**Annexure -I:**

**Bid Forwarding Letter**

(To be submitted on Bidders letter head)

To,

The General Manager (Systems)

Small Industries Development Bank of India,

IT Vertical, Overseas Towers, 2nd Floor,

756-L, Anna Salai,

**Chennai – 600002**, Tamil Nadu

Dear Sir,

**Procurement of Laptops**

1. We, the undersigned, offer to submit our bid in response and accordance with your tender No.500/2020/1556/CBO/ITV dated February 28, 2020. Having examined the tender document including all Annexures carefully, we are hereby submitting our proposal along with all the requisite EMD and other documents as desired by the Bank.
2. Further, we agree to abide by all the terms and conditions as mentioned herein the tender document. We agree to abide by this offer till 90 days from the date of last day for submission of offer (Bid).
3. If our offer is accepted, we undertake to provide on-site comprehensive service support for the hardware / software supplied as per the above referred RFP, during warranty of 3 years.
4. The Warranty would be back to back from OEM. The warranty of equipment would start from date of acceptance of the equipment by the Bank. Further, we would also undertake preventive maintenance periodically as specified in the tender. We also confirm that, we would stock adequate spares of all items supplied at our support locations and provide uptime etc as per requirements of RfP.
5. The price quoted by us includes back to back 3 years warranty with OEM and support.
6. We undertake that, if we are technically shortlisted, we would be participating in the reverse auction and also submit the price break-up as per commercial bid format after the auction, irrespective of our status in the auction.
7. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”.
8. We have also noted that SIDBI reserves the right to consider/ reject any or all bids without assigning any reason thereof.
9. We understand that the Bank is not bound to accept any proposal it receives.

Yours sincerely,

|  |  |
| --- | --- |
| Date | Signature of Authorised Signatory … |
| Place | Name of the Authorised Signatory … |
|  | Designation … |
| Seal of Company | Phone & E-mail: |
|  | Name of the Organisation … |

**Annexure -II**

**Pre-Qualification / Minimum Eligibility Bid**

(Tender No. 500/2020/1556/CBO/ITV dated February 28, 2020)

1. **Information about Bidder**

| **S.N.** | **Details** | **Bidder’s response** |
| --- | --- | --- |
| **A.1** | Name of the bidder company  |  |
| **A.2** | Year of establishment  |  |
| **A.3** | Type of Company  |  |
| Documentary proof enclosed. (Yes / No) |  |
| **A.4** | ***Address of Registered Office with contact numbers***  |
| a | Address  |  |
| b | Land Line No. |  |
| **A.5** | ***PAN and GST Details*** |
| a | Permanent Account Number  |  |
| Copy of PAN enclosed. **(Yes/No)** |  |
| b | GST Identification Number |  |
| Copy of GSTIN enclosed. **(Yes/No)** |  |
| **A.6** | OEM or Authorized Partner of OEMs. |  |

1. **Purchase Preference**

| **S.N.** | **Details** | **Bidder’s response** |
| --- | --- | --- |
| **B.1** | **Purchase Preference Opted for** |
| a | Bidder applying under MSE (PPP-MSE) purchase preference policy. (Yes/No) |  |
| b | Bidder applying under Make in India (PP-LC) purchase preference policy. **(Yes/No)** |  |
| c | Undertaking of applicability of Purchase Preference Policy – as per **Form-2** submitted. **(Yes / No)** |  |
| d | ***Note:***1. Bidder has to opt for any one of the above two purchase preference.
2. The option once exercised cannot be modified subsequently.
3. In case a bidder fails to indicate his option while quoting, his offer will be evaluated considering the default option of PPP-MSE, even if such a bidder is otherwise found to be eligible under both the Policies (PP-LC & PPP-MSE).
4. In case bidder opts for both, the bid will be disqualified.
 |
| **B.2** | **MSME Status**  |
| a | MSE registration certificate enclosed. **(Yes/No)** |  |
| b | Self-Declaration of MSEs and Startups as per **Form-1** of RfP submitted. (Yes/No). |  |
| **B.3** | **Startup**  |
| a | Startup registration certificate enclosed. **(Yes/No)** |  |
| b | Self-Declaration of MSEs and Startups as per **Form-1** of RfP submitted. **(Yes/No).** |  |
| **B.3** | **Make in India** |
| a | Affidavit of Self Certification regarding Domestic Value Addition in an Electronic Product as per **Form-4** of RfP submitted. (Yes/No) |  |
| b | Undertaking by Bidder towards Mandatory Minimum Local Content (LC) submitted. **(Yes/No).** |  |

1. **Authorized Representative Details – to make commitments to SIDBI**

|  |  |  |
| --- | --- | --- |
| **S.N.** | **Contact Details** | **Bidder Response** |
| C.1 | Name |  |
| C.2 | Designation |  |
| C.3 | Land Line No. |  |
| C.4 | Mobile No. |  |
| C.5 | Email Id |  |
| C.5 | Power of attorney in favour of authorized representative as per format given in **Annexure –VII** submitted. **(Yes / No)** |  |

1. **Financials**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. N** | **Parameter** | **FY** | **Amount in lakh** |
| D.1 | Annual Turnover | 2016 – 2017 |  |
| 2017 – 2018 |  |
| 2018 - 2019 |  |
| D.2 | Net Profit | 2016 – 2017 |  |
| 2017 – 2018 |  |
| 2018 - 2019 |  |
| D.3 | Net-worth | 2016 – 2017 |  |
| 2017 – 2018 |  |
| 2018 - 2019 |  |
| D.4 | *Copies of audited balance sheet attached. (Yes / No)* |  |
| D.5 | *CA Certificate indicating turnover, networth and Net Profit for three years i.e., 2016-17, 217-18 and 2018-19* |  |

1. **Eligibility Criteria**

| **S.N.** | **Criteria** | **Documents to be submitted by bidder** | **Bidder’s Response** |
| --- | --- | --- | --- |
| E.1 | The Bidder should be a partnership firm registered under LLP act, 2008 / Indian Partnership Act, 1932 OR Company in India as per Indian Companies Act, 1956/ Indian Companies Act 2013 and must have in existence for **5 years** as on the date of RfP. | 1. Copy of certificate of LLP registration.
2. Copy of certificate of Incorporation and certificate of commencement of business in case of Public Limited Company

OR1. Copy of certificate of Incorporation of Private limited Company, issued by the registrar of companies.
 |  |
| E.2 | The Bidder must be in position to provide support / maintenance / up-gradation during the period of contract with the Bank and must be having back-to-back support from the OEM.  | Bidder to submit Manufacturer Authorization Form (MAF) as per format provided in **Annexure -V** of this RFP. |  |
| E.3 | The bidder should have minimum average annual turnover of INR 5 crore over the last three (3) Financial years, | 1. Audited balance sheet for last three years i.e. 2016-2017, 2017-2018 and 2018-2019.
2. CA Certificate indicating turnover, net profit and networth for three years i.e., 2016-17, 217-18 and 2018-19
 |  |
| E.4 | The bidder should have positive **Net Profit** in any two (2) of the last three (2) financial years and in the immediately preceding FY. Bidders should also have **positive networth** in immediately preceding three (3) financial years i.e. 2016-17, 2017-18 and 2018-19.This must be the individual company’s financials and not consolidated or of any group of companies / subsidiaries. |  |
| E.5 | The bidder must have a currently valid GST registration certificate and PAN number.  | Copies of the following to be submitted:1. GST Number and
2. PAN.
 |  |
| E.6 | The bidder should have supplied laptops to organization in Government/ Financial Institutions / Scheduled Commercial Banks / Government Departments / Semi-Government Departments / PSUs in India during **LAST THREE YEARS** from the date of RfP in at least:1. **One organization** with order value of atleast Rs.60 lakh

OR1. **Two organizations** with order value of at least Rs.35 lakh each.

