

RFP for Procurement of Video Conference Solution at National Housing Bank



RFP Reference No.: NHB/ITD/RFP-VideoConferenceSolution/3091/2021

Request for proposal (RFP) for Procurement of Video Conference Solution at National Housing Bank

Information Technology Department
Head Office, National Housing Bank
Core 5-A, 3rd Floor, India Habitat Centre, Lodhi Road,
New Delhi - 110 003

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RFP for Procurement of Video Conference Solution at National Housing Bank

<u>BID SUMMARY</u>		
1.	Date of commencement of sale of Bidding Documents	25.06.2021, Friday
2.	Pre-Bid meeting with Bidders*	06.07.2021, Tuesday, 1500 Hrs
3.	Last date and time for sale/download of Bidding Documents	16.07.2021, Friday, 1700 Hrs
4.	Last date and time for receipt of Bidding Documents	16.07.2021, Friday, 1800 Hrs
5.	Date and Time of Technical Bid Opening#	19.07.2021, Monday, 1500 Hrs
6.	Technical Presentation by the Bidders	Will be intimated later
7.	Cost of RFP	₹ 25,000/- (Non-refundable)
8.	Place of opening of Bids <i>(Will be intimated to bidders over email if conducting through VC)</i>	National Housing Bank, Information Technology Deptt., Head Office Core 5-A, 3rd Floor, India Habitat Centre, Lodhi Road, New Delhi - 110003

Note:-

- *Due to ongoing Covid situation, meetings are being conducted online. Interested bidders can send pre-bid queries over email as per Section 3.1 of this RFP or send the Video conference links to NHB designated officials for face to face queries/clarifications in online manner.
- #Technical bids will be opened in the presence of bidders who choose to attend as above. The above schedule is subject to change. Meeting link will be shared by NHB through email in advance.
- *Notice of any changes will be provided through e-mail from designated contact personnel only or website publishing.*
- Further, please note that Commercial Bid opening Date, Time & Venue will be intimated to the technically qualified Bidders at a later date.
- All data/information, submitted vide documentary proofs/company records along this RFP, must be reported & will be treated as on date of publication of this RFP.

RFP for Procurement of Video Conference Solution at National Housing Bank

GLOSSARY

Abbreviation	Description
NHB	National Housing Bank
DC	Data Center Site, Delhi
DR	Disaster Recovery Site, Mumbai
HO	Head Office, Delhi
RRO	Regional Representative Office
RTO	Recovery Time Objective
RPO	Recovery Point Objective
ITD	Information and Technology Department
PSU	Public Sector Unit
PSB	Public Sector Bank
TCO	Total Cost of Ownership
EMD	Earnest Money Deposit
RFP	Request For Proposal
PBG	Performance Bank Guarantee
AMC	Annual Maintenance Cost
LC	Large Corporate (LC): An organization having an average annual turnover of Rs. 1000 Crore or above during last three years will be considered as Large Corporate (LC) for this RFP.

Interpretation: The terms RFP, Tender, Bid have been used interchangeably and it shall be treated as one and the same for the purpose of this RFP document. All clarifications, amendments, modifications, supplemental RFP that may be issued in relation to this RFP shall be treated as part and parcel of the RFP and shall together constitute the RFP document.

RFP for Procurement of Video Conference Solution at National Housing Bank

Contents

1. INTRODUCTION.....	6
1.1 Purpose	6
2. ABOUT NATIONAL HOUSING BANK.....	6
3. INSTRUCTION TO BIDDERS	7
General Instructions	7
4. PRESENT SET-UP	21
5. SCOPE OF WORK / DELIVERABLES.....	21
6. SERVICE LEVEL AGREEMENT AND PENALTY CLAUSE.....	26
7. PROJECT SCHEDULE.....	27
8. BIDDING PROCESS (TWO STAGES)	27
8.1. BID EVALUATION METHODOLOGY	28
8.2. Minimum Eligibility Criteria	29
8.3. Evaluation of Technical Bids.....	31
8.4. Technical Bids (Mark Distributions).....	32
8.5. Financial Bid	33
8.6. Final Processing	33
9. COMMERCIAL TERMS AND CONDITIONS.....	34
9.1. Price	34
9.2. Price Variation.....	34
9.3. Payment Terms	35
9.4. Payment in case of Termination of contract	37
10. GENERAL TERMS AND CONDITIONS.....	37
11. TERMINATION CLAUSE.....	38
12. ACCEPTANCE OF ORDER.....	39
12.1. Definitive Agreement.....	39
12.2. Pre-Contract Integrity Pact Clause.....	39
13. TAXES	40
14. GOVERNING LAWS AND DISPUTES.....	40
15. USE OF CONTRACT DOCUMENTS AND INFORMATION.....	40
16. ASSIGNMENT	40
17. DURATION OF CONTRACT.....	40
18. WARRANTY	41
19. SUSPENSION OF WORK.....	43

