.net/EPROC/>

19.2. ACCESSING / PURCHASING OF BID DOCUMENTS :

19.2.1.It is mandatory for all the bidders to have Class-II or Class-III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) from any of the licensed Certifying Agency under CCA, Ministry of Electronics and Information Technology, Government of India to participate in e-tendering portal of IDBI Bank. Bidders can see the list of licensed CA's from the link www.cca.gov.in. **e-Procurement Technologies Ltd.(Auction Tiger):** also facilitate Class II or Class III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) to the bidders. Bidder may contact **e-Procurement Technologies Ltd. (Auction Tiger):** at mobile no. +91-9099090830 for DSC related queries or can email at dsc@abcprocure.com.

19.2.2.To participate in the e-bid, it is mandatory for the Applicants to get themselves registered with the IDBI Bank e-Tendering Portal (<https://eauction.auctiontiger.net/EPROC/>) to have a user ID & Password with no registration fee.

19.2.3.The amendments / clarifications to the tender, if any, will be posted on the IDBI Bank e-Tendering Portal (<https://eauction.auctiontiger.net/EPROC/>).

19.2.4.The Bidder may modify or withdraw their bid after submission prior to the Bid Due Date. No Bid shall be modified or withdrawn by the Bidder after the Bid Due Date and Time.

19.2.5.For helpdesk, please contact e-Tendering Cell and Help Desk Support Monday to Friday Landline Numbers: 079 6813 6857/ 6848/ 6842/ 6820/ 6880/ 6837/ 6895
Primary Contact Numbers:- M:- 9081000427/ 09904406300
E-mail ID: nandan.v@eptl.in, fahad@eptl.in, devendra.r@eptl.in, nikhil@eptl.in

Note: It is highly recommended that the bidders should not wait till the last date of bid submission to avoid complications like internet connectivity issue, network problems, system crash down, power failure, browser compatibility issue, system compatibility issue, improper digital signature certificate problem etc. In view of this context, neither IDBI Bank nor e-Procurement Technologies Ltd. (Auction Tiger) will be responsible for such eventualities.

20. RESPONSE TO BE SUBMITTED BY BIDDER FOR VENDOR ASSESSMENT (ANNEXURE-20)

(To be submitted by the successful bidders)

Reference: RFP for Appointment of Vendor for Providing Skilled Manpower for Building Management Surveillance (BMS) Services at DC-Belapur, DRC-Chennai (REF No: IDBI-Bank/ITD/ RFP/ 24-25 / 71 : 21-03-2025)

Control No.	Domain	Assessment Pre-Requisites	Bidder Response
1	Access Management	Do you have a process for granting and documenting access, including access for subcontractors and remote access? List the person(s)/group(s) responsible for granting access. Please describe the process, including any tools utilized.	
2	Access Management	Is access to information and technology resources role based on a need-to-know basis?	
3	Access Management	Does separation of duties exist between individuals who request access, authorize access, enable access, and verify access? Please describe access management lifecycle.	
4	Access Management	Do you periodically (at least annually, to include cloud services if used) review reports or other authorization lists of user access rights? Describe the reports to review user access rights, including frequency and platforms/applications/network components/remote users. Please name the role or groups responsible for this task.	
5	Access Management	Do you have procedures to manage access for terminated/transferred employees and contractors? Please describe the process used to terminate or transfer an employee/contractor, including timeframes for access-related changes. What is the timeframe between the request and systemic activation?	
6	Access Management	Do you have procedures for managing inactive user accounts and do they include remote users? If yes, describe if accounts are disabled after a period of inactivity (i.e., 90 days) and if accounts are deleted after a period of inactivity (i.e., 180 days).	

7	Access Management	Do you have any additional provisions on how administrator accounts are set-up and super-user accounts are utilized (e.g., day to day accounts versus super-user accounts, privileges assigned to accounts, uniqueness of accounts, accountability, utilization of multi-factor authentication)? Describe the detail for those accounts to include accounts for cloud services, virtualized environments, and or third party break glass repositories if used.	
8	Access Management	Do you enforce a password management policy for access to all platforms, applications and databases? Describe the password management policy.	
9	Application	Does the application protect authentication credentials in storage?	
10	Application	Does the application follow required record retention and have a backup policy that defines the dataset, frequency and retention period in accordance with operational recovery requirements, which is certified regularly on an annual basis?	
11	Application	Is the bank-related information encrypted (either by the transmission protocol or by encrypting prior to sending) before transmitting between environments or over any network link?	
12	Application	Does the application provide a mechanism for secured storing of the Company-related information at rest using one of the methods listed in the guidelines?	
13	Application	If the Bank production data is used in a non-production environment, does the Vendor receive authorization from the Company's information owner prior to using it in a non-production environment?	
14	Application	Is the application in scope as part of regularly-scheduled DR testing? If the application is in scope, how frequently is the DR test conducted?	
15	Application	If message queuing is used in the application, does it secure the transaction through an appropriate solution ensuring message integrity.	
16	Application	Are the passwords for system accounts periodically changed (at least once in 180 days)?	

17	Application	Does the application have a minimum automatic time-out for users to re-authenticate? If yes, what is the specified time-out period?	
18	Application	Has a Penetration Test been performed on the application, and were all critical and high findings remediated prior to production implementation?	
19	Application	Has a Static Scan been performed on the application, and were all critical and high vulnerabilities remediated prior to production implementation?	
20	Application	Has a Dynamic Scan been performed on the application, and were all critical and high vulnerabilities remediated prior to production implementation?	
21	Application	Has an Open Source Scan been performed for the application, and were all critical and high vulnerabilities remediated prior to production implementation?	
22	Application	Have all default accounts been disabled, deleted, or have their passwords changed prior to deployment in production?	
23	Application	Does the application have a Disaster Recovery (DR) Plan which has been reviewed and approved within the last 365 days?	
24	Application	After a failed login attempt, does the application show a generic failure message that only says that login was unsuccessful, and does not explicitly call out the main reason for the failure?	
25	Application	Is the application integrated with the Company Federation/SSO solution, or has the application implemented connectivity restrictions to only allow access from the Company network?	
26	Application	Does the web-application remove all elements cached on the server upon session termination?	
27	Application	Do the application prevent display of server information such as web server name and version number related to the application on server banners?	
28	Application	Has the application disabled interactive login for system IDs?	

29	Asset Management	Do you have a technology asset management policy or program that has been approved by management to maintain inventory of hardware, software, information assets (e.g., databases, applications) and physical assets to include services hosted in the cloud? Please describe if the program includes periodic asset recertification.	
30	Asset Management	Do you periodically assess (at least annually) unauthorized, unlicensed and unsupported hardware/software? If Yes, please describe the process in detail.	
31	Asset Management	Do you have a process to remove information prior to decommissioning or reuse of equipment that housed, stored, processed, controlled or accessed information? Describe your procedures for the decommissioning process. Describe if the same procedure is utilized for non-repairable equipment.	
32	Asset Management	Do you prohibit your employees and contractors from performing business using personal devices? Please describe your policies for personal devices.	
33	Backup	Do you have a documented process for how system, application and data backups are performed? Describe routine for backups (full, incremental, differential; continuous, daily, weekly, etc.). Indicate how you ensure the backup process was successful.	
34	Backup	Do you have a physical security plan for your off-site storage facility, including fire authority certification? Describe the location and provider of the offsite storage facility, and indicate what access controls are implemented.	
35	Backup	Do you encrypt the devices (e.g., hard drives, USB devices, backup tapes, and storage media) that are used for backup? Please describe the controls.	
36	Backup	Do you implement controls to safeguard media and information during transfer to and from offsite location? Please describe specific controls including if insured carriers are utilized.	

37	Business Continuity and Disaster Recovery	Do you have a documented business continuity plan in place?	
38	Business Continuity and Disaster Recovery	Do your plans cover multiple recovery strategies to maximize the ability of the firm to fully recover from various disaster scenarios impacts such as 1) loss of site 2) loss of technology 3) unavailability of staff (to include pandemic) and 4) loss of critical third party? Example of recovery options include: - Multiple operation sites in different geographical zones - Ability to move staff to an alternate location - Ability to work from home - Transfer work to trained staff at other locations - Ability to rely on alternate vendors	
39	Business Continuity and Disaster Recovery	Are your plans physically tested at least annually or more frequently when significant operational changes are implemented? (e.g., new products or services and expansion or relocation of staff)	
40	Change Management	Do you have a Change Control Policy and Procedure? Please describe different components included in the change control policy and procedure (e.g., infrastructure components, physical/environmental, network, applications, databases and patches) Please provide a copy of this procedure. Describe if emergency changes follow this same procedure.	
41	Change Management	Do you log and communicate significant changes that affect clients, prior to implementing the change? Please describe the procedures.	
42	Change Management	Do you enforce separation of duties among personnel who authorize changes and personnel who implement the changes? Please provide evidence.	
43	Change Management	Do you perform a security review for any changes as part of the overall change approval process?	
44	Cloud Security	Do you use a security configuration management solution to monitor all systems (i.e., servers, operating systems, applications, databases, networking, storage, virtualization and security) that are used to provide cloud services for compliance with all cloud service provider security requirements?	

45	Cloud Security	Do you ensure that any physical storage media that is removed from production use is purged or destroyed in a timely manner using methods that comply with NIST Special Publication 800-88 Revision 1 following termination of production use? Please describe if the data and media sanitation methods ensures that any data is unrecoverable.	
46	Cloud Security	Do you ensure that any logical storage in which cloud service customer data is stored is purged using methods that comply with NIST Special Publication 800-88 Revision 1 immediately following termination of use by cloud service customer? Please describe if the data and media sanitation methods ensures that any cloud service customer data is unrecoverable.	
47	Cloud Security	Do you ensure that any cloud service customer systems (i.e., servers, operating systems, applications, databases, networking, storage, virtualization and security) and data is uniquely identifiable and logically segregated from all other cloud service provider customers?	
48	Cloud Security	Do you ensure that all egress communications, including encrypted communications, use network-based Data Loss Prevention (DLP) solutions for detecting cloud service customer Personally Identifiable Information (PII) data at the perimeter of any cloud service environments? Please describe intrusion detection and investigation process of any suspicious or anomalous events.	
49	Cloud Security	Do you ensure that all hosts that are used to provide cloud services use host-based Data Loss Prevention (DLP) solutions for detecting cloud service customer Personally Identifiable Information (PII) data? Please describe intrusion detection and investigation process of any suspicious or anomalous events.	
50	Cloud Security	Do you ensure that end-to-end encryption is implemented such that cloud service customer data is encrypted at-rest and in-transit at all times?	
51	Cloud Security	Do you encrypt data in-transit for remote management of systems (i.e., servers, networking, storage, virtualization and security) that are used to provide cloud services?	
52	Cloud Security	Do you encrypt data in-transit for virtualization operations (e.g., virtual machine migration) used to provide cloud services?	

53	Cloud Security	Do you ensure that cloud service customer data is encrypted at-rest at all times using application-level encryption (ALE), field-level database encryption, full database encryption, file/object encryption or volume encryption? Please describe data-at-rest encryption mechanisms used to protect cloud service customer data.	
54	Cloud Security	Do you ensure that all hosts in cloud service environments either use an encrypted file system or store the file system using volume-level encryption including boot partitions and swap/paging files?	
55	Cloud Security	Do you ensure that all encryption keys are protected using a cloud service provider hosted (private and on premise) highly available FIPS 140-2 Level 3 compliant physical Hardware Security Module (HSM)? Please describe encryption key management mechanisms ensure Key Encrypting Keys (KEK) and Data Encrypting Keys (DEK) are stored in the HSM.	
56	Cloud Security	Do you ensure that cloud service customer data is encrypted using unique encryption keys for all instances of application-level encryption (ALE), field-level database encryption, full database encryption, file/object encryption or volume encryption?	
57	Cloud Security	Do you ensure that all hosts in cloud service environments use unique encryption keys for encrypting file systems or volumes that store file systems?	
58	Cloud Security	Does your encryption Key Management System (KMS) solution support cloud service customer managed encryption keys such that a compromise of any cloud service provider encryption key(s) in the hierarchy would not impact cloud service customer data?	
59	Cloud Security	Do you use cloud service customer managed encryption keys when using any cloud service provider hosted encryption key management system or hardware security module?	
60	Cloud Security	Do you support the ability for cloud service customers to import, rotate (at-least annually), and revoke cloud service customer managed encryption keys as needed, without impacting cloud service availability?	
61	Cloud Security	Do you prevent the ability to logically access cloud service customer managed encryption keys. If not please	

		describe logical access controls and ability to access cloud service customer managed encryption keys?	
62	Cloud Security	Do you ensure that cloud service customer data is encrypted at-rest at all times using application-level encryption (ALE) or field-level database encryption?	
63	Cloud Security	Do you prevent storage of any cloud service customer managed encryption keys on any persistent storage device?	
64	Cloud Security	Do you restrict any individuals from maintaining access to any accounts with full administrative access to manage systems (i.e., servers, operating systems, applications, databases, networking, storage, virtualization and security) that are used to provide cloud services?	
65	Cloud Security	Do you require multi-factor authentication and network address restrictions be used for any accounts with full or privileged access to manage systems (i.e., servers, operating systems, applications, databases, networking, storage, virtualization and security) that are used to provide cloud services?	
66	Cloud Security	Do you recertify at least annually any accounts with access to manage systems (i.e., servers, operating systems, applications, databases, networking, storage, virtualization and security) that are used to provide cloud services?	
67	Cloud Security	Do you prohibit storing or replicating authentication credentials from identity and access management stores to cloud service environments?	
68	Cloud Security	Do you prohibit storing, processing or transmitting any account credentials in plaintext in source code, metadata, configuration files or any other unencrypted location?	
69	Cloud Security	Do you mutually agree upon with Cloud service customers and use reliable external time sources to synchronize the system clocks of all applicable systems (i.e., servers, operating systems, applications, databases, networking, storage, virtualization and security) that are either hosted in cloud service environments or are used to provide cloud services?	
70	Cloud Security	Do you use host-based firewalls for all hosts that are hosted in cloud service environments?	