OR1. **Three organizations** with order value of at least Rs.25 lakh each.
 | Copy of PO issued  |  |
| E.7 | The bidder should have support arrangement at all the locations where laptops are delivered to meet the SLA. | Address and Contact Details of support center at the locations to be provided as per format given in **Annexure -XIV.** |  |
| E.8 | The bidder should not have been black-listed by any Public Financial Institutions, Public Sector Bank, RBI or IBA or any other Government agencies during the last 3 years (counted backward from date of RfP). Bidder must certify to that effect. | Self-declaration to this effect on company's letter head signed by company’s authorized signatory as per **Annexure-VIII**. |  |
| E.9 | Bidder should not be owned or controlled by any Director or Employee (or relatives) of the Bank. | Self-Declaration by Bidder on the company’s letter head signed by company’s authorized signatory as per **Annexure-IX** is to be submitted |  |
| E.10 | The laptop proposed should not be “end of support for 5 years” as on the date of RfP. | Self-Declaration by Bidder on the company’s letter head to be submitted. |  |
| E.11 | The bidder should submit pre-contract integrity pact. | Pre-contract integrity pact as per **Annexure –XI** on non-judicial stamp paper of Rs.100. |  |

1. **EMD and Tender Form Cost Details**

| **S.N.** | **Details** | **Bidders Response** |
| --- | --- | --- |
| **F.1** | **EMD Details** |
| a. | DD / Pay Order / Bank Guarantee |  |
| b. | DD/Pay order/BG Number |  |
| c. | Date of Issue of DD/Pay order/BG |  |
| d. | Issuing Bank of DD/Pay order /BG |  |
| e. | Amount (Rs.) |  |
| **F.2** | **Tender Form Cost Details** |
| a. | DD / Pay Order |  |
| b. | Number |  |
| c. | Date of Issue |  |
| d. | Issuing Bank |  |
| e. | Amount (Rs.) |  |
|  |  |

|  |  |
| --- | --- |
| Date | Signature of Authorised Signatory … |
| Place | Name of the Authorised Signatory … |
|  | Designation … |
|  | Phone & E-mail: |
| Seal of Organisation. | Name of the Organisation … |

|  |
| --- |
| **Note*** Bidder response should be complete with all relevant documents attached.
* Documentary proof, sealed and signed by authorized signatory, must be submitted
* Details of clients and relevant contact details are mandatory. Bidders may take necessary approval of the clients in advance before submission of related information. SIDBI will not make any separate request for submission of such information.
* SIDBI will contact the bidder referenced customer for verifications of facts, the bidder to ensure that the customer is intimated. Further in case SIDBI feels to visit the site, the bidder to take necessary approvals for the same. SIDBI will not make any separate request to the bidders’ customers.
* Proposal of the bidders are liable to be rejected in case of incomplete information or wrong information or non-submission of documentary proof.
 |

**Annexure –III**

**Technical Bid**

(Tender No. 500/2020/1556/CBO/ITV dated February 28, 2020)

* + 1. **Technical Specifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.N.** | **Details** | **Minimum Specifications** | **Bidder Response** |
| 1 | Processor and Chipset | 8th Generation Intel® Core™ i5-8265U |  |
| 2 | Memory | 16 GB, DDR4, 2666 MHz  |  |
| 3 | Screen size (Display) | 14.0" / 14.1" FHD (1920 x 1080) Anti-Glare, Non-Touch |  |
| 4 | Camera  | 720p HD, built-in |  |
| 5 | Hard Disk Drive | 512GB SSD |  |
| 6 | Graphics | Integrated Graphics |  |
| 7 | Connectivity | 802.11ac dual band (2x2) wireless adapter, Bluetooth 4.2 |  |
| Integrated Gigabit ethernet 10/100/1000 |  |
| 8 | I/O Ports | 1. 3XUSB 3.0 or above
 |  |
| 1. 1XHDMI
 |  |
| 1. 1XVGA (onboard or through HDMI to VGA adapter).

**Adapter to be provided by the bidder**. |  |
| 1. 1XGigabit Ethernet (RJ45)
 |  |
| 1. 1X Headphone / Mic Combo jack
 |  |
| 1. 1X Power jack
 |  |
| 9 | Speakers & Microphone | Integrated stereo speakers and Microphone |  |
| 10 | Keyboard & Touchpad | Spill resistant backlit Keyboard and Multi-touch Touchpad |  |
| 11 | Mouse | USB mouse from same OEM. |  |
| 12 | Battery | Internal with minimum 6 hours of battery back-up time. |  |
| 13 | AC Adapter | AC Adapter (India) |  |
| 14 | Operating System | Windows 10 Pro (64bit) with latest service packs installed |  |
| 15 | Recovery Media | Windows 10 Pro OS Recovery Media 64bit in USB drive |  |
| 16 | Weight | **<= 2Kg** (inclusive of batteries) |  |
| 17 | Carry Bag | Executive Carry bag, black colour |  |
| 18 | Industry Compliance Environmental & Regulatory Standard | ROHS compliance & Extended Producers Responsibility (EPR) OR EPEAT |  |
| BEE Star ver. 2.0 or above OR Energy Star |  |
| Windows  |  |
| 19 | Warranty | 3 years comprehensive onsite, including battery and with back to back support from OEM.  |  |

**Note:** **bidders not to quote for 2 in 1 laptop.**

* + 1. **Terms and Conditions**

| **S.N.** | **Description** | **Compliance** | **Deviations,** **if any** |
| --- | --- | --- | --- |
|  | Scope of Work as per **Section -6** of RfP |  |  |
|  | Special Terms and Conditions as per **Section -7** of RfP |  |  |
|  | General Terms and Conditions as per **Section -8** of RfP. |  |  |
|  | Evaluation Methodology as per **Section 9** of RfP |  |  |
|  | Purchase Preference as per **Section 10** of RfP |  |  |
|  | Reverse Auction as per **Section 11** of RfP. |  |  |

|  |  |
| --- | --- |
| Date | Signature of Authorised Signatory … |
| Place | Name of the Authorised Signatory … |
|  | Designation … |
|  | Phone & E-mail: |
| Seal … | Name of the Organisation … |
|  |  |

**Annexure -IV**

**Commercial Bid**

(Tender No. 500/2020/1556/CBO/ITV dated February 28, 2020)

1. **Table -1: Cost of New Laptops**

| **S. N** | **Description** | **Qty.** | **Unit Cost** | **Total Cost** |
| --- | --- | --- | --- | --- |
| **Figures** | **Words** | **GST** | **Total** |
|  |  | **A** | **B** |  | **C** | **D=B+C** | **E=AXD** |
|  | Cost of Laptops with three years warranty and support as per specifications given in **Annexure-III, S.N. (1)** | 100 |  |  |  |  |  |

1. **Table -2: Buyback Cost of Old Laptops**

| **S. N** | **Description** | **Qty.** | **Unit Cost** | **Total Cost** |
| --- | --- | --- | --- | --- |
| **Figures** | **Words** | **GST** | **Total** |
|  |  | **A** | **B** |  | **C** | **D=B+C** | **E=AXD** |
|  | Buyback Cost of old Laptops  | 100 |  |  |  |  |  |

1. **Total Cost of Ownership**

| **S.N.** | **Description** | **Amount (Rs)** |
| --- | --- | --- |
|  | Total cost of New laptops as per **Table -1** | **A** |  |
|  | Buyback cost of old laptops as per **Table -2** | **B** |  |
|  | **Total Cost of Ownership** | **D=A-B** |  |
| Date | Signature of Authorised Signatory … |
| Place | Name of the Authorised Signatory … |
|  | Designation … |
| Seal…… | Phone & E-mail: |
|  | Name of the Organisation … |

**Bidders are requested to note the following:**

1. Conditional commercial bids would be rejected.
2. All the details must be provided as per format, table wise summation to be calculated and updated, deviation from above format would enable the commercial bid to be rejected.
3. The bidder should submit indicative cost Masked commercial bid along with technical bid.
4. After completion of reverse auction, the bidder should submit the final price as per the above commercial bid format.
5. All the rates must be quoted in INR. The cost should be inclusive of all taxes.
6. SIDBI can place repeat order for additional hardware (if so desired) at the above mentioned prices within one year from the date of acceptance.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Annexure –V**

**Manufacturer Authorization**

 (This letter should be on the letterhead of the OEM)

To

The General Manager (Systems)

Small Industries Development Bank of India,

IT Vertical, Overseas Towers, 2nd Floor,

756-L, Anna Salai,

**Chennai – 600002**, Tamil Nadu

Dear Sir,

|  |
| --- |
|  |
| **Tender No. 500/2020/1556/CBO/ITV dated February 28, 2020** |

We **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (**OEM Name**) having our registered office at **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (**OEM office address**) are an established and reputed manufacturer of **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ <hardware details>** do hereby authorise M/s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Name and address of the Partner)** to offer their quotation, negotiate and conclude the contract with you against the above invitation for tender offer.

We (Manufacturer/Indian Distributor) hereby extend our full guarantee and warranty as per terms and conditions of the tender and the contract for the solution, products/equipment and services offered against this invitation for tender offer by the above firm and will extend technical support and updates / upgrades and ensure availability of spares for our products for a period of seven years from the date of submission of this tender.

