



REQUEST FOR QUOTATION FOR SUPPLY OF LTO TAPES

RFQ Reference Number: NPCI: RFQ: 2014-15/IT/0001 Dated 07/05/2014
National Payments Corporation of India
C-9, 8th Floor, RBI Premises,
Bandra Kurla Complex, Bandra (East), Mumbai - 400 051.
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This RFQ document is not an agreement and is not an offer or invitation by NPCI to any parties other than the applicants who are qualified to submit the bids (“Bidders”). The purpose of this RFQ document is to provide Bidder with information to assist the formulation of their proposals. This RFQ document does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFQ document and where necessary obtain independent advice. NPCI makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFQ document. NPCI may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFQ document.

Important Detail about RFQ

Note: Bids will be opened in the presence of the Bidders' representative who chooses to attend Bid opening meeting.

Checklist

The following items must be checked before the Bid is submitted:

1. Both the technical and commercial Bids prepared in accordance of RFQ document.
2. Envelope “A” Eligibility Criteria Response.
3. Envelope “B” Commercial bid.
4. All the pages of Eligibility Criteria Response, Technical Bid and Commercial Bid duly sealed and signed by the signatory.
5. All relevant certifications, audit reports, to be enclosed to support claims made in the Bid must be in relevant Envelopes.
6. All the pages and submitted document as part of Bid must be duly sealed and signed by the signatory.
7. Prices to be quoted in Indian Rupees (INR).

Contents

Copyright Notice.....	2
Section 1 - BID Schedule and Address.....	6
Section 2 - Introduction	7
2.1 About NPCI.....	7
2.2 Objective of this RFQ	7
2.3 Scope of Work:.....	7
Section 3 - Eligibility Criteria.....	8
3.1 Pre-requisite:	8
3.2 Eligibility Criteria:.....	8
Section 4 - Instruction to Bidders.....	9
1. The Bidding Document	9
4.1 RFQ:	9
4.2 Cost of Bidding:	9
4.3 Content of Bidding Document:.....	9
2. Preparation of Bid.....	9
4.4 Bid Price:	9
4.5 Period of Validity of Bids:	9
4.6 Format of Bid:	9
4.7 Signing of Bid:	10
C Submission of Bid.....	10
4.8 Envelope bidding process:	10
4.9 Contents of the 2 Envelopes:	10
4.10 Bid Submission:	10
4.11 Bid Currency:	10
4.12 Bid Language:.....	10
4.13 Rejection of the Bid:	11
4.14 Deadline for Submission:	11
4.15 Extension of Deadline for submission of Bid:	11
4.16 Late Bid:	11
4.17 Modifications and Withdrawal of Bids:	11
4.18 Right to Reject, Accept/Cancel the bid:	11

4.19 RFQ Abandonment:	11
4.20 Bid Evaluation Process:	11
4.21 Contacting NPCI:	11
Section 5 - Bid Opening.....	12
5.1 Opening of Bids:	12
5.2 Opening of Eligibility Bids:	12
5.3 Opening of Commercial Bids:	12
Section 6 - Bid Evaluation.....	13
6.1 Preliminary Examination of Eligibility Bids:	13
6.2 Evaluation of Commercial Bids:	13
6.3 Successful Evaluated Bidder:	13
Section 7 - Terms and Conditions.....	14
7.1 Notification of Award:	14
7.2 Purchase Order:	14
7.3 Taxes and Duties:	14
7.4 Terms of Delivery:	14
7.5 Penalty for default in delivery:	14
7.6 Warranties:	14
7.7 Payment Terms:	15
7.8 Price:	15
7.9 Intellectual Property:	15
7.10 Confidentiality:	15
7.11 Bidder's Liability	15
7.12 Rate Contract:	15
Section 8 - Technical Requirements	16
Section 9 - Documents forms to be put in Envelope 'A'	17
Annexure A	17
Annexure B	18
Annexure C	19
Annexure - D	20
Section 10 - Documents forms to be put in Envelope B	21
Annexure C1	21