71	Cloud Security	Do you support the ability for cloud service customers to ensure that the confidentiality and integrity of all cloud service customer virtual machine images and snapshots are maintained at all times.	
72	Cloud Security	Do you ensure that security events from all systems (i.e., servers, operating systems, applications, databases, networking, storage, virtualization and security), application programming interface (API) activity, access, configuration changes and network flow that are used to provide cloud services are logged and transferred in near real-time to a Security Information and Event Management (SIEM) for monitoring?	
73	Cloud Security	Do you use a Security Information and Event Management (SIEM) solution for performing analysis, correlation and triage of events from all cloud services and systems that are hosted in cloud service environments? Please describe if suspicious or anomalous events are investigated in timely manner.	
74	Cloud Security	Do you store any cloud service customer data in cloud service provider logs?	
75	Cloud Security	Do you store all required event logs in a cloud service provider hosted (private and on premise) environment that is managed independently and logically segregated from primary cloud service environments?	
76	Cloud Security	Do you use multi-tier network architecture such that there is segmentation between network tiers (i.e., web/presentation, application/logic and database/data) for any environments used to provide cloud services?	
77	Cloud Security	Do you use isolated network segments for out-of-band management of physical systems that are either used to provide cloud services?	
78	Cloud Security	Do you ensure that environments with any external or internet-facing components have all ingress communications, including encrypted communications, route through perimeter security (i.e., firewall, intrusion detection/prevention, and web application firewall and web threat detection) solutions at the perimeter of any environments used to provide cloud services?	
79	Cloud Security	Do you ensure that environments with any external or internet-facing components have all egress communications, including encrypted communications,	

		route through perimeter security (i.e., firewall, intrusion detection/prevention, and content filtering proxy and data loss prevention) solutions at the perimeter of any environments used to provide cloud services?	
80	Cloud Security	Do you ensure that all systems (i.e., servers, operating systems, applications, databases, networking, storage, virtualization and security) that are used to provide cloud services are evaluated at least bi-weekly to ensure timely evaluation and implementation of security updates?	
81	Cloud Security	Do you ensure that all systems (i.e., servers, operating systems, applications, databases, networking, storage, virtualization and security) that are used to provide cloud services are hardened using a secure baseline configuration that complies with cloud service providers security requirements which align with provider and industry best practices (e.g., CIS Security Benchmarks and DISA STIGs)?	
82	Cloud Security	Do you ensure that access to any virtualization management functions, administrative consoles, Application Programming Interfaces (APIs) or any other management components must be restricted to individuals based upon the principles of least privilege and supported through technical controls (i.e., multi-factor authentication, IP address filtering, encryption in-transit, network segmentation and audit logging)?	
83	Cloud Security	Do you use jump / bastion hosts for any human access using accounts with full or privileged administrative access to cloud services and systems that are hosted in cloud service environments?	
84	Cloud Security	Do you ensure that access to any jump hosts are restricted to individuals based upon the principles of least privilege and supported through technical controls (i.e., multi-factor authentication, network address restrictions, encryption in-transit and audit logging)?	
85	Cloud Security	Do you use a host-based threat protection solution (e.g., file integrity monitoring, intrusion detection or intrusion prevention) to monitor critical components for all operating systems, applications and databases that are hosted in cloud service environments?	
86	Cloud Security	Do you ensure access to jump / bastion hosts are secured using a host-based Data Loss Prevention (DLP) solution and keystroke logging?	

87	Cloud Security	Do you perform authenticated and unauthenticated application and network vulnerability scans at least bi-weekly for all systems (i.e., servers, operating systems, applications, databases, networking, storage, virtualization and security) that are used to provide cloud services?	
88	Cloud Security	Do you perform authenticated and unauthenticated application and network penetration testing prior to all major releases and at least annually for all systems (i.e., servers, operating systems, applications, databases, networking, storage, virtualization and security) that are used to provide cloud services?	
89	Compliance	Does the service provider comply with terms and conditions mentioned in Contract / MSA / SOW?	
90	Compliance	Does the service provider comply with applicable rules and regulatory requirements as per the core business operations?	
91	Customer Contact	Do you train customer facing employees or subcontractors to safeguard against social engineering tactics?	
92	Customer Contact	Do you train the customer service agents to authenticate the identity of the customer before sharing any information with the customer?	
93	Email Security	Do you prohibit employees / contractors from accessing public external e-mail servers?	
94	Email Security	Do you scan all attachments in the e-mails (e.g., for viruses or malicious code)? Please explain in- and out-bound scanning.	
95	Email Security	Do you prohibit auto-forwarding of e-mails (e.g., Are e-mails prevented from being forwarded via automatic or manual e-mail rules to such places as home-type accounts, chat rooms, user groups, blogs)?	
96	Email Security	Do you enforce e-mail related controls over corporate hand held devices (e.g., blackberry, cell phones, pagers) used for receiving/sending/storing client related information? Please describe the devices and control mechanisms.	

97	Email Security	<p>Do you encrypt emails that contains confidential, highly confidential or client personal information before it leaves the organization?</p> <p>Describe how your employees are made aware of requirements to encrypt specific client information. If information is encrypted, describe what mechanisms are available to encrypt.</p>	
98	Email Security	<p>Do you have controls over external e-mails sent on behalf of the Bank? If yes, describe the specific controls you have in place to reduce fraudulent e-mail activity</p> <p>Please describe if you:</p> <ul style="list-style-type: none"> - Publish SPF records and enforce controls for outbound mail streams (i.e. Hard fail)? - Sign mails via Domain Keys Identified Mail for outbound mail streams? - Have implemented DMARC (DMARC.ORG)? - Have a Trusted Registry Provider (e.g. Agari.com), that provides analysis of mail streams for assisting in policy enforcement and intelligence (i.e. failed message feeds)? - Apply email authentication controls to your inbound mail streams? <p>If you do not send e-mail to external parties on behalf of the Bank, please indicate "N/A."</p>	
99	Encryption	<p>Do you have documented policies and procedures for encryption key management, segregation, access controls, and maintenance of on premise and remote keys?</p> <p>If yes, do these policies include maximum key life provisions and the owner of key management role?</p>	
100	Encryption	<p>Does your data-security policy dictate when and how encryption should be employed? Please provide encryption policy, including the minimum encryption strength.</p>	

101	Encryption	Do you encrypt client's highly confidential, confidential or personal information in transit? If yes, describe the method of transmission and encryption.	
102	Encryption	Do you encrypt specific highly confidential data elements (e.g., credit card numbers, SSN) in storage? If yes, please describe nature of information and encryption method.	
103	Encryption	Are mobile devices encrypted (e.g., laptops, wireless devices)? Please describe the tools or solutions for encryption.	
104	Encryption	Do you encrypt removable storage devices (e.g., flash drives, removable storage media)? If yes, describe the encryption method for removable storage devices. If removable storage devices are not used, please indicate "N/A."	
105	Financial	Does the service provider perform regular statutory audits via an external third party auditor to ensure the following 1. Financial soundness of the firm 2. Adherence with the applicable financial rules and regulatory requirements	
106	Financial	If Yes, were there any negative findings highlighted in the audit report. How were they addressed?	
107	Incident Management	Do you have documented and tested incident response process and procedures and tested (at least annually)?	
108	Incident Management	Do you classify/prioritize incidents? If yes, describe the classifications and/or priorities.	
109	Incident Management	Will client informed immediately in regards to actual or potential Security Incident relevant to client data?	
110	Information Security	Do you have a process to approve exceptions to the established security policies? Please describe the process.	
111	Information Security	Do you communicate the information security policy to all employees, contractors and Service Providers? Please describe if you have an information security awareness program and method(s) of communication to employees, contractors and Service Providers.	

112	Information Security Policy	Do you have an information security policy that has been reviewed and approved by management? Who is the owner of this document? How is the policy communicated to employees?	
113	Information Security Policy	Does the information security policy cover the following areas at minimum: a) Risk Management b) Procedure for corrective action and prevention c) Key management d) Network security e) Human resources security f) Asset management g) Access control h) Physical and environmental security i) Communication policy j) Information security incident management k) Supplier relationship policy l) Compliance policy m) User policy and procedure n) Asset management o) Access control p) Social media policy q) Information systems acquisition, development and maintenance policy r) Business continuity s) Change management	
114	Mobile Application	Does the mobile application provided by Vendor limit caching of the Company-related information on the device?	
115	Mobile Application	Does the mobile application check for rooted or jail broken devices and for supported operating system version?	
116	Mobile Application	If the mobile app is deployed to a public app store, is post-production scanning performed on the application?	
117	Mobile Application	Is certificate pinning performed for all communications originating from the mobile application?	
118	Mobile Application	On application startup, does the mobile application check the current version which it is running and provide the ability for the user to upgrade if there is a newer version?	
119	Mobile Application	If the application runs on operating systems other than iOS or Android, is the application sandboxed?	

120	Mobile Application	If the mobile application is Company employee-facing, is it only downloaded only from the Company App Store, the Apple App Store, the Google Play App Store, or the Amazon App Store?	
121	Network Security	Do you have a network diagram depicting the environment of services provided to the Bank (to include subcontractors e.g. Cloud) and corresponding access controls list(s)? Please describe if the network diagram includes firewalls, routers, network servers, applications, critical databases, network time, and workstations. Please provide a copy of this diagram.	
122	Network Security	Do you have a Data Flow Diagram for the service being provided to the Bank? Please provide a copy. Please describe any data sent to remote or other third parties. Please name the remote or other third parties.	
123	Network Security	Do you have a firewall structure that monitors and controls external boundaries of systems and internal boundaries within information systems (e.g. web, applications and databases)	
124	Network Security	Do you have a dedicated group/individual(s) that administer the firewall rules? If yes, identify the individual or group and how permissions are granted to access the firewall	
125	Network Security	Is your production network firewalled or physically isolated from development or User Acceptance Test networks?	
126	Network Security	Do you allow only authorized ports and services?	
127	Network Security	Do you configure remote access methods (e.g., modems) to prevent unauthorized connections (e.g., war dialing)? Describe how these methods have been configured to prevent unauthorized access.	
128	Network Security	Do you secure client's information during remote connectivity (e.g., multi factor authentication, encryption, VPN Client technology, or other tools)? Please describe the methods or tools used.	

129	Network Security	Do you encrypt the data from transmission to or from wireless device? If Yes, describe the encryption algorithm and strength.	
130	Other	Do you have experience in delivering similar services in the industry as is being provided to the Company?	
131	Other	Is your organization financially sound and has the ability to service commitments even under adverse conditions?	
132	Other	Is there any litigation history/ ongoing against your organization by any of the customers/clients or your key-management personnel? If yes, what is the current status?	
133	Other	Does the vendor or its Key management personnel belong to global watch lists (Dow Jones/World Compliance and open internet checks) or sanctions list?	
134	Other	Any adverse media related to the services provided or customer complaints against you or your key management personnel ever been reported? What is the current status?	
135	Other	Are there any conflict of interest noted in providing services to the Company?	
136	Other	Do you have operations in any of the sanctioned / high risk countries? If yes then are the services to the Company being provided from that country?	
137	Personnel Security	Are background checks performed on all of your employees and, in addition, on the personnel of your Subcontractors' that have access to client's sensitive information or systems? If so, please describe in detail the scope of the background checks.	
138	Personnel Security	Do your subcontractors sign a contract covering at least: - Non-disclosure or confidentiality agreement - Acceptable usage policy - Information security responsibilities	
139	Physical and Environmental Security	Do you have a physical and environmental security program to protect client resources (information, documentation etc.)? Provide physical and environmental security program details.	

140	Physical and Environmental Security	Do you control access to your facility through the use of badges or access cards? Do you have a process for visitor access to the facility? Provide the authorization process for requesting access, including changes. Also, provide your visitor access logs.	
141	Physical and Environmental Security	Do you prevent removal of information or related assets from the premises? Provide the information security policy.	
142	Physical and Environmental Security	Do you maintain retention schedules of physical control access logs, security tapes, and other physical security monitoring devices?	
143	Physical and Environmental Security	Do you have a separate area for Various clients support?	
144	Physical and Environmental Security	Do you have controls in place to ensure employees desks, employee workstations, and office equipment are all cleared of materials? Provide your employee clean desk/clear screen policy and evidence of policy enforcement.	
145	Physical and Environmental Security	Is the access to your facility controlled by the use of a badge or access card? Describe the periodic recertification for access. If badge access is not used, describe current process.	
146	Physical and Environmental Security	Is the server/computer room electrical power supplied via an Uninterruptible Power Supply (UPS) system and are there emergency power generators? Have the UPS and generators been serviced and tested periodically?	
147	Physical and Environmental Security	Are there fire suppression systems placed within the environment? Have the fire suppression system been serviced and tested periodically? Provide evidence of servicing and testing.	
148	Physical records management	Do you follow a required retention schedule for client's confidential physical records? Describe the retention schedule followed for paper records.	

149	Physical records management	Do you require that confidential physical materials are shredded when no longer needed? Describe the process for shredding and provide evidence of destruction.	
150	Physical records management	Do you utilize a third party for transportation of electronic media or paper records to an off-site facility? Provide the company(s) used, and describe the method of transportation used. Also, provide the license and bonding information for the company(s) used.	
151	Physical records management	Do you have controls to safeguard the information during transport? Describe the controls of the secure transportation environment.	
152	Privacy	Do you have a privacy awareness training program? Please provide evidence and describe frequency.	
153	Privacy	Is there assigned responsibility for privacy, such as a Chief Privacy Officer or Data Privacy Office (DPO), who is responsible for the privacy program, policy and assessments?	
154	Regulatory Compliance	Do you have a process in place to escalate to clients, issues of non-compliance with legislative and regulatory requirements in each applicable jurisdiction?	
155	Risk Assessment	Do you have a documented Risk Management Policy in place?	
156	Risk Assessment	Do you perform Business Impact Assessments (BIA) which includes all critical assets (environments, processes, applications, computer systems, networks and specialist systems) that support critical processes pertaining to the service provided to The Bank, to establish values and potential impact on the organization should these assets were compromised.	
157	Risk Assessment	Do you conduct a regularly scheduled (at least annual) risk and control assessment (self-, internal-, external audits)?	
158	Service Level Agreement	Does the contract between the Bank and the service provider include clause around timelines to report the identified incidents and root cause analysis?	