RFP for Procurement of Video Conference Solution at National Housing Bank

20. TERMINATION OF CONTRACT.....	43
ANNEXURES.....	44
Annexure 'A' (Bidder Information)	45
Annexure 'B'-(Bidder Experience Details)	47
Annexure 'C' - (Compliance Statement Declaration Along With Deviations)	49
Annexure 'D' - (Minimum Eligibility Criteria)	50
Annexure 'E' - (Bill of Material)	54
Annexure 'F' - (Technical Specifications)	55
Annexure 'G' - (Manufacturer Authorization Format).....	70
Annexure 'H'-(Technical Bid Covering Letter)	71
Annexure 'I'-(Technical Bid Format)	72
Annexure 'J'-(Commercial Bid Covering Letter)	73
Annexure 'K' - (Commercial Bid Format).....	74
Annexure 'M' - (Letter of Competence Format).....	81
Annexure 'N'-(Format of Bank Guarantee)	82
Annexure 'O'-(Service Level Agreement).....	84
Annexure 'P'-(CONFIDENTIALITY -CUM- NON DISCLOSURE AGREEMENT).....	100
Annexure 'Q'-(Pre Contract Integrity Pact)	105
Annexure 'R'-(Resolution matrix).....	114
Annexure 'S' - Undertaking by Bidder	115

RFP for Procurement of Video Conference Solution at National Housing Bank

1. INTRODUCTION

1.1 Purpose

- National Housing Bank (NHB) (hereinafter referred to as the Bank) with Head Office at New Delhi intends to solicit proposals from qualified vendors for Procurement, Installation, Commissioning, Maintenance and Support of Video Conferencing Equipment for National Housing Bank for a period of 5 years.
- The Bank will enter into service contract for 5 years with successful bidder. The work order will be initially placed for 1 year and the same may be renewed based on satisfactory performance review.
- The Request for Proposal document contains statements derived from information that is believed to be relevant at the date but does not purport to provide all of the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with NHB. Neither NHB nor any of its employees, agents, contractors, or advisers gives any representation or warranty, express or implied, as to the accuracy or completeness of any information or statement given or made in this document. Neither NHB nor any of its employees, agents, contractors, or advisers has carried out or will carry out an independent audit or verification exercise in relation to the contents of any part of the document.
- Subject to any law to the contrary, and to the maximum extent permitted by law, NHB and its officers, employees, contractors, agents, and advisers disclaim all liability from any loss or damage (whether foreseeable or not) suffered by any person acting on or refraining from acting because of any information including forecasts, statements, estimates, or projections contained in this RFP document or conduct ancillary to it whether or not the loss or damage arises in connection with any negligence, omission, default, lack of care or misrepresentation on the part of NHB or any of its officers, employees, contractors, agents, or advisers.

2. ABOUT NATIONAL HOUSING BANK

National Housing Bank (NHB), a statutory institution is a wholly owned by Government of India, established under National Housing Bank Act, 1987 ("the Act").

NHB has been established to achieve, inter alia, the following objectives:-

- To promote a sound, healthy, viable and cost effective housing finance system to cater to all segments of the population and to integrate the housing finance system with the overall

RFP for Procurement of Video Conference Solution at National Housing Bank

financial system.

- To promote a network of dedicated housing finance institutions to adequately serve various regions and different income groups.
- To augment resources for the sector and channelize them for housing.
- To make housing credit more affordable.
- To regulate the activities of housing finance companies based on regulatory and supervisory authority derived under the Act.
- To encourage augmentation of supply of buildable land for housing and to upgrade the housing stock in the country.
- To encourage public agencies to emerge as facilitators and suppliers of serviced land, for housing.

The Head Office of NHB is located in New Delhi and it has Regional Offices at Mumbai, Delhi, Bengaluru, Hyderabad and Kolkata and Regional Representative Office at Ahmedabad, Guwahati, Lucknow, Chennai and Bhopal.

3. INSTRUCTION TO BIDDERS

General Instructions

- The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents may result in the rejection of its bid and will be at the bidder's own risk.
- No binding legal relationship will exist between any of the Respondents and Bank until execution of a contractual agreement.
- The Bidder acknowledges and accepts that Bank may in its absolute discretion apply selection criteria specified in the document for evaluation of proposals for short listing/selecting the eligible vendor(s).
- The Bidder will, by responding to Bank for RFP, be deemed to have accepted the terms of this Introduction and Disclaimer.
- Bidders are required to direct all communications related to this RFP, through the nominated Point of Contact persons, mentioned below:

Susanta Kumar Padhi General Manager Email: susanta.padhi@nhb.org.in Telephone: 011-39187113; 01139187000-Extn 113	Aparajita Jain Deputy Manager Email: aparajita.jain@nhb.org.in Telephone: 011-39187196; 01139187000-Extn 196
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RFP for Procurement of Video Conference Solution at National Housing Bank

Fax: +91 - 11 - 24649432

Fax: +91 - 11 - 24649432

- NHB may, in its absolute discretion, seek additional information or material from any Bidder/s after the RFP closes and all such information and material provided must be taken to form part of that Bidder's response.
- Bidders should provide details of their contact person, telephone, fax, email and full address(s) to ensure that replies to RFP could be conveyed promptly.
- If NHB, in its absolute discretion, deems that the originator of any query will gain an advantage by any response to such query, then Bank reserves the right to communicate such response to all Bidders.
- Queries / Clarification if any, may be taken up with the contact persons detailed above before the deadline for submission of bids between 10.00 am to 5.00 pm on any working days (Monday to Friday except holidays).
- Bidder should not have been blacklisted/debarred from participation in the bid process by any of the Govt. Departments/PSU/Banks/Financial Institutes in India.
- NHB will notify all short-listed Bidders in writing or by mail or by publishing in its website as soon as practicable about the outcome of their RFP. Bank is not obliged to provide any reasons for any such acceptance or rejection.
- The bids qualifying the Minimum Eligibility Criteria will be eligible for further evaluation and subsequently the bids qualifying both Minimum Eligibility Criteria and Technical Evaluation will be eligible for Commercial Evaluation.

