

Format for Sealed Quotation

"Tender for the supply and installation of 6 KVA UPS with two hours battery backup at Allahabad Bank for Service Branch, Ahmedabad and Lunawada Branch"				
S.No.	Description	Quantity	Rate / Piece	Amount
1	Cost of 6 KVA	2 Nos		
2	Cost of Battery (12V – 65 AH SMF batteries) two hours battery backup			
3	Warranty Period for 1. UPS (should be 3 years) 2. Batteries (should be 2 years)			
4	AMC cost for UPS per year after warranty of 3 years			
Sub Total (A) :				
5	Bye back of two (2) Old UPS of 2 KVA at Service Branch (Less)			
6	Bye back of Old Batteries (12 v 65 ah 14 batteries (Less)			
Sub Total (Less B) :				
Net Amount (A – B)				

(Net Amount in Words Rupees)

Note : Above rates includes all taxes such as service tax, VAT, Excise Octrio, Sales tax and Transportation charges etc.)

Branch	Branch Address for Delivery of UPS and Batteries
Service Branch	3A FIRST FLOOR HARISHCHANDRA PARK CO-OP SOC NEAR VIJAY NAGAR NARANPURA, Ahmedabad
Lonawada Branch	Shri Ranchodhbhai Matibhai Patel PATEL BRO'S COMMERCIAL CENTRE JMNI GEB OFFICE, MADOSA ROAD, Lonawada - 389230

Description of documents submitted alongwith Bid.

Signature of the Bidder
(with seal)

Tender Notice

Deputy General Manger, Allahabad Bank, Zonal Office, Ahmadabad invites tenders in respect of proposed supply, installation and commissioning of 6 KVA UPS with 2 hours battery backup (12v 65AH) from authorized vendors.

The sealed tenders are invited from eligible bidders / concerns with following specifications: Terms and conditions.

Eligibility Criteria:

1. Bidders should have minimum 5 years of experience in this line of activity.
2. Bidders should have supplied UPS and Batteries to the Public / Private sector Banks in the last one year and their service should be satisfactory. Bidders must produce certificate from institutions.
3. Vendors who have already supplied UPS and batteries to our Branches have to submit the satisfactory service report from at least two of concerned branches, falling which their proposal will not be considered.
4. Vendor must have to service centers / engineers locally at the given address. Vendor should specify the nearest service centers / engineers details for the delivery address mentioned in the quotation
5. Vendor must be authorized distributor/dealer for UPS and batteries.

Place of Work :	As per the address mentioned in the quotation
Specifications :	As per Annexure – I
Time of completion of work	15 days after giving P.O.
Tender documents to be obtained at	Allahabad Bank, Zonal Office, IST FLOOR OFFICE NO 103 104 & 105 ZODIAC PLAZA ST XAVIERS COLLEGE CORNER H.L. COMMERCE COLLEGE Road, Ahmedabad The tender can be downloaded from Bank's website http://www.allahabadbank.in on A4 size paper.
Date of Issue of Tender	19/09/2015
Last Date of Submission of Tender	05/10/2015 till 5.00 pm
Date of Opening of Tender	06/10/2015 at 11.30 am
Authority & Place of submission	Deputy General Manager, Allahabad Bank, Zonal Office, IST FLOOR OFFICE NO 103 104 & 105 ZODIAC PLAZA ST XAVIERS COLLEGE CORNER H.L. COMMERCE COLLEGE Road, Ahmedabad

Bank reserved the right to accept/reject any make/price without assigning any reasons thereof.

Terms & Conditions for Supply, commissioning and Installation of UPS and Batteries (To be signed and attached along with sealed quotation)