159	Service Level Agreement	Was there any deviation from the service level agreement clause defined in the contract?	
160	SOC	Do you have strong authentication mechanisms for SOC systems and tools?	
161	SOC	Do you enforce least privilege access and role-based access control (RBAC) for SOC personnel?	
162	SOC	Do you regularly review and revoke access rights for personnel who no longer require them?	
163	SOC	Do you have a process for monitoring and detecting network which includes but is not limited to: a) Deploy and maintain a Security Information and Event Management (SIEM) system. b) Continuously monitor network traffic, system logs, and security events. c) Establish baseline behavior and set up alerts for anomalous activities. d) Regularly tune and update detection rules and signatures.	
164	SOC	Do you conduct regular training and drills to ensure familiarity with incident response processes?	
165	SOC	Do you subscribe to threat intelligence feeds and integrate them into monitoring and detection processes? Do you conduct threat hunting activities to proactively search for indicators of compromise (IoCs)?	
166	SOC	Do you have a change management process for SOC systems, tools, and configurations?	
167	SOC	Are key performance indicators (KPIs) for SOC operations defined and tracked? Do you generate regular reports on incident metrics, response times, and resolution rates? Are the metrics used to identify areas for improvement and measure the effectiveness of SOC controls?	
168	SOC	Do you have backup procedures for critical SOC data and configurations? Is the backup restoration testing performed periodically?	
169	Staff Augmentation	Do you have a process to obtain prior written approval from the Company before using subcontracted recruiters or staffing firms in sourcing candidates for the Company?	

		If yes, please describe and provide any supporting process documentation and a list of any such subcontractors.	
170	Staff Augmentation	Do you verify candidate's identity by examining and recording multiple sources of identification at appropriate checkpoints of the screening process? If yes, please describe and provide any supporting process documentation.	
171	Staff Augmentation	Do you monitor consultant performance during assignments? If yes, please describe and provide any supporting process documentation.	
172	Staff Augmentation	Do you comply with all laws and regulations relevant to Recruitment, Hiring Practices, Employment Law, and all National and other Laws and Regulations relevant to the services provided? If yes, please describe.	
173	Staff Augmentation	Do you require personnel to provide notification if they are arrested/have pending charges and provide supporting documentation related to the matter? If yes, please describe the process/procedure including reporting.	
174	Staff Augmentation	Do you require employees to undergo mandatory trainings prior to being deployed on the Company's account?	
175	Standard Builds	Does the security patch process includes a risk assessment to prioritize patches? Describe the security patch process including the risk assessment and the tools used to prioritize patches and the implementation timeframe associated with each priority.	
176	Standard Builds	Are all read/writeable devices controlled at the desktop (e.g., IPODs, CD burners, DVD, zip drives, USB drives)? Describe how these devices are controlled (e.g., diskless workstations are deployed).	
177	System Development	Are security requirements are given due consideration in the Software Development Life Cycle (SDLC) process?	
178	System Development	Is the development environment segregated from the testing and production environments?	
179	System Development	Has the organization appropriately tested the source code or software for security vulnerabilities through source code reviews, vulnerability testing and penetration testing prior to delivering the product to client?	

180	Third Party Management	Do you use third parties (subcontractors) to provide any services?	
181	Third Party Management	Does your review of subcontractors include a process to assess the criticality of those subcontractors and perform appropriate due diligence, e.g. financial viability, performance monitoring, negative news, etc., and periodic risk assessment(s)?	
182	Third Party Management	Do your contracts with subcontractors incorporate elements of the information security policy requirements and document roles and responsibilities, if applicable? Describe the details of these elements, to include data protection and transmission controls.	
183	Vulnerability Management	Do you perform vulnerability assessments or penetration tests (e.g., network, server and clients) periodically? Describe who performs these tests, identifying the third party if they are external to your organization. Also, describe the type, scope of testing, frequency and latest results.	
184	Vulnerability Management	Is antivirus software deployed, updated and maintained for all desktops and servers (to include virtualized environments, host and guests)? Describe what anti-virus products are used with each platform within your environment. Are anti-virus/ anti-malware tools configured to run periodic scans to detect, log and disposition malware?	
185	Vulnerability Management	Have you deployed intrusion detection / prevention tools in your environment? Please describe how they are updated (manual or automatic subscription/signatures deployed) and whether they are network or host based.	
186	Vulnerability Management	Have you enabled logging for applications, platforms, network devices, in accordance with security best practices to track user activity? If yes, please describe the different events that are captured in the log files.	
187	Vulnerability Management	Do you periodically review the logs (e.g., unsuccessful logons, access violations, privilege access)? Please describe the process to review all logs, timeframe, responsibility for the review, as well as any other information relevant to reviewing logs (e.g., central logging server). Provide detail whether special	

		procedures exist for retrieving logs for investigative purposes. Describe how issues identified during the review of logs are tracked and managed to close.	
188	Access Management (Cyber Security)	Do you have a process for granting and documenting access? If yes, Is access to information and technology resources role based on a need-to-know basis?	
189	Email Security (Cyber Security)	Do you prohibit employees / contractors from accessing public external e-mail servers and have controls over external e-mails sent on behalf of the Bank?	
190	Encryption (Cyber Security)	Do you have documented policies and procedures for encryption	
191	Incident Management (Cyber Security)	Do you have documented and tested incident response process and procedures as per the Regulatory and/or Statutory guidelines.	
192	Information Security Policy (Cyber Security)	Do you have an information security policy that has been reviewed and approved by management?	
193	Network Security (Cyber Security)	Do you have a network diagram depicting the environment of services provided to the Bank (to include subcontractors e.g. Cloud) and corresponding access controls list(s)? <u>Note:</u> network diagram should include firewalls, routers, network servers, applications, critical databases, network time, and workstations. Do you have a Data Flow Diagram for the service being provided to the Bank?	
194	Personnel Security (Cyber Security)	Are background checks performed on all of your employees?	

195	Physical and Environmental Security (Cyber Security)	Do you have a physical and environmental security program to protect client resources (information, documentation etc.)?	
196	Physical records management (Cyber Security)	Are confidential physical materials shredded when no longer needed?	
197	Privacy (Cyber Security)	Do you have a Information security / Privacy awareness training program?	
198	SOC (Cyber Security)	Do you have a process for LOG monitoring and detecting network incidents, which includes but is not limited to: a) Deploy and maintain a Security Information and Event Management (SIEM) system. b) Continuously monitor network traffic, system logs, and security events. c) Establish baseline behavior and set up alerts for anomalous activities. d) Regularly tune and update detection rules and signatures.	
199	Vulnerability Management (Cyber Security)	Do you perform vulnerability assessments or penetration tests (e.g., network, server and clients) periodically?	
200	Patch Management (Cyber Security)	Are the Network, Server and clients are patched periodically?	

Note: Bidders are required to respond according to the relevant domains based on the services they will provide to IDBI Bank. If successfully on boarded, they must submit evidence during the Vendor Risk Assessment audit conducted by the Bank/Consultant appointed by Bank.

D (PREPARATION & SUBMISSION OF RFP BID)

1. LANGUAGE OF RFP

1.1. The RFP responses (Bid) prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and Bank and supporting documents and printed literature shall be in English.

2. COST OF BIDDING

- 2.1. The cost of RFP / Bid document as mentioned in the **Scheduled of Events**. .
- 2.2. The cost mentioned above should be paid through NEFT as mentioned in the Schedule of Events and copy of NEFT receipt/UTR Number to be submitted along with Bid Document. Bids received without the cost shall be summarily rejected. The cost is non-refundable.
- 2.3. In case, the RFP/Bid Document is downloaded from IDBI Bank's website www.idbibank.in, the cost as mentioned above should be paid along with the submission of the Bid. Bids received without the Cost shall be summarily rejected. The Cost is non-refundable.
- 2.4. The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Bank will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Bidding process.

3. EARNEST MONEY DEPOSIT (EMD)

- 3.1. The Bidder shall furnish, as part of its Bid, an EMD as mentioned in the **Schedule of Events**.
- 3.2. The EMD is required to protect the Bank against the risk of Bidder's conduct, which would warrant the EMD's forfeiture. EMD may be forfeited in the event of withdrawal of bid during the period of bid validity or if successful bidder fails to sign the contract in accordance with the terms & conditions and other requirements specified in RFP or any act of bidder not in line with contract obligations.
- 3.3. If EMD is forfeited for any reason, the concerned bidder will be debarred from further participation in future RFPs floated by the Bank as per sole discretion of the Bank.
- 3.4. The EMD shall be deposited through NEFT denominated in Indian Rupees only.
- 3.5. Any bid not accompanied with the requisite EMD i.e. NEFT details shall be treated as nonresponsive and is liable to be rejected.
- 3.6. Any bid not accompanied with the requisite EMD shall be treated as nonresponsive and is liable to be rejected.
- 3.7. No interest is payable on the amount of EMD.

3.8. The EMD of the unsuccessful Bidders shall be returned after notification of award but not later than 30 (thirty) days after the conclusion of the contract.

3.9. The successful Bidder's EMD will be discharged upon the Bidder signing the contract and submitting the Security Deposit as mentioned in the **Schedule of Events**.

3.10. All the bidders are required to submit the EMD refund request in the format as per **Annexure- 8** given in the RFP.

3.11. Micro and Small Enterprises: Micro, & Small Enterprises (MSE) registered under the SPRS (Single Point Registration Scheme) of National Small Industrial Corporation (NSIC) or equivalent and having single point registration are exempt for payment of EMD to the extent of monetary limit stated in the registration certificate. The Bidder should submit the valid certified copy of NSIC or equivalent registration certificate/ renewal certification. Photocopy of application towards registration / renewal is not acceptable

4. PERFORMANCE BANK GUARANTEE (PBG)

In addition to the Earnest Money Deposit mentioned in this tender notice, Bank has decided to obtain Security Deposit details as mentioned in the Schedule of Events,

Successful Bidder will have to give Security Deposit of 3% of total contract value in the form of Performance Bank Guarantee (PBG) Issued by a scheduled commercial bank (other than IDBI Bank Ltd) with a validity of 72 months (60 months Contract period + 12 months claim period) from the date of issue of PBG and directly forwarded to the Bank.

The Security Deposit with the bank shall be returned only after the successful completion of the period of contract & in case of any loss to the bank due to non-compliance of the terms & condition as agreed between the parties; the SD shall be liable to be forfeited straight away.

4.1. The Successful Bidder shall furnish the performance bank guarantee within 15 days of the receipt of acceptance by Bank, as per the format at **Annexure 14**.

4.2. The proceeds of the performance security shall be payable to Bank as compensation for any loss or damage resulting from the bidders failure to complete its obligations under and in accordance with the Contract.

4.3. Penalties, if any will be recovered from the SD. In case SD amount decreases from the initial deposit level due to penal deductions, etc., it shall be made up / replenished back to the initial amount deposited within 7 days of such penal deductions, etc. being affected.

4.4. Failure of the Successful Bidder to comply with the requirement of the Performance Bank Guarantee shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD, in which event the Bank may award the Contract to the next best evaluated Bidder or call

for new Bids. Any decision in this regard by the Bank shall be final, conclusive and binding on the Bidder.

4.5. The incidental expenses of execution of the Contract as well as the conditions stipulated in the Contract shall be strictly adhered to and any breach / violation thereof shall entail termination of the Contract without prejudice to the other right of IDBI Bank including but not limited to the right to levy / impose and recover penalties as specified in this RFP document.

5. DOCUMENTS CONSTITUTING THE RFP

5.1. This RFP document provides overview of the requirements, bidding procedures and contract terms. It includes Invitation to Bid, Disclaimers, Instructions for Bidders (**Section - 1**), Terms & Conditions of Contract (**Section - 2**), Legal Terms (**Section - 2**) and various annexure (**Section - 2**). The bidder must conduct its own investigation and analysis regarding any information contained in this RFP document, its meaning and impact of that information.

5.2. The Bidder is expected to examine all instructions, forms, terms and specifications in this RFP and study the Bid Document carefully. Bid shall be deemed to have been submitted after careful study and examination of this RFP with full understanding of its implications. Each Bidder should, at its own costs without any right to claim reimbursement, conduct its own investigations, analysis and should check the accuracy, reliability and completeness of the information in this RFP and wherever felt necessary obtain independent advice. The Bid should be precise, complete and in the prescribed format as per the requirement of this RFP. Failure to furnish all information required by this RFP or submission of a Bid not responsive to this RFP in each and every respect shall be at the Bidder's own risk and may result in rejection of the Bid and for which the Bank shall not be held responsible. Any decision taken by IDBI Bank as to completeness of the Bid and/or rejection of any / all Bid(s) shall be final, conclusive and binding upon the Bidder(s) and shall not be question / challenged by the Bidder(s).

6. CLARIFICATION IN BID DOCUMENT

6.1. Any prospective Bidder requiring clarification of the Bid Document may notify Bank in format indicated at **Annexure 17**. Bank will respond to any request for clarification of the Bid Document received not later than the dates prescribed in schedule of events. Bank's response (including an explanation of the query but without identifying the source of inquiry) will be posted on Bank's website or / and through an email.

6.2. It may be noted that notice regarding corrigenda, addenda, amendments, time-extensions, clarifications, response to bidders' queries etc., if any to RFP, will not be published through any advertisement in newspapers or any other media. Prospective bidders shall have to regularly visit Bank's website to get updated on any changes / development in relation to this RFP.

7. GENERAL INSTRUCTIONS

7.1. Before bidding, the Bidders are requested to carefully examine the Bid Documents and the terms and conditions of the contract thereof, and if there appears to be any ambiguity, gap(s) and/or discrepancy between any of the Bid Documents they should forthwith refer the matter to Bank for necessary clarifications and / or confirmation.