3.1 Pre-Bid Meeting

For the purpose of clarification of doubts of the bidders on issues related to this RFP, NHB intends to hold an online/offline Pre-Bid meeting on the date and time as indicated in the RFP. **The queries of all the Bidders, in writing, should reach by e-mail or by post, minimum 2 days before the date of pre-bid meeting, on the email/postal address as mentioned above.** It may be noted that no queries of any bidder shall be entertained after the Pre-Bid meeting. Clarifications on queries will be given in the Pre-Bid meeting. Only the authorized representatives of the bidders will be allowed to attend the Pre-Bid meeting.

3.2 Soft Copy of Tender Document

The soft copy of the Tender/RFP document will be made available on NHB's website <http://www.nhb.org.in>.

RFP for Procurement of Video Conference Solution at National Housing Bank

3.3 Cost of RFP

- i. Price of the tender/RFP has been fixed at ₹25,000/- . Bidder has to necessarily deposit ₹25,000/- (Rupees Twenty Five Thousand only). Account details are mentioned below. The proof of payment shall be submitted in the “Technical Proposal” envelope only.

The Accounts details :

S.No	Type	Particulars
1	Beneficiary Name	National Housing Bank
2	Beneficiary Address	Core 5A, 3 rd Floor, India Habitat Centre, Lodhi Road, New Delhi 110 003
3	Beneficiary Bank Name	State Bank of India
4	Beneficiary Bank Branch Address	Pragati vihar Delhi Branch, Ground Floor, Core-6, Scope Complex, Lodhi Road, New Delhi - 110 003
5	Type of Bank Account	Current account
6	Beneficiary Bank A/C No	52142903844
7	IFCS code of Bank branch	SBIN0020511
8	MICR No	110002658

- ii. Please note that any bid received without the proof of e-payment will be rejected.

3.4 Non-Transferability of Tender

This tender/RFP document is not transferable.

3.5 Erasures or Alterations

The offers containing erasures or alterations may not be considered. Any interlineations', erasures or overwriting in Technical Bids may be considered at the discretion of NHB only if they are initialed by the person signing the Bids. However, any interlineations', erasures or overwriting in any form will not be accepted in the Commercial Bid. There should be no hand-written material, corrections or alterations in the offer. Technical details must be completely filled up. Correct technical information of the product being offered must be filled in. Filling up of the information using terms such as “OK”, “accepted”, “noted”, “as given in brochure/manual” is not acceptable. However, NHB may treat offers not adhering to these guidelines as unacceptable. NHB may, in its absolute discretion, waive any non-conformity or irregularity in the offer, which in the opinion of NHB is ancillary and not essential. This shall be binding on all Bidders and NHB reserves the right for such waivers.

RFP for Procurement of Video Conference Solution at National Housing Bank

3.6 Amendment to the Bidding/Tender/RFP document

- At any time prior to the deadline for submission of Bids, NHB, for any reason, may modify the Bidding Document, by amendment.
- The amendment will be posted on Bank's website www.nhb.org.in.
- All Bidders must ensure that all amendments/enhancements (if any) in the RFP have been considered by them before submitting the bid. Bank will not have any responsibility in case of any omission by Bidder/s.
- NHB at its discretion may extend the deadline for the submission of Bids.
- NHB shall not be liable for any communication gap. Further, NHB reserves the right to scrap the tender or drop the tendering process at any stage without assigning any reason.

3.7 Language of Bid

The bid prepared by the Bidders, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Bank and supporting documents and printed literature shall be written in English.

3.8 Masked Commercial Bid

The bidder should submit a copy of the actual price bid (as per the format specified by Bank) being submitted to NHB by masking the actual prices with the technical bid. **This is mandatory.** The bid may be disqualified if it is not submitted by masking it properly. Bank reserves the right to cancel the bid at the time of commercial evaluation, if the format/detail (except price) of 'Masked Commercial Bid' does not match with the format/detail of actual Commercial Bid submitted.

3.9 Right to Alter Location / Quantities

NHB reserves the right to alter the proposed location/s specified in the RFP. NHB also reserves the right to add/delete one or more location/s from the list specified in the RFP.

3.10 Documents Comprising the Bid

((Please follow the instructions, if any, separately prescribed in the Formats))

1. Bidder's information in the format as prescribed in **Annexure A**;
2. Bidder's Experience details in the format as prescribed in **Annexure B**;
3. Compliance Statement Declaration Along with Deviations in the format as prescribed in **Annexure C**;
4. Information on Minimum Eligibility in the format as prescribed in **Annexure D**;
5. **The Technical Proposal**

RFP for Procurement of Video Conference Solution at National Housing Bank

The Technical Bid should be submitted in the format as prescribed in **Annexure I** along with the covering letter in the format as prescribed in **Annexure H**. Documents comprising the Technical Proposal should be:

- Documentary evidence establishing that the Bidder is eligible to Bid and is qualified to perform the contract i.e., minimum eligibility criteria as per Annexure - 'D'.
- Technical Bid as per Annexure - 'I'. Any technical Bid containing price information will be rejected.
- The proof of e-payment of Rs. 25,000/- (non-refundable) towards RFP cost made to NATIONAL HOUSING BANK.
- Soft copy of minimum eligibility criteria, technical bid, masked commercial bid.
- Masked Price Bid listing all the components as listed in Commercial Bid, without indicating the price.
- Bids without the RFP cost will be rejected.

6. The Commercial Proposal:

- Complete Commercial bid as per Annexure - 'K' with covering letter as per Annexure 'J'.
- Soft copy of commercial bid. Price bids containing any deviations or similar clauses may be summarily rejected.
- Any other information may be furnished in separate Annexures.