1. **Date of commencement** : The date of commencement shall be reckoned as the date of work order issued to the successful Bidder.
2. **Time of completion** : The work shall be completed in all respect within a period of 15 days from the issuance of work order. Standby arrangement shall be made within 24 hours.
3. **Validity Period** : The price quoted shall be valid for a period of one year.
4. Delivery freight and all other similar charges shall be borne by the supplier and so separate payment shall be made on this account.
5. Item rate shall be inclusive of all taxes, cess, Octroi , insurance etc. and Bank will not entertain any claims of the suppliers in this respect.
6. All rubbish/cartoons and superfluous materials shall be removed from site at the cost of successful bidder after completion of work and prior to submission of final bill. The successful bidder will have to clean the furniture and fixtures etc. upto the satisfaction of bank daily upto the completion of the work.
7. Any damage caused by the workman of the successful bidder to wall, ceiling, floors or existing furniture & fixtures etc, should be made good at their cost.
8. The successful bidder shall make arrangement for storage of materials, tools and equipments etc. at site and bank shall not bear any expenditure and risk also on this account.
9. Any material found defective by the bank during or after execution of work shall be removed from site by the successful bidder and such materials should not be re-used in the work.
10. In case of extremely unsatisfactory execution incompetence, bad workmanship, use of materials officially rejected by the bank, Bank is empowered to terminate the contract and engage separate agencies for completing the work on successful bidders risk and cost by serving 3 days notice to the successful bidder.
11. The successful bidder will observe all necessary precaution at his cost to safeguard the workers during execution of work.
12. Bidders are advised to see the proposed site/branch premises before quoting their rates.
13. The rates in the tender should be mentioned in figures as well as to words.
14. The vendor has to replace the entire UPS / set of batteries within a week in case of multiple failure occurs during warranty period.
15. Insurance : The goods supplied shall be fully insured by the successful bidder in Indian Rupees only for an amount equal to 110% of the CIP destination of the goods from "warehouse to warehouse (Final Destination) on "All Risks" basis including War Risks and Strike clauses valid for a period not less than 3 month after installation and commissioning and issue of acceptance certificate by the Purchaser **and no separate charges will be paid by the purchaser**. Should any loss or damage occur, the successful bidder shall initiate and pursue claim till settlement and promptly make arrangements for repair and/or replacement of any damaged item/s irrespective of settlement of claim by the underwriters.
16. PERFORMANCE SECURITY :
 - a) The Successful Bidder on whom any purchase order will be placed by Zonal office of the Purchaser, will be required to furnish Performance Security (Annexure – II) to the Purchaser for an amount of 10% of the order value of the equipment upto 60 (sixty) days beyond the warranty period of Three years as per terms of the RFP. The BG (Annexure – III) against Post warranty AMC for an amount 100% of annual AMC charges

covering the AMC period of three years after the expiry of warranty would be submitted before the start of AMC.

- b) The Performance Security should be furnished to the concerned office of the Purchaser, who has placed the Purchase Order before release of payment of goods.
- c) The proceeds of the Performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- d) The Performance Security shall be denominated in Indian rupees only, and shall be in the form of a bank guarantee issued by a Scheduled Commercial bank located in India.
- e) The Performance security will be discharged by the Purchaser and returned to the Supplier not later than 30 (Thirty) days following the date of completion of the Supplier's performance obligations, including warranty and maintenance obligations.

17. Incidental Services : The successful bidder will be required to provide the following services.

- a) Performance of on-site assembly and start up of the supplied equipment, operating system and related software.
- b) Installation of the equipments.
- c) Timely and proper maintenance of the supplied Goods.
- d) Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods and equipment.
- e) Maintenance & repair of the UPS systems for a period of Six year (3 years Warranty plus 3 years AMC), provided that this service shall not relieve the successful bidder of any warranty obligations.
- f) Providing adequate training to the purchaser's personal, whenever necessary during warranty and AMC period.

18. SPARE PARTS.

- a) The successful bidder shall carry sufficient inventories to assure ex-stock supply of consumables and spares at the concerned support site(s). Supplier shall ensure the availability of after sales service for period of Six years.
- b) If any of the peripherals, components are not available or difficult to procure or the procurement is likely to be delayed for replacement if required, the replacement shall be carried out with state of the art technology equipment of equipment or higher capacity at no additional charges to the Purchaser.

19. WARRANTY AND POST-WARRANTYH MAINTENANCE

WARRANTY :