 We (Manufacturer/Indian distributor) also confirm that we will ensure all product updates (software updates and new product feature releases) are provided by M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for all the products quoted for and supplied to the bank during the seven year contract period. In case this is not considered while quoting and in the event M/s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ fail in their obligations to provide the updates within 30 days of release /announcement, we hereby confirm that we will provide the same to the bank at no additional cost to the bank and we will directly install the updates and new product releases at the premises of the bank directly.

We also confirm that the proposed solution offered by the bidder to the bank are correct, viable, technically feasible for implementation and the solution will work without nay hassles in all the locations.

We hereby commit to the tender terms and conditions and will not withdraw our commitments during the process and/or during the period of the contract.

**<Authorised Signatory>**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annexure –VI**

**Undertaking of Authenticity**

[To be signed by Authorised Signatory with Name and Seal of the Company]

To

The General Manager (Systems)

Small Industries Development Bank of India,

IT Vertical, Overseas Towers, 2nd Floor,

756-L, Anna Salai,

**Chennai – 600002**, Tamil Nadu

Dear Sir,

|  |
| --- |
|  |
|  **Tender No. 500/2020/1556/CBO/ITV dated February 28, 2020** |

With reference to the hardware items /software quoted to you vide our reference/quotation No. cited above.

We hereby undertake that all the components / parts / assembly / software used in network switches/other hardware items shall be original/ new from respective OEMs of the products and that no refurbished / duplicate / secondhand components / parts / assembly / software are being used or shall be used.

We also undertake that in respect of licensed operating system if asked for by you in the purchase order, the same shall be supplied along with the authorised license certificate and also that it shall be sourced from the authorised source.

We confirm that the software supplied along with the hardware is free from bugs, malware, covert channels in code etc.

Should you require, we hereby undertake to produce the certificate from our OEM supplier in support of above undertaking at the time of delivery/installation. It will be our responsibility to produce such letters from our OEM suppliers at the time of delivery or within a reasonable time.

In case of default and we are unable to comply with above at the time of delivery or during installation for the IT hardware / software already billed, we agree to take back the same, if already supplied and return the money if any paid to us by you in this regard.

We also take full responsibility of both parts & service SLA as per the content even if there is any defect by our authorised service center / reseller / SI etc.

|  |  |
| --- | --- |
| Date | Signature of Authorised Signatory … |
| Place | Name of the Authorised Signatory … |
|  | Designation … |
| Seal……. | Phone & E-mail: |
|  | Name of the Organisation … |

**Annexure –VII**

**Power of Attorney**

 ***(Sample Format – To be executed on a non-judicial stamped paper of Rs.100/-)***

BY THIS POWER OF ATTORNEY executed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2020, We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a Company incorporated under the Companies Act, 1956, having its Registered Office at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter referred to as “the Company”) doth hereby nominate, constitute and appoint **<Name>, <Employee no.>, < Designation>** of the Company, as its duly constituted Attorney, in the name and on behalf of the Company to do and execute any or all of the following acts, deeds, matters and things, namely :-

1. Execute and submit on behalf of the Company a Proposal and other papers / documents with ‘Small Industries Development Bank of India’ (“SIDBI”) relating to ‘Request for proposal No.500/2020/1556/CBO/ITV dated February 28, 2020 for RfP for procurement of Laptops and to attend meetings and hold discussions on behalf of the Company with SIDBI in this regard.

THE COMPANY DOTH hereby agree to ratify and confirm all whatsoever the attorney shall lawfully do or cause to be done under or by virtue of these presents including anything done after revocation hereof but prior to actual or express notice thereof being received by the person or persons for the time being dealing with the attorney hereunder.

IN WITNESS WHEREOF, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has caused these presents to be executed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the day, month and year mentioned hereinabove.

For and on behalf of the Board of Directors of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WITNESS:

Signature of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_

Attested

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annexure –VIII**

**Non-Blacklisting**

[To be signed by Authorised Signatory with Name and Seal of the Company]

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To

The General Manager (Systems)

Small Industries Development Bank of India,

IT Vertical, Overseas Towers, 2nd Floor,

756-L, Anna Salai,

**Chennai – 600002**, Tamil Nadu

Dear Sir,

|  |
| --- |
| **Tender No. 500/2020/1556/CBO/ITV dated February 28, 2020** |

We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (bidder name), hereby undertake that:

1. We are not blacklisted by Public Financial Institutions, Public Sector Bank, RBI or IBA or any other Government agencies during the **last three years**.
2. We also undertake that, we are not involved in any legal case that may affect the solvency / existence of our firm or in any other way that may affect capability to provide / continue the services to bank.

Yours faithfully,

|  |  |
| --- | --- |
| Date | Signature of Authorized Signatory … |
| Place | Name of the Authorised Signatory … |
|  | Designation … |
| Seal……. | Phone & E-mail: |
|  | Name of the Organization … |

**Annexure –IX**

**EMD / Bid Security Form**

 ***(Sample Format – To be executed on a non-judicial stamped paper of requisite value)***

To: **SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA**

WHEREAS …………………………………………………….. (Name of Vendor) (hereinafter called the ‘the Vendor”) has undertaken, in pursuance of Request for Proposal (RFP) No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to supply, installation and maintenance of Laptops (Herein after called the ‘the RFP”) to you.

AND WHEREAS, it has been stipulated by you in the said RFP that the Vendor shall furnish you with a Bank Guarantee from a commercial Bank for the sum specified therein, as security for compliance with the Vendor’s performance obligations in accordance with the RFP.

AND WHEREAS we ----------------Bank having its registered office at ----- and inter alia a branch office situated at ------- have agreed to give a performance guarantee in lieu of EMD of ` --------- (Rupees ------------------ only) on behalf of the Vendor.

We **-------------------Bank** further undertake not to revoke and make ineffective the guarantee during it’s currency except with the previous consent of the buyer in writing.

We ------ Bank do hereby unconditionally and irrevocably undertake to pay to SIDBI without any demur or protest, merely on demand from SIDBI, an amount not exceeding Rs. ---------- (--------- only).by reason of any breach of the terms of the RFP dated ---- by vendor. We hereby agree that the decision of the SIDBI regarding breach of the terms of the RFP shall be final, conclusive and binding

 WE do hereby guarantee and undertake to pay forthwith on demand to SIDBI a sum not exceeding `……………/-. (Rupees ………………………….. …only) (amount of the Guarantee in words and figures) and we undertake to pay you upon your first written demand declaring the Vendor to be in default under the RFP and without cavil or argument, any sum or sums within the limit of `……………/-. (Rupees ………………………… only) (Amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

Our obligation to make payment under this Guarantee shall be a primary, independent and absolute obligation and we shall not be entitled to delay or withhold payment for any reason. Our obligations hereunder shall not be affected by any act, omission, matter or thing which but for this provision might operate to release or otherwise exonerate us from our obligations hereunder in whole or in part, including and whether or not known to us or you:

1. Any time or waiver granted to the vendor;
2. The taking, variation, compromise, renewal or release of or refusal or neglect to perfect or enforce any rights, remedies or securities against the vendor;
3. Any Variation of or amendment to the RFP or any other document or security so that references to the Contract in this Guarantee shall include each such Variation and amendment;
4. any unenforceability, invalidity or frustration of any obligation of the VENDOR or any other person under the RFP or any other document or security waiver by you of any of the terms provisions conditions obligations UNDER RFP or any failure to make demand upon or take action against the VENDOR;
5. any other fact, circumstance, provision of statute or rule of law which might, were our liability to be secondary rather than primary, entitle us to be released in whole or in part from our undertaking; and;
6. any change in constitution of the vendor;
7. any petition for the winding up of the VENDOR has been admitted and a liquidator or provisional liquidator has been appointed or an order of bankruptcy or an order for the winding up or dissolution of the vendor has been made by a Court of competent jurisdiction;

The written demand referred to in paragraph above shall be deemed to be sufficiently served on us if you deliver to us at the address as set out in paragraph 3.

This guarantee is valid until the ……. day of …………. And a claim in writing is required to be presented to us within six months from i.e. on or before ----all your rights will be forfeited, and we shall be relieved of and discharged from all our liabilities mentioned hereinabove.

Signature and Seal of Guarantors (**Vendor’s Bank**)

…………………………………………………………..

Date…………………………………………………….