7. ECS Mandate in the format as prescribed in **Annexure L**;

8. Letter of Competence in the format as prescribed in **Annexure M**;

9. Pre-Contract Integrity Pact (wherever applicable) in the format in **Annexure Q** (*The Pre-Contract Integrity Pact should be submitted neatly typed in on Rs.100/- non-judicial stamp paper duly signed by the authorized signatory and the same will be signed on behalf of NHB subsequently. The date of execution should be the date as mentioned in the Technical Bid by the Bidder*);

10. Resolution Matrix in the format as prescribed in **Annexure R**;

11. Undertaking by the Bidder in the format as prescribed in **Annexure S**

3.11 Bid Currency

Bids to be quoted in Indian Rupee only.

3.12 Performance Guarantee

- The selected Bidder will be required to provide a performance bank guarantee/PBG for 3% of the total value of contract (**Please refer Total value of contract 'Z' of Annexure 'K'**) as Performance Guarantee (**Format at Annexure 'N'**), in the form of bank guarantee from a Scheduled Commercial Bank. The performance guarantee should be valid till at least three months period beyond the expiry of contract period or such other extended period as NHB may decide. The PBG is required to protect the interest of NHB against the risk of non-performance or default in RFP Term/s, including non-compliance of applicable statutory provisions including labour laws and any other

RFP for Procurement of Video Conference Solution at National Housing Bank

laws/ rules/regulations, by the successful Bidder. Default in successful implementation of the conditions of the contract, may warrant the invoking of PBG, and also if any act of the Bidder results into imposition of Liquidated Damages/penalty, then NHB reserves the right to invoke the Performance Bank Guarantee submitted by such Bidder. The decision of NHB as to non-performance or default in RFP Term/s, including non-compliance of applicable statutory provisions etc., shall be final and binding on the successful Bidder.

- For the subsequent warranty/AMC/support period (as applicable), the Bidder has to provide PBG for the equal value for the advance payment for that year/period (as applicable).
- Payment of 60% of total Video Conference solution cost will be made on delivery & Installation of Hardware (HW) and Software (SW) (**Refer para Total Cost in Annexure 'K'**) subject to submission of PBG of equal value with a validity of 3 months. The same is required to be renewed for 3 months consecutively, in case the project sign off gets delayed.
- Payment of 40% of total Video Conference cost (**Refer para Total Cost in Annexure 'K'**) cost will be made after project sign-off subject to satisfaction of the Bank. However, payment of 100% of total Video Conference solution cost (**Refer para Total Cost in Annexure 'K'**) will be made after project sign-off in case 60% payment is not already claimed, as per point 3 mentioned above.

3.13 Liquidity Damages

The Service Provider shall be required to deliver and implement the solutions as per following time lines, failing which liquidated damages (LD) as applicable shall be levied:

S. No.	Schedule	LD in case of default
1	Supply/Delivery and Installation as per SOW etc.	<p>a. In case of delay in delivery of equipment/solution, the vendor will be liable to pay an amount equal to 0.5% of the value of undelivered/uninstalled portion of the order value for every week of delay beyond the scheduled delivery date by way of liquidated damages. Cap on liquidated damages shall be 5% of the undelivered/uninstalled value of the order.</p> <p>b. In case the delay exceeds three weeks, Bank reserves the right to cancel the order. In such an event, vendor will not be entitled to or recover from Bank any amount by way of damages, loss</p>

RFP for Procurement of Video Conference Solution at National Housing Bank

		or otherwise. If orders are cancelled due to non-delivery, the vendor will be debarred by Bank for participating in any future tenders floated by the Bank. In such circumstance, NHB reserves the right to invoke the submitted Performance Bank Guarantee (PBG).
2	Configuration and Implementation	0.5% of the implementation cost for each week's delay or part thereof, subject to maximum of 10% of the implementation cost.

3.14 Period of Validity of Bids

- Prices and other terms offered by Bidders must be valid for an acceptance period of 6 months from the date of submission of commercial bid.
- In exceptional circumstances, the Bank may solicit the Bidders' consent to an extension of the period of validity. The request and response thereto shall be made in writing.

3.15 Format and Signing of Bids

Each bid shall be in two parts:

- Part I: consists of MINIMUM ELIGIBILITY CRITERIA, TECHNICAL BID and MASKED COMMERCIAL BID [price bids without any price]. The above contents will be referred to as "TECHNICAL PROPOSAL".
- Part II: covering only the COMMERCIAL BID herein referred to as "COMMERCIAL PROPOSAL"
- The Original Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The person or persons signing the Bids shall initial all pages of the Bids, except for un-amended printed literature.

3.16 Sealing and Marking of Bids

- The envelop shall be addressed to the Bank at the address given below:
The General Manager
IT Department
National Housing Bank
Core 5A, 3rd Floor, India Habitat Centre
Lodhi Road
New Delhi - 110003
- All envelopes should indicate on the cover the name and address of bidder along with contact number.

RFP for Procurement of Video Conference Solution at National Housing Bank

- The Bidder shall seal the envelopes containing Technical and Commercial proposals separately.
- The envelope should be non-window and separately super scribed as “**Technical Proposal for Procurement of Video Conference Solution**” and “**Commercial Proposal for Procurement of Video Conference Solution**”, as applicable.
- If the envelop is not sealed and marked, the Bank will assume no responsibility for the Bid's misplacement or its premature opening.
- Bids not sealed properly shall not considered and will stand rejected without recourse.