- a) **The successful bidder** should warrant that the Goods supplied under the Contract are new, unused, of the most recent or current models and incorporate all recent improvements in design and materials. The successful bidder further warrants that all the Goods supplied under this Contract shall have no defect arising from design, materials or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing at the final destination.
- b) This warranty shall remain valid for a period of 36 months after Goods have been delivered to and accepted at the final destination after proper installation and commissioning. **Batteries shall remain under replacement warranty of two years.** Any deviation to the warranty period mentioned above may be liable for rejection of bid.
- c) Free on-site maintenance services shall be provided by the successful bidder during the period of warranty.
- d) The Purchaser shall notify the successful bidder shall, within 24 hours repair or replace the defective goods or parts thereof, without anyh cost to the Purchaser.
- e) Upon receipt of such notice, the Supplier shall, within 24 hours repair or replace the defective goods or parts thereof, without any cost to the Purchaser.
- f) If the Supplier, having been notified, fails to remedy the defect(s) within a reasonable period as specified above, the Purchases may proceed to take such remedial action as may be necessary, at the Supplier's risk

and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

- g) The Successful bidder must provide the following warranties –
- The equipment proposed is complete in every way.
 - The UPS specification, capabilities and performance characteristics are as stated in the Empanelled vendor's proposal and accompanying documentation.
 - The successful bidder will offer the Purchaser all technological updates, cost reductions and facilities which are offered to other clients during the contract tenure.
 - If during the warranty period, any equipment has a failure on more than four occasions in a quarter, the Supplier shall replace the entire unit or component with another of at least the same quality and performance specifications at no cost to the Purchaser.
 - Batteries are under replacement warranty of two years from the date of successful installation.

POST – WARRANTY MAINTENANCE SERVICE :

- a) The terms for providing post-warranty maintenance including supply of spare parts are detailed in the Standard AMC Agreement format (Annexure – VI). The post-warranty AMC charges should remain unchanged during the first three years after the warranty period.
- b) After expiry of the warranty period, annual maintenance and repairs of the entire systems will be done by the Supplier and all services available during warranty period will be made available during post-warranty AMC period.
- c) The maximum response time for maintenance complaint from any of the destination specified in the schedule of requirement (i.e. time required for successful bidder maintenance engineer to report at the installation after a request call through telephone/e-mail is made or letter is written) shall not exceed 4 hours.
- d) In case of failure on the part of Supplier, to maintain the equipments as per the AMC agreement & terms of RFP, Bank will have the right to forfeit the performance security submitted by the bidder.

20. PENALTY FOR DOWN TIME :

- a) The maximum permissible downtime for any equipment is 24 hours. In case an item is not usable beyond the maximum permissible downtime, the successful bidder will be required to arrange for an immediate replacement of the same by temporary substitute (of equipment or higher configuration) till it is repaired. Failure to meet the above standards of maintenance will be liable for a penalty of Rs.500/- for any equipment per day per item. The amount of penalty will be recovered from maintenance charges payable for subsequent year or bank guarantee held with purchaser.
- b) The Successful bidder shall conduct preventive maintenance (including inspection, testing satisfactory execution of all diagnostics, cleaning and removal of dust and dirt from the interior and exterior of the equipment and necessary repairing of the equipment).

21. TERMS OF PAYMENT

- a) The successful vendor's request(s) for payment shall be made to the Purchases in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and services performed and by documents submitted and upon fulfillment of other obligations stipulated.
- b) Payments shall be made promptly by the Purchaser but in no case later than sixty (60) days of submission of an invoice/claim supported by all required documents by the successful bidder.
- c) Payment will be made to the Successful bidder in Indian Rupees only.
- d) **Payment on Delivery of Goods** : Site-wise payment of 80% of the cost of equipments shall be made by Zonal Office of the Purchaser, who have placed the purchase order, on receipt of the specified goods at the site

and submission of the documents specified and on submission of Performance Security pursuant of Clause 5.

- e) **Final Payment** : Site-wise payment of balance 20% of the cost of the equipment shall be made by Zonal office of the Purchases, who has placed the purchase order, after the successful installation and commissioning of goods at the site or within 60 days from the date of delivery, if UPS installation is delayed for the reasons attributed to Bank viz Site not Ready etc.

22. PAYMENT OF ANNUAL MAINTENANCE CHARGES :

- a) Site-wise annual maintenance and repair cost (after warranty period) for the UPS shall be paid by Zonal office of the Purchaser, in advance, at the agreed rates, within thirty days from the date of completion of warranty/maintenance period, subject to satisfactory services rendered during the previous year of warranty / maintenance and on submission necessary papers for AMC agreement to the concerned office.
- b) The AMC amount shall be released (after warranty period) on entering an Agreement as per standard Format with Purchases for Annual Maintenance of the supplied goods.