Annexure C2 22

Section 1 - BID Schedule and Address

Sl. No.	Description	
1	Name of Project	Request for Quotation for Supply of LTO Tapes
2	Tender Reference Number	NPCI: RFQ: 2014-15/IT/0001 Dated 07/05/2014
3	Date of upload of Bidding Document on NPCI website	07.05.2014
4	Last date and time of receiving Bidder's Pre-Bid clarifications in writing	19.05.2014
5	Last date and time for Submission Bids	28.05.2014 at 3.00 pm
6	a) Date and Time of eligibility and Technical Bid opening	28.05.2014 at 3.30 pm
7	Date and time of Commercial Bid opening	Date & Time of reverse auction will be intimated to eligible bidders
8	Place of Bid Submission and opening of Bids	National Payments Corporation of India, 8th Floor, R Tech Park, Off western express highway, Nirlon Complex, Near HUB mall , Goregaon-East, Mumbai - 400063
9	Name and Address for communication	Head - IT Procurement National Payments Corporation of India 8th Floor, R Tech Park, off Western express highway, Nirlon Complex, Near HUB mall , Goregaon-East, Mumbai - 400063 E-mail: itprocurement@npci.org.in
10	Bid Related Queries	Mr. Sandeep Sood Contact No: +91 8108186543 Email id: sandeep.sood@npci.org.in Mr. Prashant Awale Contact No: +91 8108108650 Email id: prashant.awale@npci.org.in Mr. Benny Joseph Contact: +91 8108122844 Email : Benny.joseph@npci.org.in
11	Bid Cost	Nil
12	EMD	Nil

Note:

- Bids will be opened in the presence of the bidders' representatives who choose to attend the bid opening meeting.*
- Commercial evaluation will be done through Reverse Auction.*

Section 2 - Introduction

2.1 About NPCI:

National Payments Corporation of India (NPCI) is a registered company under Section 25 of the Companies Act, 1956 with its Registered Office in Mumbai, India. NPCI is promoted by 10 banks in India under the aegis of the Indian Banks Association with majority shareholding by Public Sector Banks.

The 10 promoter banks are State Bank of India, Punjab National Bank, Canara Bank, Bank of Baroda, Bank of India, Union Bank, ICICI Bank Ltd, HDFC Bank Ltd, Citibank, and HSBC. The vision, mission and objectives of NPCI are to operate for the benefit of all the member banks and the common man at large.

2.2 Objective of this RFQ

National Payments Corporation of India proposes to procure LTO -5, LTO-4, Tandberg 1 TB, LTO-6 and Cleaning Tapes for Back up application for DC - Mumbai, Chennai and Hyderabad.

2.3 Scope of Work:

The Scope of the work is Delivery of LTO 4 Tapes (Qty-350 - Mumbai and Hyderabad), LTO 5 Tapes (Qty - 100 -Mumbai and Chennai), Tandberg 1 TB -(Qty 10 - Mumbai), LTO Cleaning (Qty 10 - Mumbai and Chennai) , LTO-6 Tapes(Qty 50 - Mumbai and Chennai)

Section 3 - Eligibility Criteria

3.1 Pre-requisite:

The Bidder should possess the requisite experience, resources and capabilities in providing the services necessary to meet the requirements, as described in the tender document. The Bidder should also possess the technical know-how and the financial wherewithal that would be required to complete the scope of work. The bid must be complete in all respects and should cover the entire scope of work as stipulated in the document. Bidders not meeting the Eligibility Criteria will not be considered for further evaluation.

3.2 Eligibility Criteria:

The invitation to bid is open to all Bidders who qualify the Eligibility Criteria as given below. Failure to provide the desired information and documents may lead to disqualification of the Bidder.

- a) The Bidder should be a Company registered under the Companies Act, 1956 since the last three years.
- b) The Bidder should have minimum annual turnover of Rs. 90 lakhs during the last three financial years. (2010-11, 2011-12, and 2012-13) or Calendar year 2010, 2011, 2012 or the Bidder's financial year).
- c) The Bidder should be a profit (profit after tax) making company in the last financial year .i.e. 2012-13 (or Calendar year 2012 or the Bidder's financial year)
- d) The Bidder should be authorized to quote for the products of the OEM.
- e) The Bidder should provide reference of 2 clients who have procured LTO Tapes from them.
- f) The Bidder should not be currently blacklisted by any bank / institution in India or abroad.