7.2. The Bidder shall complete in all respects, form(s) annexed to the Bid Documents, quote the prices, furnish the information called for therein, and sign and date each of the documents in the relevant space provided therein for the purpose. The Bidder shall sign each page of the Bid Documents, Bank's response to Pre-bid queries and Corrigendum's, if any.

7.3. The Bid shall be properly signed by a person or persons duly authorized by the Bidder with signature duly attested. In the case of a body corporate, the Bid shall be signed by the duly authorized officers and supported by requisite internal corporate authorizations. The Bid submitted in case of a consortium shall be rejected without assigning any reason thereof.

7.4. The Bid shall contain the full name, address, telephone no.(mobile no and landline), and E-mail ID, if any, of Bidder for facilitating communications including notices to be given to the Bidder in connection with the Bid transaction and also to enable the Bids to be returned unopened in case it is declared "Late". No indications pertaining to price, financial or commercial terms are to be made on the envelopes.

7.5. The Bid should be a complete document and should be bound as a volume. The document should be printed on both sides with page numbers and with separation for chapters appropriately flagged and contain the list of contents with page numbers. The deficiency in documentation may result in the rejection of the Bid. Any decision in this regard by Bank shall be final, conclusive and binding on the Bidder.

7.6. The bid response, duly addressed to Deputy General Manager, Procurement Group, IT Department, IDBI Bank Limited must be accompanied by cost of Bid Document and EMD as specified in the Schedule of Events and must be through electronic mode through the e-Tendering Portal as mentioned in the schedule of Events on or before due date.

7.7. The Bid forms and the Documents attached to it shall not be detached or removed one from the other and no alteration(s) or mutilation(s) (other than filling in all the blank spaces) shall be made in any of the Bid Documents attached thereto. Any alterations or changes to the entries in the attached documents shall be requested by a separate covering letter, in the absence of which it shall be rejected. Any decision in this regard by the Bank shall be final, conclusive and binding on the Bidder.

7.8. The Bidder shall bear all costs for the preparation and submission of the Bid Documents. Bank shall not be responsible or liable for reimbursing/compensating these costs, regardless of the conduct or outcome of the bidding process.

7.9. The Bidder, irrespective of his/her participation in the bidding process, shall treat the details of the documents as secret and strictly confidential.

7.10. Bank reserves the right to adjust arithmetical or other errors in the bid, in the manner in which Bank considers appropriate or deems fit. Any adjustments so made by Bank shall be stated to the Bidder, if Bank makes an offer to accept his bid. The final decision as to any error manifest or otherwise shall be at the sole discretion of Bank and shall be final, conclusive and binding on the Bidder.

7.11. The Bidder is expected to examine and follow all instructions, forms, terms & conditions, and scope of work in the Bid Document. Failure to furnish complete information in all respects required by the Bid Document or submission of a bid not substantially responsive to the Bid Document in every respect will be at the Bidder's risk and may result in the rejection of the Bid by Bank. Any decision in this regard by Bank shall be final, conclusive and binding on the Bidder.

7.12. The Bidder shall prepare the Bid based on details provided in the Bid documents. It must be clearly understood that the quantities and specifications are intended to give the Bidder an idea about the order, type, scale and magnitude of the work and are not in any way exhaustive and guaranteed by Bank.

7.13. The Bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the authorized person or persons signing the Bid.

7.14. Bank reserves the sole right to itself for including any addendum to this entire bid process. The Bidders shall not claim as a right for requiring Bank to do the aforesaid.

7.15. The Technical Bid shall contain no financial / commercial details. Proposals with Technical Bid containing prices shall be rejected outright. Any decision in this regard by Bank shall be final, conclusive and binding on the Bidder.

7.16. No Bidder shall contact the Bank on any matter relating to its Bid, from the time of the Bid opening to the time the Contract is awarded to successful bidder(s).

7.17. The Bidder shall not make any request for modifications/amendments in the prescribed formats of legal documents, whether annexed in the RFP documents or not.

7.18. Any effort by a Bidder to influence Bank's Bid evaluation, Bid comparison or contract award decisions may result in the rejection of the Bid.

7.19. The Bid Documents may be downloaded from our website www.idbibank.in (**Notices and Tenders**).

7.20. The RFP bid document should be submitted through electronic mode through the e-Tendering Portal.

7.21. The amendments / clarifications to the tender, if any, will be posted on the IDBI Bank e-Tendering Portal.

8. BID FORM:

8.1. Bidder Qualification

8.1.1. The "Bidder" as used in the Bid Documents shall mean the one who has signed the Bid Form. The Bidder may be either the Principal Officer or his duly Authorized Representative, in which case he/she shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative and the Principal Officer.

8.1.2. It is further clarified that the individual signing the Bid or other documents in connection with the Bid must certify whether he/she signs as Constituted Attorney of the firm / company.

8.1.3. The Bidder shall sign the bid with the exact name of the firm / Company to whom the contract is to be issued. The Bid shall be duly signed and sealed by an executive officer of the Bidder's organization. Each bid shall be signed by a duly authorized officer.

8.1.4. The Bidder shall clearly indicate their legal constitution and the person signing the Bid shall state his capacity and also source of his ability to bind the bidder.

8.1.5. The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Bidder shall be annexed to the Bid. Bank may reject outright any Bid not supported by adequate proof of the signatory's authority.

9. DEADLINE FOR SUBMISSION OF RFP BIDS

9.1. Bids must be submitted electronically via e-procurement portal, no later than the date & time specified in the "Schedule of Events" in Invitation to Bid.

9.2. In the event of the specified date for submission of bids being declared a holiday for the Bank, the bids will be received up to the appointed time on the next working day.

9.3. The Bank may, at its discretion, extend the deadline for submission of bids by amending the bid documents, in which case, all rights and obligations of the Bank and bidders previously subject to the deadline will thereafter be subject to the extended deadline.

9.4. Any Bid received after the deadline for submission of Bids prescribed will be rejected and returned unopened to the bidder.

10. MODIFICATION AND WITHDRAWAL OF BIDS

10.1. The Bidder may modify or withdraw its Bid after the Bid's submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Bank, prior to the deadline prescribed for submission of Bids.

10.2. No Bid may be modified after the deadline for submission of Bids.

10.3. No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity. Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its EMD.

11. PERIOD OF VALIDITY OF INDICATIVE BID PRICE:

11.1. Bids should be valid for 90 (Ninety) days from the last date for submission. A Bid valid for a shorter period may be rejected by Bank as non-responsive. Any decision in this regard by Bank shall be final, conclusive and binding on the Bidder.

11.2. The Bank may, at its discretion, solicit the Bidders' consent to an extension of the period of validity. The request and the responses thereto shall be made in writing or email. However any extension of validity of bids will not entitle the bidder to revise/ modify the bid document. The EMD provided shall also be suitably extended. Any decision in this regard by Bank shall be final, conclusive and binding on the Bidder.

11.3. The Bank reserves the right to call for fresh quotes any time during the validity period, if considered necessary

12. COMMISSIONING DOCUMENTATION:

The details of Documents including other documents to be furnished by the Bidder are specified hereunder:

12.1. 3 (Three) copies of Bidder's invoice showing contract number, Services description, no. of Skilled manpower deployed at respective locations, unit price and total amount. Prior to preparing invoice copy, the Bidder should check, verify the details of the purchase order and submit the invoice copy for services provided by them.

12.2. Original daily attendance sheet duly signed by the authorized signatory from the concerned location.

12.3. Other documents which the Purchaser may specify to the Bidder.

12.4. No escalation in the rates in any manner will be permitted throughout the contract period except when there are changes to the minimum wages published by the Central labour commissioner.

12.5. Successful bidder has to submit the Performance Bank Guarantee at the time of signing of the contract.

SECTION 2

1. DISCLAIMERS

The information contained in this RFP document or information provided subsequently to Bidder(s) whether verbally or in documentary form/email by or on behalf of IDBI BANK LIMITED, (“IDBI Bank”/ “the Bank”) is provided to the Bidder subject to the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

This RFP is neither an agreement nor an offer and it is only an invitation by the Bank to the interested parties for submission of bids. The purpose of this RFP is to provide the Bidder(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advices/clarifications. The Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP. Such change will be intimated or made accessible to all Bidders on the official website of IDBI Bank. Any information contained in this document will be superseded by any later written information on the same subject made available / accessible to all recipients by IDBI Bank. No contractual obligation whatsoever shall arise from the RFP process until a formal contract is signed and executed by duly authorized officers of the Bank with the selected Bidder.

The Bank, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this Bid Stage.

The Bank also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The issue of this RFP does not imply that the Bank is bound to select a Bidder or to appoint the selected Bidder or concessionaire, as the case may be, for the project and the Bank reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Bank or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Bank shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation for submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

IDBI Bank reserves the right to reject any or all the responses to RFPs / Bids received in response to this RFP at any stage without assigning any reason whatsoever and without being liable for any loss/injury that Bidder might suffer due to such reason. The decision of IDBI Bank shall be final, conclusive and binding on all the parties directly or indirectly connected with the bidding process. Bids not satisfying the procedure prescribed in the RFP document will be treated as invalid and rejected summarily.

It may be noted that notice regarding corrigenda, addendums, amendments, time-extensions, clarifications, response to bidders' queries etc., if any to RFP, will not be published through any advertisement in newspapers or any other media. Prospective bidders shall regularly visit Bank's website www.idbibank.in (Notices and Tenders) for any changes / development in relation to this RFP. The amendments / clarifications to the tender, if any, will be posted on the IDBI Bank website and e-Tendering Portal (<https://eauction.auctiontiger.net/EPROC//>)

2. DEFINITIONS:

In this RFP / Bid Document / Contract, the following terms shall have the following meanings and shall be interpreted accordingly:

2.1. "The Contract" means the agreement entered into between Purchaser and the Bidder as recorded in the contract form duly signed by the Parties, including all annexure, schedules, exhibits, supplements, appendices, amendments, revisions, notations and modifications thereof for **Appointment of Vendor for Providing Skilled Manpower for Building Management Surveillance (BMS) Services at DC-Belapur, DRC-Chennai** and solution for IDBI Bank as inclusively stated under Service Level Expectations, Requirement of Services and Scope of work.

2.2. "Successful Bidder" or "Vendor" means any firm / company, etc., to whom work has been awarded and whose Bid has been accepted by Purchaser and shall include its authorized representatives, successors and permitted assignees.

2.3. "Purchaser" means IDBI Bank Limited including its successors and assigns.

2.4. "Contract Price" means the price/compensation payable to the Successful Bidder under and in accordance with the Contract for the due performance and observance of its contractual obligations under and in accordance with the Contract.

2.5. "Service(s)" means all the services, which the Bidder is required to provide and/or procure to the Purchaser under and in accordance with the Contract.

2.6. "Service Period" means the period of 5 Years commencing from the commissioning of the Product / Service /solution.

2.7. "System" or "Equipment" or "solution" means and includes hardware, software, etc., required for operationalizing the proposed solution and to provide the Services as mentioned in the RFP.

2.8. In case of a difference of opinion on the part of the Bidder in comprehending or interpreting any clause / provision of the Bid Document after submission of the Bid, the interpretation by Purchaser and decision of Purchaser in this behalf shall be final, conclusive and binding on the Bidder.

2.9. "Acceptance of Bid" means the letter/fax or any memorandum communicating to the Bidder the acceptance of its Bid and includes an advance acceptance of his Bid.

2.10. "Business Day" means neither any day that is not a Sunday nor a public holiday (as per the official holidays observed by Bank).

2.11. "Confidential Information" means all intellectual property information; technical or business information or material not covered; proprietary or internal information related to the current, future and proposed products or services of the Parties including, financial information, process/flow charts, business models, designs, drawings, data information related to products and services, procurement requirements, purchasing, customers, investors, employees, business and contractual relationships, business forecasts, business plans and strategies, information the Bank provide regarding third parties; information disclosed pursuant to RFP & other documents; documents, accounts, business plans, information or documents whatsoever, concerning business, policies, strategy, property, contracts, trade secrets, transactions, or interested parties of IDBI Bank or its Subsidiaries or Affiliates and/or any other information whether disclosed to the other Party in oral, graphic, written, electronic or machine readable form, and whether or not the information is expressly stated to be confidential or marked as such, all Trade Secrets and other proprietary information including but not limited to customer list, financial information, and pricing information.

2.12. "Commissioning" means, the System shall be considered to have been commissioned, when the entire job, including supply, configuration, successful testing of all hardware & software is executed to the satisfaction of the Purchaser.

2.13. "Document" means any embodiment of any text or image howsoever recorded and includes any data, text, images, sound, voice, codes, computer programs, software and / or databases or microfilm or computer generated microfiche or similar device.

2.14. "Effective Date" means the date on which this Contract is signed and executed by the Parties hereto. If this Contract is executed in parts, then the date on which the last of such Contracts is executed shall be construed to be the Effective Date.

2.15. "Intellectual Property Rights" means any patent, copyright, trademark, trade name, design, trade secret, permit, service marks, brands, propriety information, knowledge, technology, licenses, databases, computer programs, software, know how or other form of intellectual property

right, title, benefits or interest whether arising before or after the execution of this Contract and the right to ownership and registration of these rights.

2.16. “Parties” means the Purchaser and the Bidder and “Party” means either of the Parties.

2.17. “Site” means the place where the product / service / solution is to be delivered and commissioned or places approved by the Purchaser for the purposes of the Contract together with any other places designated in the Contract as forming part of the Site.

3. INTERPRETATION:

In this Contract unless a contrary intention is evident:

3.1. The clause heading are for convenience only and do not form part of this Contract;

3.2. Unless otherwise specified a reference to a clause number is a reference to all of its sub-clauses;

3.3. Unless otherwise specified a reference to a clause, sub-clause or section is a reference to a clause, sub-clause or section of this Contract including any amendments or modifications to the same from time to time;

3.4. A word in the singular includes the plural and a word in the plural includes the singular;

3.5. A word importing a gender includes any other gender

3.6. A reference to a person includes a partnership and a body corporate;

3.7. A reference to legislation includes legislation repealing, replacing or amending that legislation;

3.8. Where a word or phrase is given a particular meaning it includes the appropriate grammatical forms of that word or phrase which have corresponding meanings;

3.9. Reasonability and materiality of "doubt" and "controversy" shall be at the discretion of IDBI Bank Ltd.

3.10. The words not expressly defined herein shall have meanings ascribed to them in the General Clauses Act, 1897 and the Information Technology Act, 2000.