Address …………………………………………………

……………………………………………………………

……………………………………………………………

**Annexure –X**

 **Non-Disclosure Agreement**

***(Sample Format – To be executed on a non-judicial stamped paper of Rs.100/-)***

WHEREAS, we, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, having Registered Office at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereinafter referred to as the COMPANY, are agreeable to execute “**Procurement of Laptops**” as per scope defined in the **Request for Proposal** No.500/2020/1556/CBO/ITV dated February 28, 2020for Small Industries Development Bank of India, having its Head office at SIDBI Tower, 15 Ashok Marg, Lucknow, 226001, and office at, Overseas Towers, 2nd Floor, 756L Anna Salai, Chennai (hereinafter referred to as the BANK) and,

WHEREAS, the COMPANY understands that the information regarding the Bank’s Infrastructure shared by the BANK in their Request for Proposal is confidential and/or proprietary to the BANK, and

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

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

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

The COMPANY agrees that information and other data shared by the BANK or, prepared or produced by the COMPANY for the purpose of submitting the offer to the BANK in response to the said RfP, will not be disclosed to during or subsequent to submission of the offer to the BANK, to anyone outside the BANK;

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

Yours sincerely,

|  |  |
| --- | --- |
| Date | Signature of Authorized Signatory … |
| Place | Name of the Authorised Signatory … |
|  | Designation … |
| Seal……. | Phone & E-mail: |
|  | Name of the Organization … |

**Annexure –XI**

**Pre-Contract Integrity Pact**

 **(To be submitted on non-judicial stamp paper of Rs.100/-.)**

1. **General**

This pre-bid-pre-contract Agreement (hereinafter called the Integrity Pact) is made at \_\_\_\_\_\_\_\_\_ place\_\_\_ on ---- day of the month of -----, 2020 between Small Industries Development Bank of India, having its Head Office at 15, Ashok Marg, Lucknow – 226001 and inter alia, its Office at Overseas Towers, 2nd Floor, 756L, Anna Salai, Chennai (hereinafter called the “BUYER”/SIDBI, which expression shall mean and include, unless the context otherwise requires, its successors and assigns) of the First Part and M/s --- represented by Shri ----, Chief Executive Officer (hereinafter called the “BIDDER/Seller” which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

WHEREAS the BUYER proposes to shortlist vendor for carrying out Procurement of Laptops for various locations and the BIDDER/Seller is willing to offer/has offered the services and

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 BUYER is a corporation set up under an Act of Parliament.

NOW, THEREFORE,

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

* Enabling the BUYER to obtain the desired said stores/equipment/services 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 BUYER 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:

1. **Commitments of the BUYER**
	1. The BUYER undertakes that no official of the BUYER, 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, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.
	2. The BUYER 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.
	3. All the officials of the BUYER will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.
	4. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facia found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and during such a period shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.
2. **Commitments of 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-contact stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following : -

* 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 officials of the BUYER, connected directly or indirectly with 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.
	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 to any official of the BUYER 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 the Government for showing or forbearing to show favour or disfavor to any person in relation to the contract or any other contract with the Government.
	3. BIDDERs shall disclose the name and address of agents and representatives and Indian BIDDERs shall disclose their foreign principals or associates.
	4. BIDDERs shall disclose the payments to be made by them to agents/brokers or any other intermediary, in connection with this bid/contract.
	5. The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacture/integrator/authorized government sponsored export entity of the defence stores and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, or 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.
	6. The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with contract and the details of services agree upon for such payments.
	7. The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
	8. The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
	9. The BIDDER shall not use improperly, for purposes of competition or personal gain or pass on the others, any information provided by the BUYER as 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.
	10. BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
	11. The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
	12. 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 to any of the officers of the BUYER or alternatively, if any relative of the officer of the BUYER has financial interest/stake in the BIDDER’s firm, the same shall be disclosed by the BIDDER at the time of filling of tender.

The term ‘relative’ for this purpose would be as defined in Section 2 (77) of the Companies Act, 2013.

* 1. 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 BUYER.
1. **Previous Transgression**
	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 in India or any Government Department in India that could justify BIDDER’s exclusion from the tender process.
	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.
2. **Earnest Money (Security Deposit)**
	1. While submitting commercial bid, the BIDDER shall deposit an amount **Rs.1,26,000/-** as Earnest Money/Security Deposit, with the BUYER through any of the following instrument.
3. Bank Draft or a Pay Order in favour of Small Industries Bank of India, Payable at Mumbai.
4. A confirmed guarantee by an Indian Nationalised Bank, promising payment of the guaranteed sum to the BUYER immediately on demand without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the BUYER shall be treated as conclusive proof of payment.
	1. Earnest Money/Security Deposit shall be valid till the date of bid validity as mentioned in the RfP.
	2. 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 provision of Sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.
	3. No interest shall be payable by the BUYER to the BIDDER on Earnest Money/Security Deposit for the period of its currency.
5. **Sanctions for Violations**
	1. Any breach of the aforesaid provision by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:-
6. To immediately call off the pre contract negations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with other BIDDER(s) would continue
7. 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 BUYER and the BUYER shall not be required to assign any reason therefore.
8. To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER
9. To recover all sums already paid by the BUYER, and in case of Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a bidder from a country other than India with interest thereon at 2% higher than LIBOR. If any outstanding payment is due to the bidder from the buyer in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.
10. 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 BUYER alongwith interest.
11. 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 BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER
12. To debar the BIDDER from participating in future bidding processes of the buyer or its associates or subsidiaries for minimum period of five years, which may be further extended at the discretion of the BUYER.
13. 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.
14. In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with BIDER, the same shall not be opened.
15. Forfeiture of Performance Bond in case of decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.
	1. The BUYER will be entitled to take all or any of the actions mentioned at para 6.1(i) to (x) 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 offence as defied in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.
	2. The decision of the BUYER to the effect that a breach of the provision of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the independent Monitor(s) appointed for the purposes of this Pact.
16. **Fall Clause**

The BIDDER undertakes that it has not supplied/is not supplying similar products /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 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 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 BUYER, if the contract has already been concluded.

1. **Independent Monitors**
	1. The BUYER is in the process of appointing Independent Monitors (hereinafter referred to as Monitors) for this Pact in consultation with the Central Vigilance Commission.
	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.
	3. The Monitors shall not be subject to instruction by the representatives of the parties and perform their functions neutrally and independently.
	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.
	5. As soon as the Monitor notices or has reason to believe, a violation of the Pact, he will so inform the Authority designated by the BUYER
	6. The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER 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 documents. The same is applicable to Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality
	7. The BUYER 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. The Monitor will submit a written report to the designed Authority of the BUYER within 8 to 10 weeks from the date of reference or intimation to him by the BUYER/BIDDER and should the occasion arise, submit proposals for correcting problematic situations.
2. **Facilitation of Investigation**

In case of any allegation of violation of any provision of this Pact or payment of commission, the BUYER 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.

1. **Law and Place of Jurisdiction**

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

1. **Other Legal Actions**

The action 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.

1. **Validity**
	1. The validity of this Integrity Pact shall be from date of its signing and extend upto 5 years or the complete execution of the contract to the satisfaction of both the BUYER 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.
	2. Should one or several provisions of the 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.
2. The parties hereby sign this integrity Pact, at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_

BUYER BIDDER

Name of the Officer

Designation CHIEF EXECUTIVE OFFICER

SIDBI

Witness Witness

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annexure –XII**

**Statement of Deviations**

Bidder is required to provide details of all deviations, comments and observations or suggestions in the following format with seal and signature. It also needs to provide a reference of the page number, state the clarification point as stated in tender document and the comment/ suggestion/ deviation that you propose as shown below.

SIDBI may at its sole discretion accept or reject all or any of the deviations, however it may be noted that the acceptance or rejection of any deviation by SIDBI will not entitle the bidder to submit a revised commercial bid. **Clarifications given in Pre-bid will not be further entertained.**

|  |
| --- |
| **PRE-BID QUERIES** |
| Tender No. 500/2020/1556/CBO/ITV dated February 28, 2020 |
| **S.N.** | **Page Number** | **Section Number** | **Clarification point as stated in the tender document** | **Comment/ Suggestion/ Deviation** |
| 1. |  |  |  |  |
| 2.  |  |  |  |  |
| 3. |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |

|  |  |
| --- | --- |
| Date | Signature of Authorized Signatory … |
| Place | Name of the Authorised Signatory … |
|  | Designation … |
| Seal……. | Phone & E-mail: |
|  | Name of the Organization … |

**Annexure –XIII**

**Bank Mandate Form**

 **(To be submitted in Duplicate along with Cancelled Cheque)**

Please fill in the information in CAPITAL LETTERS. Please TICK wherever it is applicable)

1. Name of Borrower / vendor / supplier: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Vendor Code (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Address of the Borrower / vendor / supplier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City Pin Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail id:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone No. with STD code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Permanent Account Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MSE Registration / CA Certificate (if applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Particulars of Bank account:**

|  |  |
| --- | --- |
| Beneficiary Name |  |
| Bank Name |  | Branch Name |  |
| Branch Place |  | Branch City |  |
| PIN Code |  | Branch Code |  |  |  |  |  |  |  |  |  |  |
| MICR No. |  |  |  |
| Account type |  Saving |  Current | Cash Credit |
| Account No. | (As appearing in the Cheque book) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **(Code number appearing on the MICR1 cheque supplied by the Bank. Please attach a cancelled cheque of your bank for ensuring accuracy of the bank name, branch name & code and Account Number)** |
| IFSC CODE2 | For RTGS transfer |  | For NEFT transfer |  |

4. Date from which the mandate should be effective :

 I hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected for reasons of incomplete or incorrect information, I shall not hold SIDBI / IDBI Bank responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of amount through **RBI RTGS/NEFT**.