3.17 Deadline for submission of Bids

- The bids must be received by the Bank at the address specified, not later than the last date of bid submission as indicated above.
- In the event of the specified date for the submission of bids being declared a holiday for the Bank, the bids will be received up to the appointed time on the next working day.
- The Bank may, at its discretion, extend the deadline for submission of Bids by amending the Bid Documents, in which case, all rights and obligations of the Bank and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

3.18 Late Bids

Any bid received by the Bank after the deadline for submission of bids prescribed by the Bank will be rejected and returned unopened to the bidder.

3.19 Modification and/or Withdrawal of Bids:

- Every Bidder shall submit only one proposal. If any Bidder submits more than one proposal, all such proposals shall be disqualified.
- The Bidders are advised to submit the Bids only after the Pre-Bid Meeting as the Bids once submitted will be treated, as final and no further correspondence will be entertained on this. No Bid will be allowed to be modified after the deadline for submission of Bids. No Bidder shall be allowed to withdraw the Bid, if Bidder happens to be successful Bidder.
- NHB has the right to reject any or all Bids received without assigning any reason whatsoever. NHB shall not be responsible for non-receipt / non- delivery of the Bid documents due to any reason whatsoever.

3.20 Opening of Bids by the Bank

- On the scheduled date and time, bids will be opened by the Bank Committee in presence of Bidder representatives who choose to attend the meeting on the specified date.
- Place of opening of Technical Bids : Head Office, NHB.
- The Bidder name and presence or absence of RFP cost and such other details as the Bank, if any, at its discretion may consider appropriate will be announced at the time of technical bid opening.

3.21 Clarification of bids

RFP for Procurement of Video Conference Solution at National Housing Bank

During evaluation of Bids, the Bank, at its discretion, may ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing (Fax/e-Mail), and no change in the substance of the Bid shall be sought, offered or permitted.

3.22 Preliminary Examinations

- NHB will examine the Bids to determine whether they are complete, the documents have been properly signed; supporting papers/ documents attached and the bids are generally in order.
- NHB may, at its sole discretion, waive any minor infirmity, nonconformity or irregularity in a Bid which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder.
- The decision of NHB is final towards evaluation of the Bid documents.

3.23 Proposal Ownership

The proposal and all supporting documentation submitted by the Bidders shall become the property of NHB unless NHB agrees to the Bidder's specific request/s, in writing, that the proposal and documentation be returned or destroyed.

3.24 Instructions to the Bidders:

The bidder shall not outsource the work assigned by the Bank, to any third party except with NHB's prior written consent and attend all complaints registered by the Bank through its own service/support infrastructure only.

3.25 Price Composition & Variation

- The Bidder should clearly furnish the cost matrix strictly as per the structure provided in the Annexure 'K'. Any deviation may lead to bid rejection. Also, no options should be quoted other than as per the commercial bid. Wherever options are given, the bid is liable to be rejected.
- The commercial offer shall be on a fixed price basis. No price variation relating to cost of consultancy exclusive of taxes (present and future) will be entertained for any work assigned during the period of contract.
- Date of implementation of project shall be date of the sign-off. The same date shall be considered for renewal of support services etc., if applicable.

3.26 Timely availability of Support Services

The Bidder should have proper and adequate support mechanism in place at New Delhi & NCR, Mumbai, Ahmedabad, Kolkata, Bengaluru and Hyderabad to provide all necessary support under this project as detailed in this RFP.

3.27 Manuals and Drawings

The Bidder shall provide complete technical and other documentation/s for the services supplied during the period of contract. All the manuals shall be in English and must be clearly indicative of services supplied.

RFP for Procurement of Video Conference Solution at National Housing Bank

3.28 Bid Evaluation

- The Bank may use the services of external vendor for normalization of bids and evaluation of bids
- Evaluation criteria proposed to be adopted will be Quality cum Cost Based System (QCBS) as per terms of RFP.
- **Detailed bid evaluation methodology and selection of bidder is given in Section 8.**
- Arithmetic errors correction:
 - Arithmetic errors, if any, in the price breakup format will be rectified on the following basis:
 - If there is discrepancy between the unit price and the total price, which is obtained by multiplying the unit price with quantity, the unit price shall prevail and the total price shall be corrected unless it is a lower figure. If the bidder does not accept the correction of errors, its bid will be rejected.
 - If there is discrepancy in the unit price quoted in figures and words, the unit price, in figures or in words, as the case may be, which corresponds to the total bid price for the item shall be taken as correct.
 - If the vendor has not worked out the total bid price or the total bid price does not correspond to the unit price quoted either in words or figures, the unit price quoted in words shall be taken as correct.
 - Bank may waive off any minor infirmity or nonconformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiving, does not prejudice or effect the relative ranking of any bidder.
 - Figures mentioned in words will be treated as final in case there is mismatch between price quoted in figures and price quoted in words.

3.29 Modification and Withdrawal

Bids once submitted will be treated, as final and no further correspondence will be entertained on this. No bid will be modified after the deadline for submission of bids. No bidder shall be allowed to withdraw the bid, if bidder happens to be successful bidder.

3.30 Revelation of Prices

The prices in any form or by any reasons should not be disclosed in the technical or other parts of the bid except in the commercial bid. Failure to do so will make the bid liable to be rejected.