4. CONDITIONS PRECEDENT

This Contract is subject to the fulfillment of the following conditions precedent by the Bidder

- 4.1. Furnishing of an unconditional and irrevocable Performance Bank Guarantee (Performance Security), as per the format given in **Annexure 14**.
- 4.2. Execution of a Deed of Indemnity as per format given in **Annexure 16**.
- 4.3. Obtaining of all statutory, regulatory and other approvals, consents and no-objections required for the performance of the Services under and in accordance with this Contract.
- 4.4. Furnishing solvency certificate and certificate confirming that there are no vigilance or court cases threatened or pending against the Bidder and that the vendor is not in violation of any law including Intellectual Property Rights.
- 4.5. Furnishing of such other documents as the Purchaser may specify, including but not limited to definitive documents.

5. STANDARD PERFORMANCE:

5.1. The Successful Bidder shall carry out its obligations under the Contract with due diligence, efficiency and economy, in accordance with generally accepted techniques and practices used in industry and with professional standards and shall observe sound management, technical practices. It shall employ appropriate advanced technology, procedures and methods. The Successful Bidder shall always act, in respect of any matter relating to the Contract, as faithful advisors to Bank and shall, at all times, support and safeguard Bank's legitimate interests in any dealing with third parties.

6. USE OF CONTRACT DOCUMENTS AND INFORMATION:

6.1. The Successful Bidder shall treat all documents, information, data and communication of and with Purchaser as privileged and confidential and shall be bound by the terms and conditions of the Non-Disclosure Agreement. The Successful Bidder shall execute this Non-Disclosure Agreement simultaneously at the time of execution of this Contract. The Successful Bidder shall not, without Purchaser's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, sample or information or data or drawings / designs furnished by or on behalf of Purchaser in connection therewith, to any person other than a person employed by the Bidder in the performance of the Contract. Disclosure to any such employed person shall be made in utmost confidence and shall extend only so far as may be necessary and relevant for purpose of such performance and shall be subject to the terms and conditions of the Non-Disclosure Agreement.

6.2. The Bidder shall not, without Purchaser's prior written consent, make use of any document, data or information etc., enumerated in this Bid Documents save and except for due performance and observance of the Contract.

6.3. Any document, other than the Contract itself, enumerated in this Bid Documents shall remain the property of Purchaser and shall be returned (in all copies) to Purchaser on completion of the Bidder's performance under and in accordance with the Contract, if so required by Purchaser.

6.4. The Bidder shall sign the Non-Disclosure Agreement as per format provided in **Annexure 15**

7. INDEMNITY

7.1. The Bidder shall execute and furnish to the Purchaser, a deed of indemnity in favor of the Purchaser in a form and manner, as given in **Annexure 16**, indemnifying the Purchaser its directors, employees, agents and representatives from and against any costs, loss, damages, expense, claims, litigations, suits, actions, judgments, and or otherwise including but not limited to those from third parties or liabilities of any kind howsoever suffered, arising out of or incurred inter alia during and after the Contract period including but not limited to third-party claims due to infringement of Intellectual Property Rights including but not limited to patent, trademark, copy-rights or industrial drawings and designs arising from use of the Services or any part thereof and/or otherwise.

7.2. The provisions under this clause shall survive the termination of the Contract.

8. INTELLECTUAL PROPERTY RIGHTS & PATENT RIGHTS

8.1. Purchaser shall own and have a right in perpetuity to use all Intellectual Property Rights which have arisen out of or in connection with the implementation of this Contract, including all processes and Software's which have been developed by the Bidder during the performance of Services and for the purposes of inter-alia use or sub-license of such Services under this Contract. The Bidder undertakes to disclose all Intellectual Property Rights arising out of or in connection with the performance of the Services to the Purchaser and execute all such agreements/documents and file all relevant applications, effect transfers and obtain all permits, approvals, consents and no objections that may be necessary in this regard to effectively transfer and conserve the Intellectual Property Rights of the Purchaser.

8.2. Further, the Bidder shall be obliged to ensure that all approvals, consents, no objections, registrations, licenses, permits and rights which are inter-alia necessary for use of the information technology system installed by the Bidder, shall be acquired in the name of the Purchaser, prior to termination of this Contract and which shall be assigned by the Purchaser if necessary under the applicable laws or otherwise to the Bidder for the purpose of execution of any of its obligations under the terms of the Bid, or this Contract. However, subsequent to the term of this

Contract, such approvals, consents, no objections, registrations, licenses, permits and rights etc., shall ensure to the exclusive benefit of the Purchaser.

8.3. The Bidder shall ensure that while it uses any software, hardware, processes or material in the course of performing the Services, it does not infringe the Intellectual Property Rights of any person and the Bidder shall keep the Purchaser indemnified against all costs, charges, expenses, liabilities, claims, damages, litigations, suits, judgments and/or otherwise howsoever, arising out of any illegal or unauthorized use (piracy) or in connection with any claim or proceedings relating to any breach or violation of any permission/license terms or infringement of any Intellectual Property Rights by the Bidder or any sub-Bidder during the course of performance of the Services.

8.4. In the event of any claim asserted by a third party of infringement of trademark, trade names, copyright, patent, intellectual property rights or industrial drawing/design rights arising from the use of the Products or any part thereof in India or anywhere, the Successful Bidder shall act expeditiously to extinguish such claim. If the Successful Bidder fails to comply and the Bank is required to pay compensation to a third party resulting from such infringement, the Successful Bidder shall be responsible for the compensation including all expenses, court costs and lawyer fees. The Bank will give notice to the Successful Bidder of such claim, if it is made, without delay.

9. CHANGE ORDERS / ALTERATION / VARIATIONS

9.1. The Bidder agrees that the requirements given in specifications, charts, etc. in the Bid Documents are minimum requirements of mere indicative nature and are in no way exhaustive. It shall be the responsibility of the Bidder to meet all the requirements of specifications, charts, etc. and other criteria contained in the Bid Documents and any upward revisions and/or additions of quantities, specifications sizes given in specifications, charts, etc., of the Bid Documents required to be made during execution of the works shall not constitute a change order and shall be carried out without a change order as forming part of the Services agreed hereunder and shall be carried out without any time and cost effect to Purchaser. Further upward revisions and or additions required to make Bidder's selected for providing skilled man-power to Building Management Surveillance (BMS) Services at DC-Belapur & DRC-Chennai. Procedures to meet Bid Documents requirements expressed and to make entire facilities safe, operable and as per specified codes and standards shall not constitute a change order and shall be carried out without any time and cost effect to Purchaser. Any upward revision and/or additions consequent to errors, omissions, ambiguities, discrepancies in the specification etc. of the Bid Documents which the Bidder had not brought out to the Purchaser's notice in his Bid shall not constitute a change order and such upward revisions and/or addition shall be carried out by Bidder without any time and cost effect to Purchaser.

9.2. Purchaser may at any time, by a written order given to the Bidder, make changes within the general scope of the Contract in any one or more of the following:

- i. Functional specification
- ii. The Services to be provided by the Bidder

9.3. If any such change causes an increase or decrease in the cost of, or the time required for the Bidder's performance or observance of any provisions under the Contract, an equitable adjustment shall be made in the Contract price or delivery schedule, or both, and the Contract shall accordingly be amended as may be decided by Purchaser. Any claims by the Bidder for adjustment under this clause must be asserted within 30 (Thirty) days from the date of knowledge of Purchaser's change order by the Bidder.

9.4. Change order as stated above comprising an alteration which involves change in the cost of the works (which sort of alteration is hereinafter called a "Variation") shall be the subject of an amendment to the Contract by way of an increase or decrease in the Contract Price and adjustment of the implementation schedule if any.

9.5. If the Contract provides applicable rates for the valuation of the variation in question, the Contract price shall be increased or decreased in accordance with those rates.

9.6. Any change order shall be duly approved by the Purchaser (including any modification / change in the Contract Price) in writing.

9.7. If there is a difference of opinion between the Bidder and Purchaser whether a particular work or part of the work constitutes a change order or not, the decision of the Purchaser shall be final, conclusive and binding on the Bidder.

10. CONTRACT AMENDMENT

10.1. No variation in or modification of the terms of the Contract shall be made, except by prior written amendment after obtaining prior written approval from both the Parties and shall be signed by the Parties. The Successful Bidder, however, agrees it shall be bound to amend the Contract, if so required by IDBI Bank, for giving effect to any amendment, modification etc. in the applicable laws including but not limited to amendment / modification etc. in the Reserve Bank of India Act, 1934 / the Banking Regulations Act, 1949 and / or to give effect to any modifications, amendments or fresh guidelines issued/imposed by RBI.

11. LIQUIDATED DAMAGES

11.1. If the Successful Bidder fails to meet the requirements under Service Level Agreement like delays / or defaults / deficiency of services in delivery / installation / replacement / repair of any or all of the Systems and Software/Solution' mentioned in the Purchase order (PO), Purchaser shall, without prejudice to its other rights and remedies under and in accordance with the Contract, deduct from the Contract price, as liquidated damages, not construed as penalty, a sum equivalent to 0.5% per week or part thereof of the value of P.O. subject to maximum deduction of 5% (five percent) of the P.O. value.

11.2. If the Bidder consistently fails to meet the requirements under Service Level Agreement (SLA) or complete the services as per the scheduled completion date or the extended date or if Bidder repudiates the Contract before completion of the contract / services, the Purchaser may

without prejudice to any other right or remedy (i.e. penalties) available to the Purchaser as under the Contract, recover from the Bidder, liquidated damages over and above the penalties.

11.3. The Purchaser may without prejudice to its right to effect recovery by any other method, deduct the amount of liquidated damages from any money belonging to the Bidder in its hands (which includes the Purchaser's right to claim such amount against Bidder's performance Guarantee) or which may become due to the Bidder. Any such recovery or liquidated damages shall not in any way relieve the Bidder from any of its obligations to complete the works / Services or from any other obligations and liabilities under the Contract.

11.4. IDBI Bank reserves the right to impose / waive off the Liquidated Damages.

12. DEFICIENCY IN THE BIDDER'S PERFORMANCE

12.1. Delivery, Installation & Maintenance of the Software/Solution' shall be made by the Successful Bidder strictly in accordance with the scope of work prescribed by the Bank. Time is of the essence of Contract.

12.2. If at any time during the performance of the Contract, the Successful Bidder encounters conditions / situations impeding adherence to the scope of work, the Successful Bidder shall promptly notify the Bank in writing of the fact of the delay, its likely duration and the cause(s) thereof. After receipt of the Successful Bidder's notice, the Bank shall at the earliest evaluate the condition / situation, and consider, extending the Successful Bidder's time for performance, with or without penalty, in which case, the extension shall be ratified by the Parties by written amendment of the Contract or through an email.

12.3. Except as provided in the above clause, a delay by the Successful Bidder in the performance of its delivery obligations shall render the Successful Bidder liable to the imposition of penalty, unless an extension of time is agreed upon without levying penalty.

12.4. A delay by the Successful Bidder in the performance of its Contract obligations shall render the Successful Bidder liable to any or all the following sanctions:

- i. Forfeiture of its performance security
- ii. Termination of the Contract for default

13. DISPUTE RESOLUTION

13.1. The Parties shall use their best efforts to amicably settle all disputes arising out of or in connection with this Contract in the following manner:

- i. The Party raising the dispute shall address to the other Party a notice requesting an amicable settlement of the dispute within ten (10) days of receipt of the notice.
- ii. The matter will be referred for negotiation between CGM (ITD) of the Purchaser and Mr. _____ of the Vendor. The matter shall then be resolved by them and the agreed course of action documented within a further period of thirty (30) days.

13.2. The Parties agree that any dispute between the Parties, which cannot be settled by negotiation in the manner, described above, may be resolved exclusively by arbitration and such

dispute may be submitted by either party to arbitration within thirty (30) days of the failure of negotiations. Arbitration shall be held in Mumbai, India and conducted in accordance with the provision of the Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof. Each Party to the dispute shall appoint one (1) arbitrator each and the two (2) arbitrators shall jointly appoint the third or the presiding arbitrator. The arbitration proceedings shall be conducted in the English language. Subject to the above, the courts of law at Mumbai alone shall have the jurisdiction in respect of all matters connected with the Contract. The arbitration award shall be final, conclusive and binding upon the Parties and judgment may be entered thereon, upon the application of either party to a court of competent jurisdiction. Each Party shall bear the cost of preparing and presenting its case, and the cost of arbitration, including fees and expenses of the arbitrators, shall be shared equally by the Parties unless the award otherwise provides.

13.3. The Vendor shall not be entitled to suspend the provision of the Services or the completion of the job, pending resolution of any disputes between the Parties and shall continue to render the Services in accordance with the provisions of the Contract notwithstanding the existence of any dispute between the Parties or the subsistence of any arbitration or other proceedings.

13.4. The provision under this section survives the contract.

14. ADDRESS FOR NOTICE

14.1. All notices, requests, consents, waivers or other communication required or permitted hereunder shall be in writing and shall be deemed properly served:

- (i) if delivered by hand and received by an authorized employee or officer of the Party,
- (ii) upon receipt of confirmation receipt when sent by facsimile; or
- (iii) 14 (fourteen) days after the date of dispatch by certified or registered mail, postage prepaid, return receipt requested;
- (iv) when sent by electronic mail. All notices and other communication shall be addressed as follows:

In the case of Purchaser	IDBI Bank Limited Unit 2, Corporate Park, Chembur Mumbai –400071, Maharashtra
	Attn: Shri. -----, DGM-ITD Tel: +91-22-----, Email: -----
In the case of the Bidder	<..... company name & Address >

	Attn: Shri _____ Tel: +91- _____ Fax: +91- _____ Email: _____
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14.2. A party may change its address and/or addressee for notification purposes at any time during the term hereof by giving the other Party written notice in accordance with the terms hereof and the date on which such change will become effective.