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_ Signature of the party / Authorized Signatory

……………………………………………………………………………………………………………

Certified that particulars furnished above are correct as per our records.

Bank’s stamp:

Date :

[Signature of Authorized Official from the Bank]

**N.B.: RTGS/NEFT charges if any, is to be borne by the party**

**1**, 2: Note on IFSC / MICR

Indian Financial System Code (IFSC) is an alpha numeric code designed to uniquely identify the bank-branches in India. This is 11 digit code with first 4 characters representing the bank’s code, the next character reserved as control character (presently 0 appears in the fifth position) and remaining 6 characters to identify the branch. The MICR code, (Magnetic Ink Character Recognition) that appears on cheques, has 9 digits to identify the bank-branch. RBI had since advised all the banks to print IFSC on cheque leaves issued to their customers. A customer may also contact his bank-branch and get the IFS Code of that branch.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Annexure -XIV**

**Bidder Support Details at the Locations**

Tender No. 500/2020/1556/CBO/ITV dated February 28, 2020

| **S.N.** | **Location** | **Bidder Support Details** |
| --- | --- | --- |
| **Address** | **Contact Details** |
| **Name** | **Landline Number** |
| 1 | Ahmedabad |  |  |  |
| 2 | Morbi |  |  |  |
| 3 | Surat |  |  |  |
| 4 | Vatva |  |  |  |
| 5 | Mumbai |  |  |  |
| 6 | Andheri (Mumbai) |  |  |  |
| 7 | Thane (Mumbai) |  |  |  |
| 8 | Oshiwara (Mumbai) |  |  |  |
| 9 | Pune |  |  |  |
| 10 | Nagpur |  |  |  |
| 11 | Nashik |  |  |  |
| 12 | Aurangabad |  |  |  |
| 13 | Hyderabad |  |  |  |
| 14 | Balanagar (Hyderabad) |  |  |  |
| 15 | Visakhapatnam |  |  |  |
| 16 | Bangalore |  |  |  |
| 17 | Peenya |  |  |  |
| 18 | Dharmasthala (Karnataka) |  |  |  |
| 19 | Bhopal |  |  |  |
| 20 | Chennai |  |  |  |
| 21 | Coimbatore |  |  |  |
| 22 | Erode |  |  |  |
| 23 | Hosur |  |  |  |
| 24 | Tirupur |  |  |  |
| 25 | Madurai |  |  |  |
| 26 | Kochi |  |  |  |
| 27 | Haridwar |  |  |  |
| 28 | Kolkata |  |  |  |
| 29 | Lucknow |  |  |  |
| 30 | Kanpur |  |  |  |
| 31 | Ludhiana |  |  |  |
| 32 | Jaipur |  |  |  |
| 33 | Vishwakarma Ind. Area (Jaipur) |  |  |  |
| 34 | Udaipur |  |  |  |
| 35 | New Delhi |  |  |  |
| 36 | Noida |  |  |  |
| 37 | Faridabad |  |  |  |
| 38 | Bahadurgarh |  |  |  |
| 39 | Yamuna Nagar |  |  |  |
| 40 | Kundli |  |  |  |
| 41 | Shimla |  |  |  |
| 42 | Patna |  |  |  |
| 43 | Raipur |  |  |  |
| 44 | Ranchi |  |  |  |
| 45 | Rudrapur |  |  |  |
| 46 | Shillong |  |  |  |
| 47 | Guwahati |  |  |  |
| 48 | Bhubaneshwar |  |  |  |

I/We certify that, the information given above are correct.

|  |  |
| --- | --- |
| Date | Signature of Authorized Signatory … |
| Place | Name of the Authorised Signatory … |
|  | Designation … |
| Seal……. | Phone & E-mail: |
|  | Name of the Organization … |

**Annexure –XV**

**Declaration on Ownership by Bank Employees**

To

The General Manager [Systems]

IT Vertical, Small Industries Development Bank of India

Overseas Towers, 2nd Floor,

756L, Anna Salai

**Chennai 600 002**

Dear Sir,

Tender No. 500/2020/1556/CBO/ITV dated February 28, 2020

I/We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (bidder name), hereby undertake that, the Company is not owned or controlled by any Director or Employee (or relatives) of Small Industries Development Bank of India.

Yours faithfully,

|  |  |
| --- | --- |
| Date | Signature of Authorized Signatory … |
| Place | Name of the Authorised Signatory … |
|  | Designation … |
| Seal……. | Phone & E-mail: |
|  | Name of the Organization … |

**Annexure –XVI**

**Performance Guarantee Format**

***(Sample Format – To be executed on a non-judicial stamped paper of requisite value)***

 KNOW ALL MEN BY THESE PRESENTS that in consideration of the Small Industries Development Bank of India (SIDBI), a Corporation constituted and established under the Small Industries Development Bank of India Act, 1989, and having its Head Office at SIDBI Tower, 15 Ashok Marg, Lucknow, 226001, and office at Overseas Towers, 2nd Floor, 756L, Anna Salai, Chennai (hereinafter called the Corporation) having agreed to accept from M/s. ‘Vendor Name’ having its office at ‘Vendor’s Office Address’, (hereinafter called "the Vendor") an agreement of guarantee for Rs. \_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only), for the due fulfillment by the vendor of the terms and conditions of the Purchase order No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_ made between the vendor and the Corporation for providing services for SIDBI’s ‘Project Details’ hereinafter called "the said Agreement”).

1. We, Bank (Bank Name and Details), do hereby undertake to indemnify and keep indemnified the Corporation to the extent of Rs. \_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only) against any loss or damage caused to or suffered by the Corporation during warranty period by reason of any breach by the Vendor of any of the terms and conditions contained in the said Agreement of which breach the opinion of the Corporation shall be final and conclusive.

2.And we Bank (Bank Name and Details), do hereby guarantee and undertake to pay forthwith on demand to the Corporation such sum not exceeding the said sum of Rs. \_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only) only as may be specified in such demand, in the event of the vendor failing or neglecting to execute fully efficiently and satisfactorily the order for implementation services for the ‘Project Details’ placed with it (the work tendered for by it) within the period stipulated in the said Agreement in accordance with the design, specification, terms and conditions contained or referred to in the said Agreement or in the event of the Vendor refusing or neglecting to maintain satisfactory operation of the equipment or work or to make good any defect therein notified by the Corporation to the vendor during the warranty period or otherwise to comply with and conform to the design, specification, terms and conditions contained or referred to the said Agreement.

3. We, Bank (Bank Name and Details), further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said order as laid down in the said agreement including the "Warranty obligations" or till validity date of this guarantee i.e. upto \_\_\_\_\_\_\_\_, whichever is earlier and subject to the terms of the "the said Agreement” it shall continue to be enforceable for the breach of warranty conditions within warranty period and till all the defects notified by the Corporation to the vendor during the warranty period have been made good to the satisfaction of Corporation & the Corporation or its authorized representative certified that the terms and conditions of the said agreement have been fully and properly complied with by the vendor or till validity of this guarantee i.e \_\_\_\_\_\_\_\_\_, whichever is earlier.

4. We, Bank (Bank Name and Details), may extend the validity of Bank Guarantee at the request of the Vendor for further period or periods from time to time beyond its present validity period, but at our sole discretion.

5. The liability under this guarantee is restricted to Rupees \_\_\_\_\_\_\_\_/- only and will expire on \_\_\_\_\_\_\_\_\_ and unless a claim in writing is presented to us at Bank (Bank Name and Details) within 3 months from \_\_\_\_\_\_\_\_\_ , i.e. on or before \_\_\_\_\_\_\_\_\_, all your rights will be forfeited and we shall be relieved of and discharged from all our liabilities there-under.