23. **PRICES** : The prices once offered must remain firm and must not be subject to escalation during execution of the purchase order. However, the entire benefits/advances arising out of fall in prices taxes, duties or any other reason, must be passed on to the Purchaser without the Purchaser specifically asking for it.

24. CHANGE ORDERS :

- a) The Purchaser may at any time, by written order given to the successful bidder, make changes within the general scope of the purchase order in any one or more of the following –
- Drawings, designs or specifications where goods to be furnished under the contract are to be specifically manufactured for the Purchaser;
 - The method of shipment or packing
 - The place of delivery and / or
 - The services to be provided by the Supplier
- b) If any such change causes an increase or decrease in the cost of, or the time required for, the successful bidder performance 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. Any claims by the Supplier for adjustment under this clause must be asserted within thirty days from the date of the Supplier's receipt of the Purchaser's change order.

25. DELAYS IN THE Successful Bidder PERFORMANCE :

- a) Delivery of the goods and performance of the service shall be made by the Successful bidder in accordance with the time schedule specified by the Purchaser in its Schedule of Requirements.
- b) If at any time during performance of the purchase order, the successful bidder should encounter conditions impeding timely delivery of the Goods and performance of the Services, the successful bidder shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the successful bidder's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Successful's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.
- c) A delay by the successful Bidder in the performance of its delivery obligations shall render the successful bidder liable to the imposition of liquidated damages pursuant to Clause 27, unless an extension of time is agreed upon pursuant to Clause 26.2 without the application of liquidated damages.

26. LIQUIDATED DAMAGES

If the successful bidder fails to deliver any or all of the Goods or perform the services within the time period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.5% of the delivered price of the delayed Goods for each week or part thereof of delay until actual delivery, upto a maximum deduction of 10% of the contract price.

27. UPS INSTALLATION :

- a) The Successful bidder will promptly install the delivered goods at the designated installation sites. The Successful Bidder is responsible for installation and configuration of systems at sites including unpacking of cartons/boxes, assembling, wiring, cabling between UPS and connecting to power supplier. The successful bidder will test UPS and accomplish all adjustment necessary for successful and continuous operation of the UPS at all installation sites.
- b) The Purchaser reserves the right to install third party software/hardware or any other products at the same site.
- c) The Purchaser reserves the right to shift any equipment delivered by the Successful bidder from one destination to another at its cost for which the successful bidder shall extend all assistance and install the equipment at the new site.

28. UPS MAINTENANCE

- a) The successful bidder will carry out preventive and corrective maintenance activities to ensure that all hardware perform without defect or interruption for at least 99% uptime for 24 hours a day for all 7 days a week of operation of the machine. The uptime will be calculated on quarterly basis.
- b) If any critical component of the entire configuration is out of service for three days or more, the successful bidder shall immediately replace the defective unit with a new unit of equivalent or higher performance at no cost to the Purchaser.
- c) The Successful Bidder will respond to a service call and commence repair work on the equipment within 4 hours of being notified of equipment malfunction /failure.
- d) The successful bidder will not subcontract or delegate or permit anyone other than its own personnel to provide maintenance services during warranty and maintenance period without the prior written consent of the Purchaser. In such a case, the Purchaser will have the discretion to forfeit the Performance Security.

29. TRAINING :

For items being installed, the successful bidder will train the designated end user personnel of Branch/Office of the Purchaser to effectively operate and handle the entire system.

30. TECHNICAL DOCUMENTATION

The technical documentation involving detailed instruction for operation and maintenance, user's manual etc. is to be delivered with every unit of the equipment supplied. The language of the documentation should be English.

31. RIGHT TO USE DEFECTIVE GOODS :

If after delivery, acceptance & installation and within the guarantee (Clause 34) and warranty & Post Warranty Period (Clause 20), the operation or use of the Goods proves to be unsatisfactory, the Purchaser shall have the right to continue to operate or use such Goods until rectification of defects, errors or omissions by repair or by partial or complete replacement is made without interfering with the Purchaser's operation.

32. ORDER CANCELLATIONS :

The Purchaser reserves the right to cancel the order in the event of one or more of the following circumstance –

- a) Delay in delivery and installation of beyond a period of 45day from the date of purchase order.
- b) Serious discrepancy in hardware notices during the inspection, if any.
- c) Breach by the Successful bidder of any terms and conditions of tender.
- d) If the vendor goes into liquidation voluntarily or otherwise.

e) In addition to the cancellation of Purchase order, the purchaser reserves the right to forfeit the security deposit/performance guarantee submitted to the purchases by the vendor.