15. TAXES & DUTIES

15.1. The Successful Bidder will be entirely responsible for all applicable taxes, duties, levies, imposts, costs, charges, license fees, road permits etc., in connection with delivery & transportation of equipment at the delivery locations including incidental services and commissioning. Payment of entry tax, if applicable, will be made at actual, on production of suitable evidence of payment by the Bidder.

15.2. Wherever the laws and regulations require deduction of such taxes at the source of payment, Purchaser shall effect such deductions from the payment due to the Bidder. The remittance of amounts so deducted and issuance of certificate for such deductions shall be made by Purchaser as per the laws and regulations in force. Nothing in the Contract shall relieve the Bidder from his responsibility to pay any tax that may be levied in India on income and profits made by the Bidder in respect of this Contract.

15.3. The Bidder shall be liable to pay all applicable corporate taxes and income tax that shall be levied according to the laws and regulations applicable from time to time in India and the price quoted in the Bid by the Bidder shall include all such taxes in the Contract Price.

15.4. The Bidder's staff, personnel and labor will be liable to pay personal income taxes in India in respect of such of their salaries and wages as are chargeable under the laws and regulations for the time being in force, and the Bidder shall perform such duties in regard to such deductions thereof as may be imposed on him by such laws and regulations.

15.5. The Bidder shall also be responsible for having his sub-Bidder(s) under this sub-contract(s) on account of payment received by the sub-Bidder(s) from the Bidder for works done under the sub-Bidder(s) for which Purchaser will in no case bear any responsibility. It shall be the responsibility of the Bidder to submit to the concerned Indian authorities the returns and all other connected documents required for this purpose. The Bidder shall also provide the Purchaser such information, as it may be required in regard to the Bidder's details of payment made by the Purchaser under the Contract for proper assessment of taxes and duties. The Bidder and his sub-Bidder(s) or their personnel shall bear all the taxes if any, levied on the Bidder's, sub-Bidder's and Bidder's personnel. The amount of tax withheld by the Purchaser shall at all times be in accordance with Indian Tax Law and the Purchaser shall promptly furnish to the Bidder original certificates (Challans) for tax deduction at source and paid to the Tax Authorities.

15.6. The Bidder agrees that he and his sub-Bidder(s) shall comply with the Income-tax Act in force from time to time and pay Income -tax, as may be imposed / levied on them by the Indian Income Tax Authorities, for the payments received by them for the works under the Contract.

15.7. The Bidder fail to submit returns/pay taxes in times as stipulated under the Income -tax Act and consequently any interest or penalty is imposed by the Income-tax authority, the Bidder shall indemnify Purchaser against any and all liabilities or claims arising out of this Contract for such taxes including interest and penalty any such Tax Authority may assess or levy against the Purchaser/ Bidder.

15.8. The Purchaser shall if so required by applicable laws in force, at the time of payment, deduct income tax payable by the Bidder at the rates in force, from the amount due to the Bidder and pay to the concerned tax authority directly.

16. SUCCESSFUL BIDDER INTEGRITY

16.1. The Successful Bidder is responsible for and obliged to conduct all contracted activities strictly in accordance with Contract using state-of-the-art methods and economic principles and exercising all means available to achieve the performance specified in the Contract.

17. SUCCESSFUL BIDDER OBLIGATION

17.1. The Successful Bidder is obliged to work closely with Purchaser's staff, act within its own authority and abide by directives / instructions issued by Purchaser from time to time. The Successful Bidder will abide by the job safety measures prevalent in India and will free / indemnify Purchaser from all demands or responsibilities arising from accidents or loss of life, the cause of which is the Bidder's negligence. The Successful Bidder will pay all indemnities arising there from and will not hold Purchaser responsible or obligated.

17.2. The Successful Bidder would be required adhere to the scope of work defined in the RFP / bid document to enable the Purchaser to meet the operational objectives. It will be the Successful Bidder's responsibility to ensure the proper and successful implementation and continued operation of the proposed branch / sites / hardware / software.

17.3. The Successful Bidder is responsible for managing the activities of its personnel and / or personnel working pursuant to its instructions and will hold itself responsible for any misdemeanors. The Successful Bidder will treat as confidential all data and information about Purchaser, obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of Purchaser.

18. SURVIVAL

18.1. Any provision of this Contract which, either expressly or by implication, survive the termination or expiration of this Contract, shall be complied with by the Parties including that of

the provisions of indemnity, confidentiality, non-disclosure in the same manner as if the present Contract is valid and in force.

18.2. The provisions of the clauses of this Contract in relation to documents, data, processes, property, Intellectual Property Rights, indemnity, publicity and confidentiality and ownership survive the expiry or termination of this Contract and in relation to confidentiality, the obligations continue to apply unless the Purchaser notifies the Bidder of its release from those obligations.

19. NO SET-OFF, COUNTER-CLAIMS, CROSS-CLAIMS

19.1. In case the Bidder has any other business relationship with Purchaser, no right of set-off, counter-claim and cross-claim and or otherwise will be available under this Contract to the Bidder for any payments receivable under and in accordance with that business.

19.2. In case the Bidder has any claim, no right of set-off, counter-claim and cross-claim and or otherwise will be available under this Contract to the Bidder for any payments receivable under and in accordance with that business.

19.3. However, IDBI Bank shall have such rights against the successful Bidder up to maximum of 100% of the contact value.

20. THE TRI-PARTITE AGREEMENT

20.1. The Bidder shall enter into relevant agreement covering all related Parties at a later date, if required, incorporating the requisite terms and conditions herein in the form and manner and to the satisfaction of Purchaser.

21. ADHERENCE TO SAFETY PROCEDURES, RULES, REGULATIONS AND RESTRICTIONS

21.1. Bidder shall comply with the provision of all laws including labor and industrial laws, rules, regulations and notifications issued there under from time to time. All safety and labor and industrial laws enforced by statutory agencies and by Purchaser shall be applicable in the performance of this Contract and Bidder shall abide by these laws. The Bidder shall indemnify and keep indemnified and hold harmless the Purchaser for any loss, damage, claims, costs, charges, expenses, etc. arising out of and/or suffered on account of actions, litigations, proceedings, suits, arising out of breach of the above laws.

21.2. Bidder shall take all measures necessary or proper to protect the personnel, work and facilities and shall observe all reasonable safety rules and instructions.

21.3. The Bidder shall report as soon as possible any evidence, which may indicate or is likely to lead to an abnormal or dangerous situation and shall take all necessary emergency control steps to avoid such abnormal situations.

21.4. Bidder shall also adhere to all security requirement/regulations of the Purchaser during the execution of the work.

22. STATUTORY REQUIREMENTS

22.1. During the tenure of this Contract nothing shall be done by the Bidder in contravention of any law, act and/ or rules/regulations, there under or any amendment thereof governing inter-alia customs, foreign exchange, etc., and shall keep Purchaser indemnified in this regard.

22.2. Successful Bidder undertakes to promptly produce all records and information relating to the Contract/this RFP for the purpose of inspection and audit of IDBI Bank. Successful Bidder shall provide access, to officers / employees / representatives / agents or auditors of the Bank to the premises / places where such records are kept / maintained. The Bank shall not be duty bound to give any prior notice to Successful Bidder before carrying out the said inspection or audit.

22.3. The Successful Bidder agrees to allow officers of IDBI Bank to inspect and make copies at their own cost, of the records relating to the Services performed / delivered by the Successful Bidder, maintained by Successful Bidder pursuant to the Contract/this RFP.

22.4. In regards to the above, the Regulators and Government Authorities including RBI officials shall be entitled to conduct audits of the Successful Bidder at any point of time.

23. PURCHASER'S RIGHT OF INSPECTION AND PERIODIC AUDIT

23.1. The Purchaser reserves the right to inspect and monitor/assess the progress of the project at any time during the course of the Contract. The Purchaser may demand and upon such demand being made, the Purchaser shall be provided with any document, data, material or any other information, which it may require, to enable it to assess the progress of the project.

23.2. The Purchaser shall also have the right to conduct, either itself or through another agency as it may deem fit, an audit to monitor the performance by the Bidder of its obligations/functions in accordance with the standards committed to or required by the Purchaser and the Bidder undertakes to cooperate with and provide to the Purchaser/ any other agency appointed by the Purchaser, all documents and other details as may be required by them for this purpose. Any deviations or contravention identified as a result of such audit/assessment would need to be rectified by the Bidder failing which the Purchaser may, without prejudice to any other rights that it may have, issue a notice of default.

23.3. Purchaser's right to inspect, test and, where necessary, reject the Goods / Services after the Goods / Services' arrival at the destination shall in no way be limited or waived by reason of the goods / services having previously been inspected, tested, and passed by Purchaser or its representative prior to the Goods / Services shipment from the place of origin.

23.4. It is expressly agreed that nothing stated herein above shall in any way release or discharge the Bidder from any warranty or other obligations / liabilities under and in accordance with this Contract.

24. CONTRACT PRICE

24.1. Prices payable to the bidder as stated in the Contract shall be firm and not subject to adjustment during performance of the Contract, irrespective of reasons whatsoever, including exchange rate fluctuations, changes in taxes, duties, levies, charges, etc.

24.2. The contract price will be valid for a period of **5 (Five) year** from the date of issue of LOI / First PO / Contract date whichever is earlier. The rate contract may further be extended with same terms and conditions and on mutual agreement of both the parties.

24.3. The Bidder will pass on to the Bank, all fiscal benefits arising out of reductions, if any, in Government levies viz. sales tax, excise duty, custom duty, etc. or the benefit of discounts if any announced in respect of the cost of the items for which orders have been placed during that period.

24.4. Further, Bank shall be entitled to make adjustment in the payment of Contract price in the event of levying penalty on the Bidder.

25. INFORMATION SECURITY

25.1. The Bidder and its personnel shall not carry any written material, layout, diagrams, floppy diskettes, hard disk, storage tapes or any other media out of Purchaser's premise without written permission from the Purchaser.

25.2. The Bidder personnel shall follow Purchaser's information security policy and instructions in this behalf.

25.3. Bidder acknowledges that Purchaser's business data and other Purchaser proprietary information or materials, whether developed by Purchaser or being used by Purchaser pursuant to a license agreement with a third party (the foregoing collectively referred to herein as "proprietary information") are confidential and proprietary to Purchaser; and Bidder agrees to use reasonable care to safeguard the proprietary information and to prevent the unauthorized use or disclosure thereof, which care shall not be less than that used by Bidder to protect its own proprietary information. Bidder recognizes that the goodwill of Purchaser depends, among other things, upon Bidder keeping such proprietary information confidential and that unauthorized disclosure of the same by Bidder could damage Purchaser. By reason of Bidder's duties and obligations hereunder, Bidder may come into possession of such proprietary information, even though Bidder does not take any direct part in or furnish the Services performed for the creation of said proprietary information and shall limit access thereto to employees with a need to such access to perform the Services required by this Contract. Bidder shall use such information only for the purpose of performing the Services.

25.4. Bidder shall, upon termination of this Contract for any reason, or upon demand by Purchaser, whichever is earliest, return any and all information provided to Bidder by Purchaser, including any copies or reproductions, both hardcopy and electronic.

25.5. Bidder shall provide certificate/assurance from application providers/OEMs that the application is free from embedded malicious / fraudulent code.”

25.6. The Bidder shall ensure that the equipment / application / software being supplied shall be free from malicious code (Viruses, Trojan, Spyware etc.) and shall be liable for any loss (information, data, equipment, theft of Intellectual Property Rights, network breach, sabotage etc.) incurred to the bank arising due to activation of any such embedded malware / malicious code. The Bidder shall further supply a certificate to the bank in the form Appended herewith.

25.7. The bidder shall ensure that subsequent patch, hotfixes and upgrades are also free from malicious code.

25.8. The bidder shall abide to the Information Security Policy (ISP) and Cyber Security Policy (CSP) of the Bank (as amended from time to time), which will be shared by the Bank with the L1 Bidder on need to know basis. The L1 Bidder shall ensure that the equipment/application/software supplied under the RFP shall be complacent with the ISP and CSP at all times.

25.9. The bidder shall submit the background verification and provide the training on information security awareness for their employees, in the case of deputing them to work in our Bank premises.

25.10. The bidder shall make sure that the sensitive data (such as password, financial information, biometric information, personal information etc.) shared by the Bank should be kept within the geographical boundaries of India. The Bidder shall further supply a certificate to the bank in the form Appended in Annexure 9.

26. OWNERSHIP AND RETENTION OF DOCUMENTS

26.1. The Purchaser shall own the documents, prepared by or for the Bidder arising out of or in connection with this Contract.

26.2. Forthwith upon expiry or earlier termination of this Contract and at any other time on demand by the Purchaser, the Bidder shall deliver to the Purchaser all documents provided by or originating from the Purchaser and all documents produced by or from or for the Bidder in the course of performing the Services, unless otherwise directed in writing by the Purchaser at no additional cost. The Bidder shall not, without the prior written consent of the Purchaser store, copy, distribute or retain any such Documents.

27. DATA AND HARDWARE

27.1. By virtue of this Contract, the Bidder's team may have access to personal and business information of the Purchaser and/or a third party or any taxpayer, any other person covered within the ambit of any Income tax legislation. The Purchaser have the sole ownership of and the right to use, all such data in perpetuity including any data or other information pertaining to the subscriber that may be in the possession of the Bidder or Bidder's team in the course of performing the Services under this Contract.

28. REPRESENTATIONS AND WARRANTIES

In order to induce the Purchaser to enter into this Contract, the Bidder hereby represents and warrants as of the date hereof, which representations and warranties shall survive the term and termination hereof, the following:

28.1. That the selected Bidder is a company which has the requisite qualifications, skills, experience and expertise in providing Information and Communication Technology (ICT) and other services contemplated hereunder to third Parties, the technical know-how and the financial wherewithal, the power and the authority that would be required to successfully set up the required infrastructure and to enter into this Contract and provide the Services/Systems sought by the Purchaser, under and in accordance with this Contract.

28.2. That the Bidder is not involved in any major litigation, potential, threatened and existing, that may have an impact of affecting or compromising the performance and delivery of Services /Systems under the Contract.