6. The Guarantee herein contained shall not be determined or affected by Liquidation or winding up or insolvency or closure of the Vendor.

7. The executant has the power to issue this guarantee and executants on behalf of the Bank and hold full and valid Power of Attorney granted in their favour by the Bank authorising them to execute this guarantee.

Notwithstanding anything contained here in above, our liability under this guarantee is restricted to Rs. \_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only). Our guarantee shall remain in force until \_\_\_\_\_\_\_\_. Our liability hereunder is conditional upon your lodging a demand or claim with Bank (Bank Name and Details) on or before \_\_\_\_\_\_\_\_\_. Unless a demand or claim is lodged with Bank (Bank Name and Details) within the aforesaid time, your rights under the guarantee shall be forfeited and we shall not be liable there under. This guarantee shall be governed by and construed in accordance with the laws of India. All claims under this guarantee will be made payable at Bank (Bank Name and Details). This Guarantee will be returned to the Bank when the purpose of the guarantee has been fulfilled or at its expiry, which ever is earlier.

We, Bank (Bank Name and Details) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Corporation in writing.

In witness where of we ...................... have set and subscribed our hand and seal this ........................day of .........................2020.

SIGNED, SEALED AND DELIVERED.

BY

AT

IN THE PRESENCE OF WITNESS : 1) Name ..........................

 Signature.......................

 Designation..................

 2) Name.............................

 Signature.........................

 Designation.....................NDIX

**Form-1**

**Self-Declaration of MSEs and Startups**

(***To be submitted on the letterhead duly signed by authorised signatory with stamp***)

To

Deputy General Manager (Systems)

Small Industries Development Bank of India,

Overseas Towers, 2nd Floor, IT Vertical,

756-L, Anna Salai,

**Chennai – 600002**, Tamil Nadu

Dear Sir

**Tender No. 500/2020/1556/CBO/ITV dated February 28, 2020**

This is in reference to the above mentioned tender, we declare that if we withdraw or modify our Bids during the period of validity, or if we are awarded the contract and we fail to sign the contract, or to submit a performance security before the deadline defined in the RFP, we note that we will be suspended for the period of **three years** from being eligible to submit Bids for contracts with the bank.

|  |  |
| --- | --- |
| Date | Signature of Authorized Signatory … |
| Place | Name of the Authorised Signatory … |
|  | Designation … |
| Seal……. | Phone & E-mail: |
|  | Name of the Organization … |

**Form-2**

**Undertaking of Option Chosen by Bidder for Purchase Preference**

To

The General Manager (Systems)

Small Industries Development Bank of India,

IT Vertical, Overseas Towers, 2nd Floor,

756-L, Anna Salai,

**Chennai – 600002**, Tamil Nadu

**Tender No. 500/2020/1556/CBO/ITV dated February 28, 2020**

Dear Sir

We, M/s \_\_\_\_\_\_\_\_\_\_\_\_ *(Name of Bidder)* hereby confirm that the following purchase preference to be considered:

|  |  |
| --- | --- |
| **Description**  | **Preference** |
| Purchase Preference under Public Procurement Policy for MSE (PPP-MSE) |  |
| Purchase Preference (linked with local content) – Make in India. (PP-LC) |  |

|  |  |
| --- | --- |
| Date | Signature of Authorized Signatory … |
| Place | Name of the Authorised Signatory … |
|  | Designation … |
| Seal……. | Phone & E-mail: |
|  | Name of the Organization … |

**Note:**

1. Please indicate your preference against only one policy. Tick the appropriate preference opted for in the above table under preference column.
2. The option once exercised cannot be modified subsequently.
3. In case a bidder fails to indicate his option while quoting, his offer will be evaluated considering the default option of PPP-MSE, even if such a bidder is otherwise found to be eligible under both the Policies (PP-LC & PPP-MSE).

**Form-3**

**Undertaking by Bidder towards Mandatory Minimum Local Content**

**(In case Bidder seeking benefit of PP-LC)**

To

The General Manager (Systems)

Small Industries Development Bank of India,

Overseas Towers, 2nd Floor, IT Vertical,

756-L, Anna Salai, **Chennai – 600002**, Tamil Nadu

Dear Sir,

**Tender No. 500/2020/1556/CBO/ITV dated February 28, 2020**

1. We, M/s \_\_\_\_\_\_\_\_\_\_\_ *(Name of Bidder)* undertake that we meet the mandatory minimum Local content requirement of ....................... % specified in tender document for claiming purchase preference linked with local Contents under the Policy.
2. We, M/s \_\_\_\_\_\_\_\_\_\_\_ *(Name of Bidder)* undertake that M/s.\_\_\_\_\_ (*Name of Manufacturer*) meet the mandatory minimum Local content requirement of ...................... % specified in tender document for claiming purchase preference linked with local Contents under the Policy.

|  |  |
| --- | --- |
| Date | Signature of Authorized Signatory … |
| Place | Name of the Authorised Signatory … |
|  | Designation … |
| Seal……. | Phone & E-mail: |
|  | Name of the Organization … |

**Note:**

1. In case the bidder is a manufacturer, then the bidder has to submit undertaking as per Serial No. 1 and strike out Serial No. 2 above.
2. In case bidder is not manufacturer, then the bidder has to submit undertaking as per Serial No. and strike out Serial No. 1 above.

**Form -4**

**Affidavit of Self Certification regarding Domestic Value Addition**

**in an Electronic Product (MeitY form)**

(**to be provided on Rs. 100/- Stamp Paper**)

Date: ........................

Tender No. 500/2020/1556/CBO/ITV dated February 28, 2020

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Resident of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_do hereby solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of the policy of Government of India issued vide Notification No. ………………………. dated …………………….

That the information furnished hereinafter is correct to best of my knowledge and belief and I undertake to produce relevant records before the procuring authority or any authority so nominated by the Ministry of Electronics and Information Technology (MeitY), Government of India for the purpose of assessing the domestic value-addition.

That the domestic value addition for all inputs which constitute the said electronic products has been verified by me and I am responsible for the correctness of the claims made therein.

That in the event of the domestic value addition of the product mentioned herein is found to be incorrect and not meeting the prescribed value-addition norms, based on the assessment of an authority so nominated by the Ministry of Electronics and Information Technology, Government of India for the purpose of assessing the domestic value-addition. I will be disqualified from any Government tender for a period of 36 months. In addition, I will bear all costs of such an assessment.

That I have complied with all conditions referred to in the Notification No., wherein preference to domestically manufactured electronic products in Government procurement is provided and that the procuring authority is hereby authorized to forfeit and adjust my EMD and other security amount towards such assessment cost and I undertake to pay the balance, if any, forthwith.

I agree to maintain the following information in the Company’s record for a period of 8 years and shall make this available for verification to any statutory authorities:

|  |  |
| --- | --- |
| 1. Name and details of the Domestic Manufacturer

(Registered Office, Manufacturing unit location, nature of legal entity)  | : |
| 1. Date on which this certificate is issued
 | : |
| 1. Electronic Product for which the certificate is produced
 |  |
| 1. Procuring agency to whom the certificate is furnished
 | : |
| 1. Percentage of domestic value addition claimed
 | : |
| 1. Name and contact details of the unit of the manufacturer:
 | : |
| 1. Sale Price of the product
 | : |
| 1. Ex-Factory Price of the product
 | : |
| 1. Freight, Insurance and handling
 | : |
| 1. Total Bill of Material
 | : |
| 1. List and total cost value of inputs used for manufacture of the electronic product
 | : |
| 1. List and total cost of inputs which are domestically sourced. Please attach certificates from suppliers, if the input is not in-house
 | : |
| 1. List and cost of inputs which are imported, directly or indirectly:
 | : |

For and on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of firm/entity)

|  |  |  |
| --- | --- | --- |
| **Authorized signatory** (To be duly authorized by the Board of Directors)  | **:** |  |
| Name | **:** |  |
| Designation | **:** |  |
| Contact Number | **:** |  |
| Email id | **:** |  |

**Form – 5**

**Undertaking for Participation in Reverse Auction**

**(To be submitted on company letter head by all Bidders participating in Reverse Auction)**

To

The General Manager (Systems)