33. GUARANTEES :

The equipment must confirm to the highest quality and standard. The UPS must be supplied with their original and complete printed documentation. Consistency must be maintained for the entire lot of the equipment ordered. All the required quantity of an item, mentioned in the schedule of requirement (of any purchase order issued), must be of the same branch and same model number. Part numbers also must be same for all pieces of an item. The vendor should not substitute any internal components or subsystems or equipments by similar items from a different manufacturer. All the equipments and peripherals should be supplied with the relevant interface cables.

34. Any publicity by the vendor, in which the name of the Purchaser is to be used, should be done only with the explicit written permission of the Purchaser.

Signature of the bidder with Seal

TECHNICAL SPECIFICATION - Annexure - I

SI No.	PARAMETER	TECHNICAL SPECIFICATIONS
1	CAPACITY IN KVA	6 KVA (Single phase input)
2	BACKUP TIME	2 hrs for each of the above UPS
3	CAPACITY IN KW	MUST BE SPECIFIED
4	MODEL / MAKE	MUST BE SPECIFIED
5	TECHNOLOGY	True online Double Conversion Microprocessor based UPS system with IGBT based rectifier and inverter
6	ISOLATION	True Galvanic Isolation at Input
7	INPUT	
	a) Input Power Factor	.95 (With p.f. correctin)
	b) Input Voltage	230 V AC, Single Phase 3 wire
	c) Input Voltage Rage	160 V AC to 270 V AC (for single phase UPS)
	d) Input Frequency Range	44 to 55 Hz
	e) Input Over Voltage Protection	Should be provided
	f) Over Voltage cut off	Over voltage cut off should be offered internally
8	OUTPUT	
	a) Wave Form	Sine wave
	b) Output Voltage	230 V AC single phase $\pm 1\%$
	c) Frequency Range	50 Hz $\pm 1\%$
	d) Power Factor	0.7 to Unity
	e) Over Load Capacity	125% of rated load for 1 min 150% of rated load for 30 Secs.
	f) Total Harmonic Distortion	2% for 100% Linear load 5% for 100% Non-linear load
	h) Short Circuit Protection	Should be provided by tripping of the Inverter.
9	a) BYPASS	Internal Static Bypass option should be available
	b) Manual Bypass switch	Should be provided
	c) Transfer time	< 4 m sec
10	Crest Factor	3 : 1
11	INDICATORS	
	a) Over Temperature	Required
	b) Load on Battery	Required
	c) Battery on Charge	Required
	d) Battery Low	Required
	e) Mains on	Required
	f) DC on	Required
	g) Inverter on	Required
	h) Inverter Tripped	
	1. Output over voltage	Required
	2. Output Low	Required
	3. Over Load System	Required
12	a) Static Switch	Automatic Bi-directional should take care of 100% uninterrupted transfer of load from UPS
	b) Overall Efficiency	85%
	c) Inverter Efficiency	90%
13	CONTROLS	
	a) Inverter On / Off Switch	Required
	b) By-pass / Inverter	Required
	c) MCB for Input On / Off	Required