Section 4 - Instruction to Bidders

1. The Bidding Document

4.1 RFQ:

1. RFQ shall mean Request for Quotation
2. Bid, Tender and RFQ are used to mean the same.
3. The Bidder is expected to examine all instructions, forms, Terms and Conditions and technical specifications in the Bidding Document. Submission of a Bid not responsive to the Bidding Document in every respect will be at the Bidder's risk and may result in the rejection of its Bid without any further reference to the Bidder.
4. NPCI reserves the right to take any decision with regard to RFQ process for addressing any situation which is not explicitly covered in the RFQ document.

4.2 Cost of Bidding:

The Bidder shall bear all costs associated with the preparation and submission of its Bid and NPCI will in no case be responsible or liable for those costs.

4.3 Content of Bidding Document:

The Bid shall be in 2 separate envelopes, Envelope A and B. The contents of the Envelopes are mentioned in clause 4.8.

2. Preparation of Bid

4.4 Bid Price:

- 4.4.1 Prices should include all cost including all taxes, duties, levies, VAT/Sales Tax and fees whatsoever, except Octroi. Octroi will be paid additionally, at actual, on production of receipt.

4.5 Period of Validity of Bids:

Bids shall remain valid for a period of 180 days after the date of bid opening as mentioned in Section 1 or as may be extended from time to time. NPCI holds the right to reject a bid valid for a period shorter than 180 days as non-responsive, without any correspondence.

4.6 Format of Bid:

- 4.6.1 The bidder shall prepare two copies, one hard copy (marked as 'ORIGINAL') and one soft copy of the Bid.
- 4.6.2 In case of any discrepancy between them, the original shall govern.

4.7 Signing of Bid:

The Bid shall be signed by a person or persons duly authorized to sign on behalf of the Bidder.

All pages of the Bid, except for printed instruction manuals and specification sheets shall be initialed by the person or persons signing the Bid.

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

C Submission of Bid

4.8 Envelope bidding process:

- 1 The Bid shall be prepared in two different envelopes, Envelope A and Envelope B.
- 2 Each of the two envelopes shall then be sealed and put into an outer envelope marked as '***Request for Quotation (RFQ) for Supply of LTO Tapes***'.
- 3 The inner and outer envelopes shall be addressed to NPCI at the address mentioned in Section 1.
- 4 The inner and outer envelopes shall indicate the name and address of the Bidder.
- 5 If the outer envelope is not sealed and marked as indicated, NPCI will assume no responsibility for the bid's misplacement or premature opening.

4.9 Contents of the 2 Envelopes:

4.9.1 Envelope "A" - Eligibility Criteria: The following documents shall be inserted inside Envelope A:

- 1 Bidders Information - Annexure A
- 2 Eligibility Criteria Matrix - Annexure B
- 3 Technical Requirement- As per Annexure C
- 4 Declaration Clean Track Record-Annexure D

4.9.2 Envelope "B" Commercial Bid:

- 1 Price Format - Annexure C1
- 2 Commercial Proposal - Annexure C2

4.10 Bid Submission:

Bids sealed in accordance with the Instructions to Bidders should be delivered at the address as mentioned in the Section 1.

The offers should be made strictly as per the formats enclosed.

4.11 Bid Currency:

All prices shall be expressed in Indian Rupees only.

4.12 Bid Language:

The bid shall be in English Language.

4.13 Rejection of the Bid:

The Bid is liable to be rejected if:

- 1 The document doesn't bear signature of authorized person.
- 2 It is received through Fax/E-mail.
- 3 It is received after expiry of the due date and time stipulated for Bid submission.
- 4 Incomplete/incorrect Bids, including non -submission or non-furnishing of requisite documents / Conditional Bids / Bids not conforming to the terms and conditions stipulated in this Request for Proposal are liable for rejection by NPCI.
- 5 No Bid shall be rejected at Bid opening, except for late Bids.

4.14 Deadline for Submission:

The last date of submission of bids is given in Section 1, unless amended by NPCI on its website.

4.15 Extension of Deadline for submission of Bid:

NPCI may, at its discretion, extend this deadline for submission of bids by amending the Bidding Documents which will be intimated through NPCI website, in which case all rights and obligations of NPCI and Bidders will thereafter be subject to the deadline as extended.

4.16 Late Bid:

Bids received after the scheduled time will not be accepted by the NPCI under any circumstance. NPCI will not be responsible for any delay due to postal service or any other reason.

4.17 Modifications and Withdrawal of Bids:

4.17.1 Bids once submitted will be treated, as final and no further correspondence will be entertained on this.

4.17.2 No bid will be modified after the deadline for submission of bids.

4.18 Right to Reject, Accept/Cancel the bid:

4.18.1 NPCI reserves the right to accept or reject, in full or in part, any or all the offers without assigning any reason whatsoever.