Small Industries Development Bank of India,

Overseas Towers, 2nd Floor, IT Vertical,

756-L, Anna Salai, **Chennai – 600002**, Tamil Nadu

Dear Sir,

|  |
| --- |
| **Acceptance of Reverse Auction Business Rules and Terms & conditions of Reverse Auction** |
| Tender No. 500/2020/1556/CBO/ITV dated February 28, 2020 |
| Purpose: Procurement of Laptops |

This is in reference to the above captioned tender, we confirm that:

1. The undersigned is our authorized representative.
2. We have accepted and abide by all Terms of captioned Tender documents and Business Rules and Terms & conditions of Reverse Auction for the procurement for which RFP is floated.
3. Bank and Service Provider shall not be liable & responsible in any manner whatsoever for my / our failure to access & bid in Reverse Auction due to loss of internet connectivity, electricity failure, virus attack, problems with the PC, any other unforeseen circumstances etc. before or during the auction event.
4. We understand that in the event we are not able to access the auction site, we may authorize Service Provider to bid on our behalf by sending a email containing our offer price before the auction close time and no claim can be made by us on either Bank or Service Provider regarding any loss etc. suffered by us due to acting upon our authenticated fax instructions.
5. I / We do understand that Service Provider may bid on behalf of other Bidders as well in case of above mentioned exigencies.
6. We also confirm that we have a valid digital certificate issued by a valid Certifying Authority.
7. We will participate in Reverse Auction conducted by M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of Service Provider) and agree to enter into an agreement with him (Service Provider) for making the process of Reverse Auction and its result legally binding on us.
8. We will email duly signed filled-in prescribed format (**FORM -7**) as provided in the RfP, to the Bank within 24 hours of end of Reverse Auction without fail.
9. We will give break-up of our last / lowest bid price as per Bill of Material at the end of Reverse Auction event within 48 hours without fail.
10. We undertake to supply at our final lowest bid price of Reverse Auction. In case of back out or not supply as per the rates quoted by us, Bank is free to take appropriate action against us and / or forfeit the Bid Security amount, debar us from participating in future tenders.
11. We nominate our official Shri \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation \_\_\_\_\_\_\_\_\_\_\_\_\_ of our company to participate in Reverse Auction. We authorize Bank to issue USER ID & PASSWORD to him. His official e-mail & contact number are as under:

|  |  |
| --- | --- |
| * Email ID:
 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * Mobile No.
 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| Date | Signature of Authorized Signatory … |
| Place | Name of the Authorised Signatory … |
|  | Designation … |
| Seal……. | Phone & E-mail: |
|  | Name of the Organization … |

**Form – 6**

**Process Compliance Form**

**(The Bidders are required to print this on their company’s letter head and sign, stamp before sending email to Service Provider. Copy of same to be forwarded to bank also.)**

To,

**<Reverse Auction Service Provider>**

Dear Sir,

**Agreement to the Process related Terms and Conditions for the Reverse Auction**

This has reference to the Terms & Conditions for the Reverse Auction mentioned in the Tender document for procurement of Laptops against the RFP/Tender No. **Tender No. 500/2020/1556/CBO/ITV dated February 28, 2020**

This letter is to confirm that:

1. The undersigned is authorized representative of the company.
2. We have studied the Commercial Terms and the Business rules governing the Reverse Auction and the RFP as mentioned in your letter and confirm our agreement to them.
3. We also confirm that we have taken the training on the auction tool and have understood the functionality of the same thoroughly.
4. We confirm that SIDBI and \_\_\_\_\_(Service Provider) shall not be liable & responsible in any manner whatsoever for my/our failure to access & bid on the e-auction platform due to loss of internet connectivity, electricity failure, virus attack, problems with the PC, any other unforeseen circumstances etc. before or during the auction event.
5. We understand that in the event we are not able to access the auction site, we may authorize \_\_\_\_\_ (Service Provider) to bid on our behalf by sending a email containing our offer price before the auction close time and no claim can be made by us on either SIDBI or \_\_\_\_\_ (Service Provider) regarding any loss etc. suffered by us due to acting upon our authenticated fax instructions.
6. I/we do understand that \_\_\_\_\_ (Service Provider) may bid on behalf of other Bidders as well in case of above mentioned exigencies.
7. We also confirm that we have a valid digital certificate/encryption certificate issued by a valid Certifying Authority.
8. We also confirm that we will email the price confirmation & break up of our quoted price as per **FORM – 7** & Commercial bid format (**Annexure -IV**) as requested by SIDBI / \_\_\_\_\_ (RA Service Provider) within the stipulated time as specified in RfP.

We hereby confirm that we will honour the Bids placed by us during the auction process.

With regards

|  |  |
| --- | --- |
| Date | Signature of Authorized Signatory … |
| Place | Name of the Authorised Signatory … |
|  | Designation … |
| Seal……. | Phone & E-mail: |
|  | Name of the Organization … |

**Form -7**

**Price Confirmation after Reverse Auction**

**(To be submitted by email by Bidder within 24 hours from the end of Reverse Auction event)**

To

The General Manager (Systems)

Small Industries Development Bank of India,

Overseas Towers, 2nd Floor, IT Vertical,

756-L, Anna Salai, **Chennai – 600002**, Tamil Nadu

Dear Sir,

Final Bid Price quoted in Reverse held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in respect of Tender / RFP Tender No. 500/2020/1556/CBO/ITV dated February 28, 2020 for Procurement of Laptops.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

We confirm that the final total bid price quoted by us in the captioned Reverse Auction event for captioned tender is as under:

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Cost of 100 new laptops | [A] | Rs. |
| 2 | Buyback cost of 100 laptops | [B] | Rs. |
| 3 | **Total Cost of Ownership** | **[A] - [B]** | **Rs.** |

We confirm that -

1. We enclose herewith the detailed break-up of above price as per Commercial Bid format (**Annexure -IV of RfP**) would be submitted within 3 working days from the end-of Reverse Auction event.
2. Any variation between the on-line Reverse Auction bid price quoted by us and this document will be considered as sabotaging the tender process and will invite disqualification of Bidder/vender to conduct business with Bank as per prevailing procedure. In such case Bank is free to take appropriate action and / or forfeit the Bid Security amount and / or debar him from participating in future
3. We are bound to supply at the above final bid price of Reverse Auction.
4. We note that in case of back out or not supply as per the above rates quoted by us, Bank will take appropriate action against us and / or forfeit our Bid Security amount and / or debar him from participating in future.

|  |  |
| --- | --- |
| Date | Signature of Authorized Signatory … |
| Place | Name of the Authorised Signatory … |
|  | Designation … |
| Seal……. | Phone & E-mail: |
|  | Name of the Organization … |