28.3. That the representations made by the Bidder in its Bid are and shall continue to remain true and fulfill all the requirements as are necessary for executing the duties, obligations and responsibilities as laid down in the Contract and the Bid Documents and unless the Purchaser specifies to the contrary, the Bidder shall be bound by all the terms of the Bid.

28.4. That the Bidder has the professional skills, personnel and resources/authorizations that are necessary for providing all such services as are necessary to perform its obligations under the Bid and this Contract.

28.5. That the Bidder shall ensure that all assets including but not limited to equipment, licenses, etc. developed, procured, deployed and created during the term of this Contract are duly maintained and suitably updated, upgraded, replaced with regard to contemporary requirements.

28.6. That the Bidder shall use such assets of the Purchaser as the Purchaser may permit for the sole purpose of execution of its obligations under the terms of the Bid, Tender or this Contract. The Bidder shall however, have no claim to any right, title, lien or other interest in any such property, and any possession of property for any duration whatsoever shall not create any right in equity or otherwise, merely by fact of such use or possession during or after the term hereof.

28.7. That the Bidder shall procure insurance policies for all its present and future property and assets that are developed, procured and created during the term of this Contract with financially sound and reputable insurers to the satisfaction of the Purchaser and shall pay all premium in relation thereto and shall ensure that nothing is done to make such insurance policies void or voidable. The Bidder shall also furnish to the Purchaser a certificate evidencing such insurance, risks covered, names of beneficiaries, expiration dates, names of insurers and all other features of the insurance policy, both original and renewed and shall keep the same alive during the term of this Contract.

28.8. That the Bidder shall procure all the necessary permissions and adequate approvals and licenses for use of various software and any copyrighted process/product free from all claims, titles, interests and liens thereon and shall keep the Purchaser indemnified in relation thereto.

28.9. That all the representations and warranties as have been made by the Bidder with respect to its Bid and Contract, are true and correct, and shall continue to remain true and correct through the term of this Contract.

28.10. That the execution of the Services herein is and shall be in accordance and in compliance with all applicable laws

28.11. That there are – (a) no legal proceedings pending or threatened against Bidder or any sub Bidder/third party or its team which adversely affect/may affect performance under this Contract; and (b) no inquiries or investigations have been threatened, commenced or pending against Bidder or any sub-Bidder / third part or its team members by any statutory or regulatory or investigative agencies.

28.12. That the Bidder has the corporate power to execute, deliver and perform the terms and provisions of this Contract and has taken all necessary corporate action to authorize the execution, delivery and performance by it of the Contract.

28.13. That all conditions precedent under the Contract has been complied.

28.14. That neither the execution and delivery by the Bidder of the Contract nor the Bidder's compliance with or performance of the terms and provisions of the Contract (i) will contravene any provision of any applicable law or any order, writ, injunction or decree of any court or governmental authority binding on the Bidder, (ii) will conflict or be inconsistent with or result in any breach of any or the terms, covenants, conditions or provisions of, or constitute a default under any agreement, contract or instrument to which the Bidder is a Party or by which it or any of its property or assets is bound or to which it may be subject or (iii) will violate any provision of the Memorandum and Articles of Association of the Bidder or other constitution a documents as the case maybe.

28.15. That the Bidder certifies that all registrations, recordings, filings and notarizations of the Contract and all payments of any tax or duty, including without limitation stamp duty, registration charges or similar amounts which are required to be effected or made by the

Bidder which is necessary to ensure the legality, validity, enforceability or admissibility in evidence of the Contract have been made.

28.16. That the Bidder confirms that there has not and shall not occur any execution, amendment or modification of any agreement/contract without the prior written consent of the Purchaser, which may directly or indirectly have a bearing on the Contract or the project.

28.17. That the Bidder owns or has good, legal or beneficial title, or other interest in, to the property, assets and revenues of the Bidder on which it grants or purports to grant or create any interest pursuant to the Contract, in each case free and clear of any encumbrance and further confirms that such interests created or expressed to be created are valid and enforceable.

28.18. That the Bidder owns, has license to use or otherwise has the right to use, free of any pending or threatened liens or other security or other interests all Intellectual Property Rights, which are required or desirable for the project and the Bidder does not, in carrying on its business and operations, infringe any Intellectual Property Rights of any person. None of the Intellectual Property or Intellectual Property Rights owned or enjoyed by the Bidder or which the Bidder is licensed to use, which are material in the context of the Bidder's business and operations are being infringed nor, so far as the Bidder is aware, is there any infringement or threatened infringement of those Intellectual Property or Intellectual Property Rights licensed or provided to the Bidder by any person. All Intellectual Property Rights (owned by the Bidder or which the Bidder is licensed to use) are valid and subsisting. All actions (including registration, payment of all registration and renewal fees) required to maintain the same in full force and effect have been taken thereon and shall keep the Purchaser indemnified in relation thereto.

29. CONFIDENTIALITY

29.1. The Parties agree that they shall hold in trust any Confidential Information received by either Party, under this Contract, and the strictest of confidence shall be maintained in respect of such Confidential Information. The Parties also agree:

29.1.1. to maintain and use the Confidential Information only for the purposes of this Contract and only as permitted herein;

29.1.2. to only make copies as specifically authorized by the prior written consent of the other party and with the same confidential or proprietary notices as may be printed or displayed on the original;

29.1.3. to restrict access and disclosure of Confidential Information to such of their employees, agents, vendors, and Bidders strictly on a "need to know" basis, to maintain confidentiality of the Confidential Information disclosed to them in accordance with this Clause and

29.1.4. to treat Confidential Information as confidential for a period of five (5) years from the date of receipt. In the event of earlier termination of this Contract, the Parties hereby agree to maintain the confidentiality of the Confidential Information for a further period of [two (2)] years from the date of such termination.

29.2. Confidential Information in oral form must be identified as confidential at the time of disclosure and confirmed as such in writing within 30 days of such disclosure. Confidential Information does not include information which:

29.2.1. the recipient knew or had in its possession, prior to disclosure, without limitation on its confidentiality;

29.2.2. is independently developed by the recipient without breach of this Contract;

29.2.3. information in the public domain as a matter of law;

29.2.4. is received from a third party not subject to the obligation of confidentiality with respect to such information;

29.2.5. is released from confidentiality with the written consent of the other party.

29.3. The recipient shall have the burden of proving that Clauses (32.2.1.) or (32.2.2.) above are applicable to the information in the possession of the recipient.

29.4. Notwithstanding the foregoing, the Parties acknowledge that the nature of the services to be performed under this Contract may require the Bidder's personnel to be present on premises of the Purchaser or may require the Bidder's personnel to have access to computer networks and databases of the Purchaser while on or off premises of the Purchaser. It is understood that it would be impractical for the Purchaser to monitor all information made available to the Bidder under such circumstances and to provide notice to the Bidder of the confidentiality of all such information. Therefore, the Bidder agrees that any technical or business or other information of the Purchaser that the Bidder's personnel, sub-Bidders, or agents acquire while on the Purchaser premises, or through access to the Purchaser computer systems or databases while on or off the Purchaser premises, shall be deemed Confidential Information.

29.5. Confidential Information shall at all times remain the sole and exclusive property of the disclosing Party. Upon termination of this Contract, Confidential Information shall be returned to the disclosing Party or destroyed, if incapable of return. The destruction shall be witnessed and so recorded, in writing, by an authorized representative of each of the Parties. Nothing contained herein shall in any manner impair rights of the Purchaser in respect of the Systems, Services, and Documents etc.

29.6. In the event that any of the Parties hereto becomes legally compelled to disclose any Confidential Information, such Party shall give sufficient notice to the other Party to enable the other Party to prevent or minimize to the extent possible, such disclosure. Neither party shall

disclose to a third party any Confidential Information or the contents of this Contract without the prior written consent of the other Party. The obligations of this Clause shall be satisfied by handling Confidential Information with the same degree of care, which the receiving Party applies to its own similar confidential information but in no event less than reasonable care. The obligations of this Clause shall survive the expiration, cancellation or termination of this Contract.

29.7. The provision of this clause shall survive termination of the Contract till such Confidential Information enters public domain.

30. TERM AND EXTENSION OF THE CONTRACT

30.1. The term of the Contract shall be for a period of 5 Years from the date of acceptance of the LOI / First Purchase Order (PO) / Contract date whichever is earlier. The PO will be issued on yearly basis, based on the satisfactory performance of the vendor on previous year.

30.2. The rate contract may further be extended with same terms and conditions and on mutual agreement of both the parties.

30.3. The Purchaser shall reserve the sole right to grant any extension to the term above mentioned and shall notify in writing / email to the Bidder, at least 3 (three) months before the expiration of the term hereof, whether it will grant the Bidder an extension of the term. The decision to grant or refuse the extension shall be at the discretion of Bank.

31. CONFLICT OF INTEREST

31.1. Bidder shall not have a conflict of interest (the “Conflict of Interest”) that affects the Bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification. The Bank shall be entitled to forfeit and appropriate the Bid Security and/or Performance Security (Performance Bank Guarantee), as the case may be, as mutually agreed upon genuine estimated loss and damage likely to be suffered and incurred by the Bank and not by way of penalty for, inter alia, the time, cost and effort of the Bank, including consideration of such Bidder’s proposal (the “Damages”), without prejudice to any other right or remedy that may be available to the Bank under the Bidding Documents and/ or the Concession Agreement or otherwise. Without limiting the generality of the above, a Bidder shall be deemed to have a Conflict of Interest affecting the Bidding Process, if:

31.1.1. the Bidder, its Member or Associate (or any constituent thereof) and any other Bidder, its Member or any Associate thereof (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding of a Bidder, its Member or an Associate thereof (or any shareholder thereof having a shareholding of more than 5% (five per cent) of the paid up and subscribed share capital of such Bidder, Member or Associate, as the case may be) in the other Bidder, its Member or Associate, has less than 5% (five per cent) of the subscribed and paid up equity share capital thereof; provided further that this disqualification shall not apply to any ownership by a bank, insurance company, pension fund or a public financial institution referred to in section 4A of the Companies Act, 1956. For the purposes of this Clause, indirect shareholding held through one or more intermediate persons shall be computed as follows:

- i. where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the "Subject Person") shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and
- ii. subject always to sub-clause (i) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis; provided, however, that no such shareholding shall be reckoned under this sub-clause if the shareholding of such person in the intermediary is less than 26% of the subscribed and paid up equity shareholding of such intermediary; or

31.1.2. A constituent of such Bidder is also a constituent of another Bidder; or

31.1.3. Such Bidder, its Member or any Associate thereof receives or has received any direct or indirect subsidy, grant, concessional loan or subordinated debt from any other Bidder, its Member or Associate, or has provided any such subsidy, grant, concessional loan or subordinated debt to any other Bidder, its Member or any Associate thereof; or

31.1.4. Such Bidder has the same legal representative for purposes of this Bid as any other Bidder; or

31.1.5. Such Bidder, or any Associate thereof, has a relationship with another Bidder, or any Associate thereof, directly or through common third party/ parties, that puts either or both of them in a position to have access to each other's' information about, or to influence the Bid of either or each other; or

31.1.6. Such Bidder or any Associate thereof has participated as a consultant to the Bank in the preparation of any documents, design or technical specifications of the Project.

32. FRAUD & CORRUPT PRACTICES

32.1. The Bidder and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the Bank shall reject an Application without being liable in any manner whatsoever to the Bidder if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt/fraudulent/coercive/undesirable or restrictive practices in the Bidding Process.

32.2. Without prejudice to the rights of the Bank, if a Bidder is found by the Bank to have directly or indirectly or through an agent, engaged or indulged in any corrupt / fraudulent / coercive / undesirable or restrictive practices during the Bidding Process, such Bidder shall not be eligible to participate in any RFP issued by the Bank during a period of 2 (two) years from the date if such Bidder is found by the Bank to have directly or indirectly or through an agent, engaged

or indulged in any corrupt/ fraudulent/ coercive/ undesirable or restrictive practices, as the case may be.

32.3. For the purposes of this Clause, the following terms shall have the meaning hereinafter, respectively assigned to them:

- i. **“corrupt practice”** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Bank who is or has been associated in any manner, directly or indirectly with the Bidding Process or the Letter of Authority or has dealt with matters concerning the Concession Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Bank, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or (ii) engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the Letter of Authority or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the Letter of Authority or the Agreement, who at any time has been or is a legal, financial or technical adviser of the Bank in relation to any matter concerning the Project;
- ii. **“Fraudulent practice”** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;
- iii. **“Coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Bidding Process;
- iv. **“Undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by the Bank with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
- v. **“Restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

33. TERMINATION

33.1. The Purchaser may, terminate this Contract by giving the Bidder a prior and written 30 (thirty) days’ notice indicating its intention to terminate the Contract under the following circumstances:

- i. Where it comes to the Purchaser's attention that the Bidder (or the Bidder's team) is in a position of actual conflict of interest with the interests of the Purchaser, in relation to any of terms of the Bidder's Bid or this Contract.
- ii. Where the Bidder's ability to survive as an independent corporate entity is threatened or is lost owing to any reason whatsoever, including inter-alia the filing of any bankruptcy proceedings against the Bidder, any failure by the Bidder to pay any of its dues to its creditors, the institution of any winding up proceedings against the Bidder or the happening of any such events that are adverse to the commercial viability of the Bidder. In the event of the happening of any events of the above nature, the Purchaser shall reserve the right to take any steps as are necessary, to ensure the effective transition of the project to a successor Bidder, and to ensure business continuity.
 - a. **Termination for Insolvency**: The Purchaser may at any time terminate the Contract by giving written notice of 30 (thirty) days to the Bidder, without compensation to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.
 - b. **Termination for Default**: The Purchaser, without prejudice to any other right or remedy for breach of Contract, by a written notice of default sent to the Successful Bidder / Vendor, may terminate the Contract in whole or in part.
 - c. **Termination for Convenience**: Notwithstanding the provisions of the Contract and/or the Bid Documents, the Purchaser at its sole discretion and without prejudice to any other right or remedy and without assigning any reasons, by written 30 days' notice sent to the Bidder, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for Purchaser's convenience, the extent to which performance of the Bidder under and in accordance with the Contract is terminated, and the date upon which such termination becomes effective.