4.18.2 NPCI does not bind itself to accept the lowest bid or any tender and reserves the right to reject all or any bid or cancel the Tender without assigning any reason whatsoever. NPCI also has the right to re-issue the Tender without the bidders having the right to object to such re-issue.

4.19 RFQ Abandonment:

NPCI may, at its discretion, abandon the process of the selection of vendor for supplying LTO-4, LTO-5, Tandberg 1 TB, LTO -6 Tapes and Cleaning Tapes at any time before notification of award.

4.20 Bid Evaluation Process:

The Bid Evaluation will be carried out in 2 stages.

4.21 Contacting NPCI:

From the time of bid opening till the time of Contract award, if any Bidder wishes to contact NPCI for seeking any clarification on any matter related to the bid, it should do so in writing.

Section 5 - Bid Opening

5.1 Opening of Bids:

Bids will be opened in 2 stages:

Stage 1 - In the first stage only the Eligibility and Technical Bids i.e. Envelope A, will be opened.

Stage 2 - In the second stage the Commercial Bids i.e. Envelope B will be opened to arrive at the start price for the reverse auction.

5.2 Opening of Eligibility Bids:

- NPCI will examine the Bids to determine whether they are complete, whether required information have been provided as underlined in the Bid document, whether the documents have been properly signed, and whether Bids are generally in order.
- Eligibility and compliance to all the forms and Annexure would be the first level of evaluation. Only those Bids which comply to the eligibility criteria will be taken up for further evaluation.
- NPCI may waive any minor informality, non-conformity or irregularity in a bid that does not constitute a material deviation provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- If a Bid is not substantially responsive, it will be rejected by NPCI and may not subsequently be made responsive by the Bidder by correction of the nonconformity
- Envelope A will be evaluated first and those who fulfill the eligibility criteria will be eligible for further evaluation.
- NPCI may interact with the Customer references submitted by Bidder, if required
- NPCI will open Envelope "A" in presence of Bidder's representative(s) who choose to be present on the date, time and address mentioned in Section 1 or as amended by NPCI from time to time.

5.3 Opening of Commercial Bids:

5.3.1 Commercial bids will be opened only as part of the process for finalizing the start price for Reverse Auction.

5.3.2 Commercial evaluation will be done through Reverse Auction.

5.3.3 Business Rules and Terms & Conditions and Procedures of Reverse Auction have been published on NPCI's website.

Section 6 - Bid Evaluation

6.1 Preliminary Examination of Eligibility Bids:

- 6.1.1 NPCI will examine the bids to determine whether they are complete, required information has been provided as underlined in the bid document, the documents have been properly signed and bids are generally in order.
- 6.1.2 NPCI may waive any minor informality, non-conformity or irregularity in a bid that does not constitute a material deviation provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- 6.1.3 If a Bid is not substantially responsive, it will be rejected by NPCI and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

6.2 Evaluation of Commercial Bids:

- 6.2.1 The Commercial Evaluation will be based on the following broad parameters:

Evaluation of commercial bids will be done through Reverse Auction. The eligible bidders will be informed about the reverse auction procedures. Business Rules and Terms & Conditions and Procedures of Reverse Auction have been published on NPCI's website.

6.3 Successful Evaluated Bidder:

Bidder with the lowest commercial bid identified through the Reverse Auction will be declared as successful evaluated Bidder who will be called L1 Bidder.

Section 7 - Terms and Conditions

7.1 Notification of Award:

7.1.1 After selection of the L1 bidder and after obtaining internal approvals and prior to expiration of the period of Bid validity, NPCI will send Notification of Award /Purchase Order to the selected Bidder.

7.2 Purchase Order:

7.2.1 Within 5 days of receipt of Notification of Award the successful Bidder shall accept the Purchase Order.

7.2.2 Failure of the successful Bidder to comply with the above requirements shall constitute sufficient grounds for the annulment of the award.

7.2.3 NPCI reserves the right to place repeat order to the Supplier for any or all of the goods within a period of one year from the date of notification of award.

7.3 Taxes and Duties:

7.3.1 All taxes deductible at source, if any, at the time of release of payments, shall be deducted at source as per then prevailing rates while making any payment.