**Appendix -i**

**Details of Location Wise Requirement and Buyback of Laptops**

| **S.N.** | **Location** | **Office****Type** | **New Laptop** | **Buy-back** | **Address of SIDBI Offices for Delivery and Pickup of Buyback** |
| --- | --- | --- | --- | --- | --- |
| 1 | Ahmedabad | RO | 5 | 5 | Navjivan Amrit Jayanti Bhavan, 1st Floor, P B No 10, Navjivan, **Ahmedabad - 380014,** Gujarat |
| 2 | Andheri | RiMV | 1 | 1 | Samrudhi Venture Park, Upper Ground Floor, MIDC Road, MIDC Industrial Area, Marol, Andheri (E), **Mumbai – 400093**, Maharashtra |
| 3 | Aurangabad | BO | 1 | 1 | Plot No.327, Abhayuday Complex, N-3, Near CIDCO Bus stand Chowk, Besides Diwan Hospital, **Aurangabad -431003**,Maharashtra |
| 4 | Bahadurgarh | BO | 1 | 1 | Ground Floor, Akash Tower, Delhi Rohtak Road, **Bahadurgarh – 124507**Dist Jhajjar, Haryana |
| 5 | Balanagar | BO | 1 | 1 | 206, Meghna Complex, Opp. Andhra Bank, Balanagar Main Road, Balanagar, **Hyderabad – 500037**Telangana |
| 6 | Bengaluru | BO | 1 | 1 | No. 178 Platform Road, Mantri Square, Seshadripuram, Near Swati Hotel, **Bengaluru-560020**, Karnataka |
| 7 | Bhopal | BO | 2 | 2 | Ground Floor, 20 A/R, M.P. Nagar, Zone-II, **Bhopal-462011**, Madhya Pradesh |
| 8 | Chennai | RO/ BO | 10 | 10 | Second Floor, Overseas Towers,756-L, Anna Salai, **Chennai – 600002**Tamilnadu |
| 9 | Coimbatore | BO | 1 | 1 | Second Floor, Mayflower, E-Castle,No. 72 - Dr Balasundaram Road, **Coimbatore-641018**, Tamilnadu |
| 10 | Dharmasthala | SKD-RDP | 1 | 1 | SKDRDP, Dharmashree Building, **Dharmasthala -574216**, Dakshina Kannada District, Karnataka |
| 11 | Erode | BO | 1 | 1 | Door No. 283, Brough Road, **Erode – 638001**, Tamilnadu |
| 12 | Faridabad | BO | 1 | 1 | N.H.5R/2, Neelam Badshah Khan Road, NIT, **Faridabad – 121001,** Haryana |
| 13 | Guwahati | BO | 2 | 2 | 3rd Floor, Shreeji Tower, Christian Basti, G.S. Road, Above Manyavar, Walford, **Guwahati - 781006**Assam |
| 14 | Haridwar | BO | 1 | 1 | Kasturi Lal Khanna Market, Near Tehsil-Haridwar Ashoka Talkies, Haridwar Jwalapur Road, **Haridwar-249407**, Uttarakhand |
| 15 | Hosur | BO | 1 | 1 | 643/1D, RKG Manor, First Floor, Opp. Traffic Police Station, NH-7, Bangalore Road, **Hosur – 635109**, Tamilnadu |
| 16 | Hyderabad | RO/BO | 3 | 3 | G-1 [Ground Floor], Akira Sikhara Plaza, D.No.5-8-196 to 207, Opp. Intermediate Board, Jusbagh, Nampally**Hyderabad – 500001**, Telangana |
| 17 | Jaipur | RO/BO | 2 | 2 | SIDBI DreamX Plaza, Ground Floor, Shankar Marg, C-Scheme, **Jaipur-302015**, Rajasthan |
| 18 | Kanpur | BO | 1 | 1 | Office no. G-3, Ground Floor, KAN Chambers, 14/113, Civil Lines, **Kanpur – 208001,** Uttar Pradesh |
| 19 | Kochi | BO | 1 | 1 | Ground floor, MT plaza, 64/2842, Kaloor Kadavanthara Road, **Kochi -682017**, Kerala |
| 20 | Kolkata | BO | 1 | 1 | Constantia Building 8th Floor, ‘A’ Wing,11, Dr U N Brahmachari Street, Opp. La Martiniere Girls School, **Kolkata – 700017**, West Bengal |
| 21 | Kundli | BO | 1 | 1 | SCO 38, Ground Floor, HSIDC Commercial Complex, Industrial Area, Phase 1, **Kundli - 131028** Sonipat, Haryana |
| 22 | Lucknow HO | HO | 9 | 9 | SIDBI Tower, 15, Ashok Marg, **Lucknow- 226001**, Uttar Pradesh |
| 23 | Lucknow RO | RO | 1 | 1 | Unit no-605, 6th floor, Ratan Square, 20A, Vidhan Sabha Marg,**Lucknow – 226001**, Uttar Pradesh |
| 24 | Ludhiana | BO | 2 | 2 | Ground Floor (Upper), Hotel KOP International, adjoining Ansal Plaza, Opposite Circuit House, Ferozpur Road, **Ludhiana – 141001**, Punjab |
| 25 | Madurai | BO | 1 | 1 | Maditssia Auditorium, Ground Floor,1A-4A, DR. Ambedkar Road **Madurai – 625020**, Tamilnadu |
| 26 | Morbi | BO | 1 | 1 | Shop No. G1, G2 & G3, Wing B, Ishan Ceramic Zone, Near Omkar Petrol Pump, National Highway 8A, Village – Lalpar, **Morbi - 363642**, Gujarat |
| 27 | Mumbai | MO | 14 | 14 | Swavlamban Bhavan, Third Floor, C-11, G- Block, Bandra Kurla Complex, Bandra (E), **Mumbai-400051**, Maharashtra |
| 28 | Nagpur | BO | 1 | 1 | Ground Floor, National Insurance Building, S.V. Patel Marg, Kingsway, **Nagpur- 440001**, Maharashtra |
| 29 | Nashik | BO | 1 | 1 | Shop No.4, 5 & 6, Sukhraj ApartmentParijat Nagar, Near Cricket Ground, Van Vihar Colony, Mahatma Nagar**Nasik – 422005**, Maharashtra |
| 30 | New Delhi | RO/BO | 6 | 6 | Atmaram House, 1 Tolstoy Marg, Barakhamba,**New Delhi – 110001**,Delhi |
| 31 | Noida | BO | 3 | 3 | Ground Floor, Zygon Square, Plot No.1, Block H-1A, Sector 63, **Noida-201307**, Uttar Pradesh |
| 32 | Oshiwara | ELSC | 1 | 1 | Unit No. 212, 2nd floor, Building No. 9, Laxmi Plaza, CTS No. 627 of Village Oshiwara, Laxmi Industrial Estate, New Link Road, Andheri West, **Mumbai – 400051**, Maharashtra |
| 33 | Patna | BO | 1 | 1 | 5th floor, Harshwardhan Arcade, Harshwardhan Arcade, Plot 83, 85, Nr Samrat International Hotel, Frazer Road, **Patna – 800001**, Bihar |
| 34 | Peenya | BO | 1 | 1 | PIA Bhavan, 1st Stage, 1 Cross, Peenya Industrial Area, **Bengaluru – 560058**, Karnataka |
| 35 | Pune | BO | 1 | 1 | Office No.305 & 305A, 3rd Floor, CTS No. 2687B, Kakade Bizz Icon, Pune University Road, Near E - Square, Shivajinagar, **Pune – 411016**, Maharashtra |
| 36 | Raipur | BO | 1 | 1 | Second Floor, Chawla Complex, Sai Nagar, **Raipur – 492009**, Chattisgarh |
| 37 | Ranchi | BO | 1 | 1 | 20, Chaibasa Main Road, Near Rajendra Chowk, Doranda, **Ranchi – 834002**, Jharkhand |
| 38 | Rudrapur | BO | 1 | 1 | First Floor, 22 Avas Vikas,Near ICICI Bank Ltd., Delhi-Nainital Highway, Rudrapur, **Udham Singh Nagar – 263153**, Uttarakhand |
| 39 | Shillong | BO | 1 | 1 | 1st Floor, Montfort Building, Dhankheti, Malki, **Shillong - 793001**, Meghalaya |
| 40 | Shimla  | RRO | 1 | 1 | First Floor, Suraj Kunj Building, Phase - 3, Sector - 5, New Shimla, **Shimla – 171009**, Himachal Pradesh |
| 41 | Bhubaneshwar | BO | 4 | 4 | Plot No. L-3, Jayadev Vihar, Opp. Loyola School, Near XIMB Square, **Bhubaneshwar – 751013,** Odisha  |
| 42 | Surat | BO | 1 | 1 | 402-403, 4th Floor, International Business Centre IBC, Piplod, Surat -Dumas Road, **Surat – 395007**, Gujarat |
| 43 | Thane | BO | 1 | 1 | 1& 2, Dhanalaxmi Residency, Near Hotel Tip Top Plaza, L.B.S. Marg, **Thane (W)**, Mumbai – 400602, Maharashtra |
| 44 | Tirupur | BO | 1 | 1 | 1st Floor, K.S.N. Complex, No. 74,J.G. Nagar, 60 Feet Road, **Tirupur – 641602**, Tamilnadu |
| 45 | Udaipur | BO | 2 | 2 | Ground Floor, Ridhi Sidhi, Complex, Ridhi Siddhi Complex, Panchsheel Market, Hiran Magri, Main Road, Sector -5, **Udaipur - 313001**Rajasthan |
| 46 | Vatva | BO | 1 | 1 | First floor, A/1, Shiv Shakti Complex, Opp. Samrat Nagar, Near Isanpur BRTS, Narol-Naroda Road, Isanpur, **Ahmedabad – 382443**, Gujarat |
| 47 | Visakhapatnam | BO | 1 | 1 | Door No. 42-1-45/1/1, 3rd FloorLIC New Investment Building, Thikkana Road, **Visakhapatnam - 530004**Andhra Pradesh |
| 48 | Vishwakarma Ind. Area | BO | 1 | 1 | Shop No. 10, Ground floor, Shubhlaxmi Complex, Central Spine, Vidyadhar Nagar, **Jaipur – 302039**, Rajasthan |
| 49 | Yamuna Nagar | BO | 1 | 1 | SCO No.124, Ground Floor, Tau Devi Lal Complex, Gobindpuri Road, Near Kanahiya Sahib Chowk, **Yamuna Nagar – 135001**, Haryana |

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*