3.31 Terms and Conditions of the bidding firms

The bidding firms are not required to impose their own terms and conditions to the bid and if submitted will not be considered as forming part of their bids. The Bidders are advised to clearly specify the deviations as per Annexure-C, in case terms and conditions of the contract applicable to this RFP are not acceptable to them. The Bidders should also describe clearly in what respect and up to what extent the equipment and services being offered differ/ deviate from the specifications laid down in the specifications and requirements.

RFP for Procurement of Video Conference Solution at National Housing Bank

3.32 Local conditions

The bidder must acquaint himself with the local conditions and factors, which may have any effect on the performance of the contract and/or the cost.

3.33 Contacting NHB or putting outside influence

Bidders are forbidden to contact NHB or its Consultants on any matter relating to this bid from the time of submission of commercial bid to the time the contract is awarded. Any effort on the part of the bidder to influence bid evaluation process, or contract award decision may result in the rejection of the bid.

3.34 Proposal Content

The bidders' proposals are central to the evaluation and selection process. Therefore, it is important that the bidders carefully prepare the proposal. The quality of the bidder's proposal will be viewed as an indicator of the bidder's capability to provide the solution and bidder's interest in the project.

3.35 Banned or Delisted Supplier:

Bidders have to give a declaration that they have not been banned or delisted by any Government, Quasi Government agencies, PSUs or PSBs and its subsidiaries. If a bidder has been banned by any Government, Quasi Government agencies, PSUs or PSBs and its subsidiaries, this fact must be clearly stated. If this declaration is not given, the bid will be rejected as non-responsive. This declaration will be submitted along with the Technical Bid.

3.36 Compliance with Laws

- (a) The Bidder shall undertake to observe, adhere to, abide by, comply with and notify NHB about all laws in force or as are made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this tender and shall indemnify, keep NHB indemnified, hold harmless, defend and protect NHB and its employees/officers/staff/ personnel/representatives/agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from.
- (b) The Bidder shall promptly and timely obtain all such consents, permissions, approvals, licenses, etc., as may be necessary or required for any of the purposes of this project or for the conduct of their own business under any applicable Law, Government Regulation/Guidelines and shall keep the same valid and in force during the term of the project/contract, and in the event of any failure or omission to do so, shall indemnify, keep indemnified, hold harmless, defend, protect and fully compensate NHB and its employees/ officers/ staff/ personnel/ representatives/agents from and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising therefrom and NHB shall give notice of any such claim or demand of liability within reasonable time to the Bidder.

RFP for Procurement of Video Conference Solution at National Housing Bank

- (c) In case NHB undergoes a merger, amalgamation, takeover, consolidation, reconstruction, change of ownership, etc., this contract shall be considered to be assigned to the new entity and such an act shall not affect the rights and obligations of the Bidder under this contract.

3.37 Intellectual Property Rights

The Bidder warrants that in the event of its selection: -

- (a) The Inputs to be provided by it shall not infringe upon any third party intellectual property rights, including copyrights, patents and other intellectual property rights of any nature whatsoever.
- (b) It further warrants that the Deliverables shall not infringe upon any third party intellectual property rights, including copyrights, patents and other intellectual property rights of any nature whatsoever.
- (c) In the event that the Deliverables become the subject of a claim of violation or infringement of a third party's intellectual property rights, the Bidder shall, at its choice and expense: (a) procure for NHB the right to continue to use such Deliverables; (b) replace or modify such Deliverables to make them non-infringing, provided that the same function is performed by the replacement or modified Deliverables as the infringing Deliverables; or (c) if the rights to use cannot be procured or the Deliverables cannot be replaced or modified, accept the return of the Deliverables and reimburse NHB for any amounts paid to the Bidder for such Deliverables, along with the replacement costs incurred by NHB for procuring an equivalent equipment in addition to the penalties levied by NHB . However, NHB shall not bear any kind of expense, charge, fees or any kind of costs in this regard. Notwithstanding the remedies contained herein, the Bidder shall be responsible for payment of penalties in case service levels are not met because of inability of NHB to use the proposed solution.
- (d) The Bidder acknowledges that business logics, work flows, delegation and decision making processes of NHB are of business sensitive nature and hence shall not be referred to other clients, agents or distributors of the software. The project shall be deemed as incomplete in case the desired objectives of the project as mentioned in the scope of the project are not met and in case the system is unable to facilitate the processes duly supported by various requirements as envisaged in the RFP.

3.38 False / Incomplete statement:

Any statement/declaration made by the tenderer, if proved wrong or false or incomplete or such as to withhold any information relevant to the award of the tender, at any stage of the tender or in the event of his tender having been accepted at any stage of the contract, shall render his/their tender(s)/contract(s) liable to be cancelled/rescinded, in addition to the followings:

- a. If such statement is found at the tender stage, his tender will be summarily rejected.
- b. In case such a statement is found at the contract stage, appropriate action as decided by the Bank shall be applicable.

RFP for Procurement of Video Conference Solution at National Housing Bank

3.39 Restriction on procurement from a Bidder of a country which shares a land border with India:

Any Bidder from a country which shares a land border with India will be eligible to bid in this tender only if the Bidder is registered with the Competent Authority i.e. the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT).

However, such registration is not required for being eligible under this RFP in case the Bidders are from countries (even if sharing land border with India) to which Government of India has extended lines of credit or in which the Government of India is engaged in development projects, as per the updated list of such countries given on website of Ministry of External Affairs.

The Bidder shall also submit a certificate as per the format enclosed as **Annexure 'S'**. If such certificate given by the successful Bidder is found to be false, this would be a ground for immediate termination of the contract and for further legal action in accordance with law.

For the purpose of this clause:

Bidder "(including the term 'tender', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.