33.2. The payments will be made for all services rendered up to the date the termination becomes effective, at the contracted terms and prices.

34. CONSEQUENCE OF TERMINATION

34.1. In the event of termination of this Contract due to any cause whatsoever, [whether consequent to the stipulated term of the Contract or otherwise] the Purchaser shall be entitled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective business continuity of the project which the Bidder shall be obliged to comply with and take all available steps to minimize loss resulting from that termination/breach, and further allow the successor Bidder to take over the obligations of the erstwhile Bidder in relation to the execution/continued execution of the scope of this Contract.

34.2. In the event that the termination of this Contract is due to the expiry of the term of this Contract / a decision not to grant any (further) extension by the Purchaser, the Bidder herein shall

be obliged to provide all such assistance to the successor Bidder or any other person as may be required and as the Purchaser may specify including training, where the successor(s) is a representative/personnel of the Purchaser to enable the successor to adequately provide the Services hereunder, even where such assistance is required to be rendered for a reasonable period that may extend beyond the term/earlier termination hereof.

34.3. Where the termination of the Contract is prior to its stipulated term on account of a default on the part of the Bidder or due to the fact that the survival of the Bidder as an independent corporate entity is threatened/has ceased, the Purchaser shall pay the Bidder for that part of the equipment procured which have been authorized by the Purchaser and satisfactorily performed by the Bidder up to the date of termination, without prejudice any other rights, the Purchaser may retain such amounts from the payment due and payable by the Purchaser to the Bidder as may be required to offset any direct losses caused to the Purchaser as a result of any act/omissions of the Bidder. In case of any loss or damage due to default on the part of the Bidder in performing any of its obligations with regard to executing the scope of work under this Contract [as laid down in the Service Specifications,] the Bidder shall compensate the Purchaser for any such direct loss, damages or other costs, incurred by the Purchaser. (The Bidder shall not be liable for any indirect or consequential losses). Additionally, the sub Bidder / other members of its team shall continue to perform all its obligations and responsibilities under this Contract in an identical manner as were being performed hitherto before in order to execute an effective transition and to maintain business continuity.

34.4. All third Parties shall continue to perform all/any functions as stipulated by the Purchaser and as may be proper and necessary to execute the Services under the Contract in terms of the Bidder's Bid and this Contract.

34.5. Nothing herein shall restrict the right of the Purchaser to invoke the bank guarantee and other guarantees, securities furnished, enforce the Deed of Indemnity and pursue such other rights and/or remedies that may be available to the Purchaser under law or otherwise.

34.6. The termination hereof shall not affect any accrued right or liability of either Party nor affect the operation of the provisions of this Contract that are expressly or by implication intended to come into or continue in force on or after such termination.

34.7. Termination survives the Contract.

34.8. In the event of termination of this Contract for any reason whatsoever, IDBI Bank shall have the right and it may publicize such termination to caution the customers/public from dealing with the Successful Bidder.

35. PUBLICITY

35.1. The Bidder is not permitted to make any public announcement or media release about any aspect of this Contract unless the Purchaser first gives the Bidder its written consent.

36. NO ASSIGNMENT

36.1. The Contract cannot be transferred or assigned by the Bidder without the prior written approval of the Purchaser.

37. RELATIONSHIP BETWEEN THE PARTIES

37.1. Nothing in this Contract constitutes any fiduciary relationship between the Purchaser and Bidder/Bidder's Team or any relationship of employer - employee, principal and agent, or partnership, between the Purchaser and Bidder.

37.2. No Party has any authority to bind the other Party in any manner whatsoever except as agreed under the terms of this Contract.

37.3. The Purchaser has no obligations to the Bidder's team except as agreed under the terms of this Contract.

38. ENTIRE CONTRACT

38.1. The terms and conditions laid down in the Bid and all its Annexures, Corrigenda, Addenda thereto as also the Bid document and any attachments / annexes thereto shall be read in consonance with and form an integral part of this Contract. This Contract supersedes any prior contract, understanding or representation of the Parties on the subject matter.

39. JURISDICTION OF COURT

39.1. The Contract shall be interpreted in accordance with the laws of the Union of India and shall be subject to the exclusive jurisdiction of courts at Mumbai to determine any proceeding in relation to this Contract. These provisions shall survive the Contract.

40. "NO CLAIM" CERTIFICATE

40.1. The Bidder shall not be entitled to make any claim, whatsoever against the Purchaser, under or by virtue of or arising out of, this Contract, nor shall the Purchaser entertain or consider any such claim, if made by the Bidder after he shall have signed a "No claim" certificate in favor of the Purchaser in such forms as shall be required by the Purchaser after the works, Services/Systems are finally accepted.

40.2. In case the Bidder has any other business relationship with the Purchaser, no right of set-off, counter-claim and cross-claim and or otherwise will be available under this Contract to the Bidder for any payments receivable under and in accordance with that business.

41. COMPLETION OF CONTRACT

41.1. Unless terminated earlier, the Contract shall terminate on the successful completion of the Service Period as specified in the Contract.

42. PENALTY

42.1. The penalties for any non-compliance under the RFP / Bid Documents and the Contract are defined under Section -1

43. INSURANCE

43.1. The Bidder shall:

- i. take out and maintain at their own cost but on terms and conditions approved by Purchaser, insurance against the risks, and for the coverage, as shall be specified below.
- ii. at the Purchaser's request, provide evidence to the Purchaser showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid.

43.2. Third party motor vehicle liability insurance as required under Motor Vehicles Act, 1988 in respect of motor vehicles operated in India by the Bidder or their personnel for the period of the Contract.

43.3. Third party liability insurance with a sufficient coverage for the period of the Contract.

43.4. Professional liability insurance, with a minimum coverage equal to estimated remuneration and reimbursable.

43.5. Employer's liability and workers' compensation insurance in respect of the personnel of the Bidder, in accordance with the relevant provisions of the applicable law, as well as, with respect to such personnel, any such life, health, accident, travel or other insurance as may be appropriate; and

43.6. Insurance against loss of or damage to (i) equipment(s) purchased in whole or in part with funds provided under this Contract or otherwise, (ii) the Bidder's property used in the performance of the Services, and (iii) any documents prepared by the Bidder in the performance of the Services.

43.7. The Bidder shall not use these documents for purposes unrelated to this Contract without the prior written approval of the Purchaser.

43.8. All obligations of the Bidder under the Contract / Bid Documents survive the Contract / Bid Documents, subject to the provisions stipulated therein.

43.9. Appropriate insurance to cover the System(s) for the transit period till the time of its delivery, installation / testing and acceptance by the Purchaser at the respective site is to be taken by the Bidder.

44. LIMITATION OF LIABILITY

44.1. The Parties acknowledge that circumstances may arise where on account of a breach by Successful Bidder of the terms of this RFP and subsequent Agreement, or other contractual or tortuous claim, the Bank may be entitled to damages from Successful Bidder. Successful Bidder's aggregate liability shall be subject to an overall limit of the Total Contract price during the execution of the Project (Service period).

44.2. The limits specified in Sub-Clause (47.1) above shall not apply to:

- i. claims made by the Bank for claims relating to the loss of or damage to real property and tangible personal property and for bodily injury or death which is caused by sole gross negligence or sole willful misconduct of the Bidder or its employees.
- ii. claims against the Bank resulting from misconduct, fraud or negligence of the Bidder, its employees and subcontractors or from infringement of patents, trademarks, copyrights or such other Intellectual Property Rights or breach of confidentiality obligations.

44.3. The Bank shall not be held liable for and is absolved of any responsibility or claim / litigation arising out of the use of any third party software or modules supplied by the Bidder as part of this RFP. The Bank may be entitled to damages from Bidder on account of this. In no event shall the Bank be liable for any indirect, incidental or consequential damages or liability, under or in connection with or arising out of this RFP and subsequent agreement or the hardware or the software delivered hereunder, howsoever such liability may arise, provided that the claims against customers, users and service providers of the Bank would be considered as a direct claim.

44.4. In circumstances where the Bidder indemnifies the Bank against any claims of infringement of any Intellectual Property rights, the Bidder must at its own expense promptly;

- iii. Procure the unrestricted right for the Bank to continue using and receiving the same; or
- iv. Make or procure on Bank's behalf such alterations, modifications, adjustments or substitutions to all or any parts of the same so that it becomes non-infringing without affecting the relevant part of Deliverables or Services or prejudice their compliance with their terms of the specifications or requirements of RFP ; or
- v. Substitute a non-infringing version of the infringing item of at least functional equivalence conforming to applicable requirements under the RFP.
- vi. If Bidder is unable to provide any of the forgoing alternatives, the Bank may at its own option terminate forthwith the subsequent Agreement to be entered into with the Bidder.
- vii. The Parties hereby acknowledge that Bidder shall not be responsible for any special, incidental, indirect and consequential damages.
- viii. Bidder will, upon payment or satisfaction of such indemnity in full, be subrogated to all rights of the Bank with respect to the claims to which such indemnification relates.
- ix. The Parties hereby acknowledge that Bidder shall not be responsible for any special, incidental, indirect and consequential damages.
- x. This limitation of liability shall not apply for indemnity at clause 6 of this RFP.

45. FORCE MAJEURE

45.1. Notwithstanding the provisions of this RFP the bidder shall not be liable for forfeiture of its Performance Bank Guarantee, liquidated damages or termination for default, if and to the

extent that, it's delay in performance or other failure to perform its obligations under the Contract / Agreement is the result of an event of Force Majeure.

45.2. For purpose of this Clause "Force Majeure" means war or revolution, terrorist act, fire, flood, earthquake, epidemic and quarantine restriction.

45.3. If a Force Majeure situation arises, the bidder shall promptly notify IDBI Bank in writing of such conditions and the cause thereof. Unless otherwise directed by IDBI Bank in writing, the bidder shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. IDBI Bank may terminate the Contract / Agreement, by giving a written notice of minimum 30 (Thirty) days to the bidder, if as a result of Force Majeure the Vendor is unable to perform a material portion of the Service(s) for a period of more than 60 (Sixty) days.

"Force Majeure Event" means any event or circumstance or a combination of events and circumstances which satisfies all the following conditions:

- (a) materially and adversely affects the performance of obligations under the Contract;
- (b) are beyond the reasonable control of the Bidder;
- (c) Bidder could not have prevented or reasonably overcome with the exercise of good industry practice or reasonable skill and care; and
- (d) do not result from the negligence or misconduct of Bidder or the failure of the Bidder to perform its obligations under the Contract

Upon directions by the Bank, the Successful Bidder shall resume performing of the services in same manner as it would have performed, had there been no such Force Majeure situation.

46. PRE CONTRACT INTEGRITY PACT

46.1. Bidders shall submit Integrity Pact (IP) along with the technical Bid in the format provided in Annexure 12_of the RFP. Integrity Pact is an agreement between the prospective Bidders and the Bank committing the persons/officials of both the parties not to exercise any corrupt influence on any aspect of the Contract. Any violation of the terms of Integrity Pact would entail disqualification of the Bidders and exclusion from future business dealings. The Integrity Pact begins when both parties have legally signed it. Integrity Pact with the successful bidder(s) will be valid till 12 months after the last payment made under the Contract. Integrity Pact with the unsuccessful bidders will be valid 6 months after the Contract is awarded to the successful Bidder

47. IT OUTSOUCE POLICY

47.1. Bidder have to submit the bid in compliance with the RBI (Reserve Bank of India) circular on *Master Direction on Outsourcing of Information Technology Services dated April 10, 2023* vide ref. no RBI/2024-24/102 DoS.CO.CSITEG/SEC.1/31.01.015/2023-24

47.2. Bidder should adhere to the Reserve Bank of India(RBI) circular on Master Direction on Outsourcing of Information Technology Services dated April 10,2023 vide ref no RBI/2023-24/102 DoS.CO.CSITEG/SEC..31.01.015/ 2023-24 and related IDBI Bank policies.

48. CYBER INCIDENT REPORTING

Upon discovery of any cyber security incident that may materially affect the confidentiality, integrity, or availability of the Bank's data or system, vendor/service provider shall immediately notify the Bank (within 30 Minute) without undue delay.

Email id for cyber security incident reporting to Bank:
idbivendorcyberreporting@idbi.co.in

49. INFORMATION SECURITY POSTURE

The bidder shall comply with the following in case Bank's sensitive data is being processed within its network/premises.

- a. All relevant rules and regulations regarding information security and access control, maintaining confidentiality and documenting access.
- b. All relevant rules and regulations and policies regarding information security and access control, prohibiting access to public external email servers and controlling external emails sent on behalf of the Bank.
- c. Documentation policies and procedures for encryption, safeguarding all sensitive information in accordance with relevant Information Security policies.
- d. Document and test incident response processes and procedures, adhering to all relevant regulatory and statutory guidelines to effectively handle security incidents.
- e. The information security policy, which has been reviewed and approved by management, to meet all necessary standards and requirements.
- f. Maintaining a network diagram depicting the environment of services provided to the Bank, including subcontractors such as Cloud services, along with corresponding access control lists, and a Data Flow Diagram for the service being provided to the Bank.
- g. A comprehensive physical and environmental security program to protect IDBI's resources, including information and documentation etc.
- h. the confidentiality of physical materials shredded when no longer needed
- i. An Information Security and Privacy Awareness Training Program to educate employees and contractors on best practices for ensuring compliance with relevant policies and regulations of the information security.
- j. a comprehensive process for LOG monitoring and detecting network incidents, including deploying and maintaining a Security Information and Event Management (SIEM) system, continuously monitoring network traffic, system logs, and security events, establishing baseline behavior and setting up alerts for anomalous activities, and regularly tuning and updating detection rules and signatures.

- k. Performing periodic vulnerability assessments and penetration tests on their network, servers, and clients to identify and mitigate potential security risks.
- l. Periodically patching their network, servers, and clients to protect against known vulnerabilities.

***** END OF RFP DOCUMENT *****