7.3.2 Commercial Bid should be inclusive of all taxes, duties, charges and levies of State or Central Governments as applicable, VAT/Sales Tax, insurance, service taxes etc. Octroi shall be reimbursed to supplier by NPCI, at actual, on production of original receipt.

7.3.3 The benefits realized by supplier due to lower rates of taxes, duties, charges and levies shall be passed on by the Supplier to NPCI.

7.4 Terms of Delivery:

7.4.1 The Goods shall be delivered within 2 weeks of receipt of the Purchase Order.

7.5 Penalty for default in delivery:

7.5.1 If the Bidder does not deliver the Tapes as per the above delivery schedule, or such authorized extension of delivery period as may be permitted in writing by NPCI, NPCI shall impose a penalty @ the rate of 0.5% of the total value of the Purchase Order for each week's delay to a maximum of 5% of the total undelivered value of the Goods. The penalty shall be recovered for delayed deliveries, without prejudice to any other right or remedy available under law.

7.5.2 In the case of delay in compliance with the order beyond 10 days of the stipulated time period, NPCI will have the right to cancel the order.

7.6 Warranties:

7.6.1 All Goods shall have the comprehensive On-site warranty of 12 months from the date of delivery of Goods.

7.6.2 Bidder guarantees the whole of the Goods against any defects or failure, which arise due to faulty materials, workmanship or design (except materials or design furnished by NPCI).

If during the Warranty Period any Goods are found to be damaged or defective or not acceptable, they shall promptly be replaced or rectified /re-furnished or rendered by Bidder at its own cost

(including the cost of dismantling and reinstallation) on the request of NPCI and if removed from the Site for such purpose, Bidder has to repair or replace / re-furnish, render all goods shall be redeliver to - NPCI by Bidder at its own cost. Goods which are so replaced or rectified are guaranteed by Bidder in accordance with the provisions of this Clause for a period of 12 months from the date of replacement or rectification.

7.7 Payment Terms:

100% Payment shall be made to Bidder after delivery of product at NPCI Site.

7.8 Price:

There shall be no increase in price for any reason whatsoever.

7.9 Intellectual Property:

Intellectual Property Rights in all Standard software and all off-the-shelf software shall remain vested in the owner of such rights.

7.10 Confidentiality:

The Bidder shall (whether or not he submits the tender) treat the details of the documents as secret and confidential.

7.11 Bidder's Liability

The selected Bidder will be liable for all the deliverables.

7.11.1 The Bidder's aggregate liability in connection with obligations undertaken under the purchase order, regardless of the form or nature of the action giving rise to such liability (whether in contract, tort or otherwise), shall be at actual and limited to the value of the contract/purchase order.

7.11.2 The Bidder's liability in case of claims against NPCI resulting from gross misconduct or gross negligence of the Bidder, its employees, contractors, and subcontractors or from infringement of patents, trademarks, copyrights or such other Intellectual Property Rights or breach of confidentiality obligations shall be unlimited.

7.12 Rate Contract:

7.12.1 NPCI reserves the right to place Purchase Order to the successful bidder for any further requirement of Tapes as mentioned in the RFQ at the agreed unit rate i.e. the rate contract for a period of one year from the date of first Purchase Order.

Section 8 - Technical Requirements

Sr. No	Description of the Product proposed
1	Linear Tape Open - (LTO - 4)
2	Linear Tape Open - (LTO - 5)
3	Tandberg 1 TB
4	Cleaning Tapes
5	Linear Tape Open - (LTO- 6)

Section 9 - Documents forms to be put in Envelope 'A'

Annexure A

(On company letter head)

Details of the Bidder				
1	Name of the Bidder			
2	Address of the Bidder			
3	Status of the Company (Public Ltd/ Pvt. Ltd)			
4	Details of Incorporation of the Company. Certificate to be submitted in Technical bid	Date:		
		Ref:		
5	Details of Commencement of Business	Date:		
		Ref #		
6	Valid Sales tax registration no.			
7	Valid Service tax registration no.			
8	Permanent Account Number (PAN)			
9	Name & Designation of the contact person to whom all references shall be made regarding this tender			
10	Telephone No. (with STD Code)			
11	E-Mail of the contact person:			
12	Fax No. (with STD Code)			
13	Website			
Financial Details (as per audited Balance Sheets) (in Cr)				
14	Year	2010-11	2011-12	2012-13
15	Net worth			
16	Turn Over			
17	PAT			