"Bidder from a country which shares a land border with India" for the purpose of this Order means:-

- (i) An entity incorporated, established or registered in such a country; or
- (ii) A subsidiary or an entity incorporated, established or registered in such a country; or
 - a. An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - b. An entity whose beneficial owner is situated in such a country; or
 - c. An Indian (or other) agent of such an entity; or
 - d. A natural person who is a citizen of such a country; or
 - e. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.

The beneficial owner for the purpose of (b) above will be as under.

- i. In case of company or Limited Liability Partnership, the beneficial owner is the natural person (s), who, whether acting alone or together,

RFP for Procurement of Video Conference Solution at National Housing Bank

or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

“Controlling ownership interest” means ownership of or entitlement to more than twenty-five per cent. Of shares or capital or profits of the company;

“Control” shall include the right to appoint majority of the directors or to control the management or policy decision including by virtue of their shareholding or management rights or shareholders agreement or voting agreement;

- ii. In case of partnership firm, the beneficial owner is the natural person (s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
- iii. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person (s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
- iv. Where no natural person is identified under (i) or (ii) or (iii) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
- v. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control ownership.

An Agent is a person employed to do any act for another, or to preset another in dealings with third person.

RFP for Procurement of Video Conference Solution at National Housing Bank

4. PRESENT SET-UP

NHB has centralized setup with **Data Center [DC] at New Delhi** and **Disaster Recovery [DR] Site at Mumbai**. All the other offices are on the WAN through MPLS network. All applications, Internet, Intranet etc., are hosted at Data Centre, New Delhi and are accessed by all offices/locations over WAN.

The DC and DR sites are interconnected with MPLS network. The bandwidth between these two centers is 16 Mbps.

Infrastructure:

Bank has setup Data Centre for providing various IT services to Bank officers. The services include VC, SAP, Email, File servers etc. All services are information based services wherein data is transferred from one end to another. Bank has Disaster Recovery (DR) site at MRO to ensure continuous delivery of key operations.

Current Video Conference infrastructure:

Bank is using VC infrastructure whereby all offices are connected to DC over MPLS. Bank has an MCU installed at DC. 3 VC endpoints are at Head Office & 6 VC endpoints are at Ahmedabad, Mumbai, Kolkata, Hyderabad & Bengaluru.

Currently, Polycom devices are being used for Video Conferencing.

5. SCOPE OF WORK / DELIVERABLES

5.1 Purpose/Objective:

NHB intends to setup VC infrastructure for the following purpose:

- Hold discussions amongst different locations using Video Conferencing.
- Make presentations/share screen or applications to different locations having VC facility.
- Hold Meetings with outside parties having VC facility, via Internet from Head Office and other Offices of NHB.
- Address by Top Officials, which could be streamed live across various locations via the Internet.
- Allow Executives and senior level officials to interact with each other via PC to PC (one-to-many, many-to-many).
- To conduct online Training via PC to PC (one-to-Many)

RFP for Procurement of Video Conference Solution at National Housing Bank

5.2 List of Requirements:

S. No.	Description of Hardware	Qty
1.	Multipoint Based High Definition (HD) End Point with speaker tracking, Mics, Remote Control, Touch Panel, externally connected video recorder (HDD/SSD), and multiparty licenses (5 Sites) as per Annexure - F along with MS Teams Interconnect License.	3
2.	Point to Point Based High Definition (HD) End Point as per Annexure - F	9
3.	Ultra HD Display 85" or higher as per Annexure - F	2
4.	Ultra HD Display 75" as per Annexure - F	1
5.	Ultra HD Display 65" as per Annexure - F	2
6.	Ultra HD Display 55" as per Annexure - F	9
7.	Document Camera for End Point at S.No. 1 as per Annexure - F	1
8.	Trolley as per Annexure - F	1

The Bill of Material (BoM) has been provided as Annexure E.

5.3 Scope of Work:

- i. The Bidder shall provide an end-to-end solution for the identified locations, including supply, installation, commissioning, integration, testing, maintenance etc. of the required Video Conferencing hardware, all necessary application software and maintenance of the equipment supplied for a period of five years (hardware, system and application software, end point equipment etc.) with back to back support from the OEM.
- ii. The complete VC infrastructure to be supplied should be from the same OEM. However, display units, video recording devices can be from different OEMs subject to full support for all operations of the integrated unit from the bidder for the entire contract period. MAF to be submitted from the respective OEMs involved in the contract / RFP as per Annexure G. MAF should clearly mention five years back to back OEM Support.
- iii. The solution should have functionality for point to point and point to multi-point video / audio calling capability.
- iv. The solution should allow users inside the NHB network as well as outside the NHB network to join conferences. The bidder should implement VC solution in NHB's network. Necessary configurational changes/Port Opening etc in the NHB Network shall be facilitated by NHB.

