

7.13. Submission of Bids

1. All envelopes with RFP response should be submitted to the authorized person at the address given in Section 1.4—Important Details (Schedule of Events, contact & communication details etc.)

2. The response should be submitted to the authorized person on or before the last date & time of submission mentioned in section 1.4. If the last date of submission of RFP response is declared as a holiday for any reason then the last date for submission of RFP response will fall on the next working day of the Company. The bids which are received after the scheduled date and time will be rejected by the Company.

3. The responses should be submitted in person or by Registered Post/ speed post / courier at the company's address as mentioned in 1.6.3

4. All envelopes should be securely sealed and stamped.

5. For all eligibility, technical and commercial bid openings, the Bidders are required to carry authorization letter from their authorized signatories

6. The bid should constitute three separate parts. The response should be organized and submitted in the following manner:

Part I - Eligibility Bid:

I. The Eligibility Bid containing the response to eligibility requirements for the solutions and other applications is to be sealed in a separate Envelope superscripted on the top of the cover as "ELIGIBILITY BID for Development, Implementation and Maintenance of Loan against Securities".

II. Covering letter certifying eligibility criteria compliance

III. Letter with details of authorized signatories/Power of Attorney's in the name of the authorized signatories who can represent the Bidder/s with regard to the obligations under the RFP or contract

IV. Hardcopy of duly filled up— Eligibility criteria compliance including supporting credential letters/testimonials from relevant organizations or copies of documentation from clients or purchase order copies certifying compliance and Bid security; and

V. CD/DVD containing the soft copy of eligibility proposal should be provided in the envelope carrying the hard copy.

Part II - Technical Bid

I. The Technical Bid containing the response to both technical and functional requirements for the Solution is to be sealed in a separate Envelope superscripted on the top of the cover as "TECHNICAL BID FOR Development, Implementation and Maintenance of Loan against Securities".

II. The Bidder should also include the masked (without prices) commercial bid in the technical bid. The masked Bill of Materials which would be submitted as part of the Technical bid should contain "XX" instead of actual commercial value for ALL the corresponding commercial values. The Bidder must note

that the masked commercial bid should be actual copy of the commercial bid submitted with prices masked.

III. Soft copy of the response to the technical bids (in MS excel/MS word) should also be provided. The Bidder should certify that the contents of the soft copy are same as that provided in hardcopy. In case of any discrepancies between the hardcopy and softcopy the Company will use the hardcopy submitted by the Bidder for the evaluation. THE SOFT COPY SHOULD NOT CONTAIN COMMERCIALS AND COMMERCIALS ARE TO BE ENCLOSED ONLY IN COMMERCIAL BID COVER.

IV. The hard copy of the technical proposal should be bound in such a way that the sections of the proposal can be removed and separated easily. Signed copy of the RFP, all annexure and appendices if any, fully filled up need to be submitted.

V. Hard copy of the technical bid, hard copy of the masked commercial bid and CD/DVD containing the soft copy of technical bid should be provided in the same envelope.

The Bidders have to note that the Technical Proposal must contain the following

- a. Executive summary of Bidder's response
- b. Duly signed covering letter by the authorized signatory
- c. Detailed technical write up covering the detailed scope of work
- d. Masked copy of the Bidder's final commercial bid duly masking the price details
- e. Conformity letter
- f. Conformity with hardcopy letter g. Details of – Proposed partners
- h. Project team profiles
- i. Product roadmap of the proposed solution for the next three years
- j. Proposed timelines of implementation
- k. Comments on the RFP terms and conditions
- l. Soft copy of the technical bid. Soft Copy of masked commercial bid should not be placed in technical bid.
- m. Hard copy of the commercial bid – Bill of Materials with prices masked.
- n. Detailed week-wise project plan adhering to the high-level roll out plan mentioned in Section 6.3 of this RFP
- o. Any other relevant information in general

Part III – Commercial Bid

I. The bidder will be required to submit commercial bids as a part of the bid submission.

II. The placement of hard copy of commercial bid in eligibility bid or technical bid covers will make the bid liable for rejection.

III. Post the commercial evaluation process the L1 bidder would be required to submit their final commercial –on Bill of Materials and other terms and conditions of the RFP on prices. In a nutshell, the commercial Bid details will need to be provided for all requirements of the Company to arrive at TCO of the solution.

IV. Response to the commercial bid shall include cost of supply, installation, implementation and all the items required for commissioning and functioning of the Solution. It is the responsibility of the Bidder to

provide all the items which may or may not have been mentioned in the Bid to ensure commissioning and functioning of the Solution within the final agreed price between the selected bidder and Company.

V. Pay per use / Pay per licence

The company after technical evaluation of bid may based upon business exigencies, decide to adopt Pay per use model or Pay per licence model for using the solution given by the bidder. In line with the above, The commercial bid shall include separate pricing component for pay per use model/ pay per license model.

The total cost to be specified by the Bidder must cover separately the following as detailed in Bill of Materials. This would include:

- a. Development charges
- b. Implementation and Customization Cost of the solution
- c. AMC, ATS & Others
- d. Service desk and Facilities Management – Manpower

The Bidders have to note that the commercial bid proposal must contain the following:

- a. Covering letter duly signed by the authorized signatory
- b. Table of contents
- c. Bill of Material duly filled in.
- d. Soft copy of Commercial Bid