14	METERING - Digital Seven Segment Display		
	a)	DC Voltage	Required
	b)	DC Current Charge / Inverter	Required
	c)	Output Voltage	Required
	d)	Output Current	Required
	e)	Input Voltage	Required
	f)	Digital three/three & half Frequency Meter (for both input and output)	Required
15	Battery : a) Sealed Maintenance Free Valve regulated Lead Acid battery 12 V each of Uniform AH rating		
	b)	Period of Backup	2 Hrs. with 100% load for UPS with 2 Hrs backup
	c)	Batteries Make	Panasonic/Exide/Rocket/Amara Raja
	d)	DC Bus Ripple	< 1%
	e)	Battery recharge time from fully discharge condition to 100% charged condition	10 Hrs
	f)	Total DC Bus Voltage	192 Volt for 6 KVA UPS
	g)	No. of Battery Rack	Preferably single, open housing and top covered Rack
	h)	No. of Battery	Please specify
	i)	VAH Rating (for 2 hrs. battery backup)	For 6 KVA Minimum 14400 VAH
	j)	Battery Life	Minimum 2 years replacement warranty
	16	Audible Alarm for Following Conditions	
a)		Battery Low	Required
b)		Main Failure	Required
c)		Inverter Under Voltage	Required
d)		Inverter Over Voltage	Required
e)		Over Temperature	Required
f)		Inverter Overload	Required
17	Voltage Stabilizer as standby source	UPS to have provision to connect stabilizer of required capacity at the input and bypass of UPS	
18	Environmental		
	a)	Operating Temperature	< 45 Deg C
	b)	Humidity	10 – 90 % (non-condensing)
	c)	Noise Level	UPS should be generator (generic) compatible
19	Compatibility	UPS should be generator (generic) compatible	
20	Cold Start	UPS should have cold start facility in absence of mains supply	
21	Protection against		
	a)	Phase Reversal (for 3 phase)	Required
	b)	Inverter under / over voltage	Required
	c)	Output Short Circuit	Required
	d)	Battery Overcharging	Required
22	Certification		
	a)	ISO 9001	Required
	b)	ISO 14001	Required
	c)	Additional if any	Please Specify
23	Other Features (Optional)		
	a)	Communication Port for PC interface	USB / RS 232 port with SNMP Card
	b)	Remote Monitoring	UPS Network Management Card with suitable software with auto shutdown facility compatible in Linux / Windows NT/2000 / XP Vista / 7 / 8 to monitor all parameter of UPS like output voltage, battery voltages, UPS load, Main frequency, Dynamic Battery Backup time, UPS temp., etc.

PERFORMANCE SECURITY FORM

(BANK GUARANTEE FORMAT)

(ON NON-JUDICIAL STAMP PAPER OF Rs.100.00)

Bank Guarantee No.

Dated :

To,

Allahabad Bank

WHEREAS _____ (name of the successful Vendor) hereinafter called "supplier" has undertaken, the pursuance of Purchase Order No. _____ dated _____ to supply _____ (Description of Goods and Services) hereinafter called "the order".

AND WHEREAS it has been stipulated by you in the said order that the supplier shall furnish you with e Bank Guarantee by a recognized Bank for the sum specified therein as security for compliance with successful bidder's performance obligations under the contract.

AND WHEREAS we have agreed to give the Supplier a Guarantee.

THEREFORE WE hereby affirm that we are Guarantors and responsible to you on behalf of the supplier, up to a total Rs. _____ (Amount of guarantee in words and figures) and we undertake to pay you, upon your first written demand declaring the supplier to be a default under the contract and without cavil or argument, any sum or sum within the limit of Rs. _____ (Amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until _____ day of _____ 20__.

Signature and seal of Guarantors.

Date :

Address :

Note : 1. Successful bidder should ensure that seal and code no. of the signatory is put by the bankers, before submission of the bank guarantees.

3. Stamp paper is required for the bank guarantees issued by the banks located in India.

FORMAT OF BANK GUARANTEE AGAINST ANNUAL MAINTENANCE

(ON NON-JUDICIAL STAMP PAPER OF RS.100.00)

To,

Allahabad Bank,
Head Office,
Department of Information Technology,
2 Netaji Subhas Road,
Kolkotta – 700 001, India.

WHEREAS _____ (name of the supplier) hereinafter called “the supplier” has under taken, the pursuance of contract No. _____ dated _____ to supply _____ (Description of Goods and Services) hereinafter called “the Contractor”.

AND WHEREAS it has been stipulated by you in the said order that the successful supplier shall furnish you with a Bank Guarantee by a recognized Bank for the sum specified therein as security for compliance with supplier’s performance obligations under the contract for Annual Maintenance and Repairs of the entire system including cost of spares after warranty period for next three years.

AND WHEREAS we have agreed to give the Supplier a Guarantee.

THEREFORE WE hereby affirm that we are Guarantors and responsible to you on behalf of the Successful vendor, up to a total Rs. _____ (Amount of guarantee in words and figures) being 100% of the Annual Maintenance Charge and we undertake to pay you, upon your first written demand declaring the Supplier to be a default under the contract and without cavil or argument, any sum or sum within the limit of Rs. _____ (Amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until _____ day of _____ 20__.

Signature and seal of Guarantors.

Date :

Note : 1. Successful bidder should ensure that seal and code no. of the signatory is put by the bankers, before submission of the bank guarantees.

4. Stamp paper is required for the bank guarantees issued by the banks located in India.