Annexure B

Eligibility Criteria Matrix

(On company letter head)

Sr. No.	Description	Complied with Statements	Proof Attached
1	The Bidder should be a Company registered under the Companies Act, 1956 since the last three years.		Proof should be submitted
2	The Bidder should have minimum annual turnover of Rs. 90 lakhs during the last three financial years. (2010-11, 2011-12, and 2012-13) or Calendar year 2010, 2011, 2012 or the Bidder's financial year).		Audited Balance sheet should be submitted
3	The Bidder should be a profit (profit after tax) making company in the last financial year .i.e. 2012-13 (or Calendar year 2012 or the Bidder's financial year)		Audited P/L statement should be submitted
4	The Bidder should be authorized to quote for the products of the OEM.		Manufacturers/OEM Vendor Authorizations form to be attached
5	The Bidder should provide reference of 2 clients who have procured LTO Tapes from them		Documentary proof to be submitted (PO Copy or Customer Letter)
6	The Bidder should not be currently blacklisted by any bank / institution in India or abroad.		Declaration as per Annexure-D

Annexure C**Technical Requirements****(To be filled by the prospective Bidder)**

Sr. No	Description of the Product proposed	Make and Model
1	Linear Tape Open - (LTO - 4)	
2	Linear Tape Open - (LTO - 5)	
3	Tandberg 1 TB	
4	Cleaning Tapes	
5	Linear Tape Open - (LTO- 6)	

Annexure - D

Declaration regarding Clean Track by Bidder

(On company letter head)

To

The Chief Executive Officer
National Payments Corporation of India,
C-9th 8th Floor, RBI Premises
Bandra Kurla Complex, Bandra (E)
Mumbai 400 051

Sir,

Re: RFQ No: NPCI: RFQ: 2014-15/IT/0001 dated 07/05/2014 for “RFQ for Supply of LTO Tapes”

I have carefully gone through the Terms and Conditions contained in the above referred RFQ. I hereby declare that my company is not currently debarred/black listed by any Government / Semi Government organizations/ Institutions in India or abroad. I further certify that I am competent officer in my company to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Section 10 - Documents forms to be put in Envelope B

Annexure C1

(On company letter head)

Price Format

Request for Quotation for Supply of LTO-4, LTO- 5, Tandberg, LTO-6 and Cleaning Tapes							
Sr No	Part Number	Description	Make & Model	location	Qty	Unit Price(Rs)	Total Price (Rs.)
1	Supply of LTO 4 Tapes			Mumbai	300		
				Chennai	25		
				Hyderabad	25		
2	Supply of LTO 5 Tapes			Mumbai	50		
				Chennai	50		
3	Supply of Cleaning Tapes			Mumbai	5		
4	Tandberg 1 TB			Chennai	5		
				Mumbai	10		
5	Supply of LTO 6 Tapes			Mumbai	25		
				Chennai	25		
Total(Rs) : (A)							
6	Taxes(Rs) : (B)						
7	Freight(Rs) : (C)						
Grand Total : (A+B+C)							
Company's Name							
Offer Ref and Date							
Signature							
Designation							

Please note: The Reverse Auction start price will be declared before the start of the Reverse Auction

Annexure C2
Commercial Bid Form

(On company letter head)

(To be included in Commercial Bid Envelope)

To,

The Chief Executive Officer
National Payments Corporation of India,
C-9th 8th Floor, RBI Premises
Bandra Kurla Complex, Bandra (E)
Mumbai 400 051

Dear Sir,

Re: RFQ No. NPCI: RFQ: 2014-15/IT/0001 dated 07/05/2014 for “RFQ for Supply of LTO Tapes”

Having examined the Bidding Documents placed along with RFQ, we, the undersigned, offer to provide the required infrastructure in conformity with the said Bidding documents for the sum of Rs.....(Rupees all inclusive) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to provide for the above purpose within the stipulated time schedule.

We agree to abide by the Bid and the rates quoted therein for the orders awarded by NPCI up to the period prescribed in the Bid which shall remain binding upon us. Until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

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.

We have complied with all the terms and conditions of the RFQ. We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this..... Day of.....2014.

(Signature)

(Name) (In the capacity of)

Duly authorized to sign Bid for and on behalf of