RFP for Procurement of Video Conference Solution at National Housing Bank

- v. The Solution should have the functionality to connect to Cloud VC Softwares like Microsoft Teams. Necessary Licenses/Interop etc as detailed in the specifications shall be provided by Bidder.
- vi. The solution should have the functionality to connect mobile users (both Android & iOS) to a video conference.
- vii. The solution should be capable of connecting at least 6 Participants Conference which can be initiated by any Multipoint System of department/ office/Officials. In case required to have more participants then Cascading of two Systems with Multipoint should be possible to accommodate more users.
- viii. The system should be capable to dial out the participant to take them into a call in a hassle-free manner or the participants can dial in by inputting his/her no.
- ix. The bidder should provide the architecture for implementing the VC solution on Existing and New Network. It would be responsibility of the Bidder to coordinate with the Network Service Provider to ensure the VC solution is properly tested and made to work.
- x. The bidder shall provide the detailed technical architecture comprising of hardware (including configuration) with operating systems and other application software in their technical bid.
- xi. The bidder shall provide on-site Support for the entire contract period. The bidder and OEM should have local support and Toll free number for troubleshooting. Details to be provided in the Technical Bid.
- xii. Supply of VC equipment [Hardware and software] as per technical specification specified in the RFP. Bidder to provide all necessary hardware and software required to make this solution work strictly as per the specifications. The specifications given are minimum. Bidders can quote equivalent or higher technical specifications to the NHB's requirements. However, no weightage would be given for higher configurations.
- xiii. Bidder is required to supply, install, commission video conferencing equipment and display units, designing, providing all related accessories, configuration, maintenance support, monitoring and reporting, migration, training, documentation etc.
- xiv. The equipment should also be compatible to work with any OEM equipment in Point-to-Point or Multi Point conference as per ITU-T standards. Bidder should provide all components to enable successful implementation and functioning of VC Solution.
- xv. Bidder should ensure that the supplied Equipment will not be declared End of sale within 12 months of the bid submission and End of Support within 7 years from the date of commencement of contract.
- xvi. Installation, commissioning and maintenance of VC equipment at all offices /locations as mentioned in the RFP.
- xvii. The software supplied must be the latest version of the OEM. Beta versions of any software shall not be accepted.
- xviii. The Video conferencing solution should be IPV4 as well as IPV6 ready from day one.

RFP for Procurement of Video Conference Solution at National Housing Bank

- xix. The solution should provide video codecs / infrastructure that helps compression of data to conserve bandwidth. Latest Audio and Video compression like H.264 High Profile/H.265 must be provided.
- xx. The bidder shall provide the recording system to record in compressed format and replay video calls. The solution should also have the ability to record Video Conferencing meetings.
- xxi. The solution should provide enough security from unauthorized participation of unsolicited members. NHB expects that the solution proposed facilitate necessary security checks and validation processes for ensuring fool proof access to the systems. These security measures should be an integral part of the product.
- xxii. The Equipment, Components, and Solution supplied should be in compliance to all the regulatory and statutory guidelines of Government of India. Bidder should make necessary modifications in the supplied solution/components in order to ensure that the supplied components, equipment and software is in compliance with regulatory and statutory guidelines of Government of India for the entire contract period at without any additional cost to NHB.
- xxiii. The bidder will maintain and manage VC hardware, software at all the locations and will make the system available to Head office/Regional Office/other locations.
- xxiv. The bidder will proactively monitor the whole system centrally for proper functioning of the systems. In case of any problem observed or reported by the Head Office/Regional Office/other location, the bidder should resolve the problem immediately. The bidder will repair / replace the equipment in case any problem arises out of it and during the warranty and support period.
- xxv. Bidder shall carry out preventive maintenance at least once in quarter in consultation with the NHB team during the warranty period. Preventive Maintenance will include replacement of worn-out parts, checking diagnostic etc. In case equipment is taken away for repairs, the Bidder shall provide a standby equipment (of equivalent configuration or higher), so that the work of NHB is not affected.
- xxvi. It is mandatory that the proposed solution provide multiple levels of access for users, managers, administrators etc., depending on their roles.
- xxvii. As per business needs, NHB may shift the equipment from one location to another during the contract period. The Bidder shall be responsible for Reinstalling / Commissioning of the solution & equipment and shall maintain equipment from the new location at no extra cost during the period of warranty & Support.
- xxviii. NHB will provide the network bandwidth for the in-scope solution. However, bidder is required to mention the bandwidth requirement separately for each Regional Office/ Head Office/Other Location. It is expected that the proposed solution to consume minimal bandwidth, so that it should not impact NHB's day to day business operations.
- xxix. Bidder should bring all the tools and equipment (Including Fiber Cable, copper cables or any other cables required) for successful installation, commissioning, configuring of hardware and software for successful implementation of Solution at all offices.

RFP for Procurement of Video Conference Solution at National Housing Bank

- xxx. Bidder should be responsible for performing all the adequate cabling activity (including laying of the cables) for successful commissioning of hardware and software.
- xxxi. In case the bidder has not indicated any peripherals /equipment in their proposed solution and these may be required for the successful implementation of the solution, the successful bidder has to provide the required peripherals/equipment/software at no additional cost to NHB.
- xxxii. The selected Bidder to extend the service to NHB locations/offices and shall be scalable to add new sites as and when required by NHB, at the contracted rate.
- xxxiii. The Video Conference components should include all accessories like connectors, cables, power adapters etc. required to make the system fully functional. All required licenses and software must be included.
- xxxiv. Bidder should right size the hardware, software and its related services/support in order to meet the requirement as mentioned in the RFP including the scalability for the entire contract. In case of shortfall, bidder is required to provide the additional hardware, software and its related services/support at without any additional cost to NHB in order to meet the requirement of the RFP for the entire contract period.
- xxxv. Bidder shall ensure after sales support and maintenance of the complete system to provide prescribed SLA. The bidder is to ensure that the OEM support service for VC equipment in the proposed solution is available for the entire contract period. In case of any support/software/equipment issue, Bidder shall not only inform NHB beforehand but also shall provide the replacement solution/equipment of same/advanced model at no cost to NHB.
- xxxvi. The VC solution should be scalable and free from any restriction of including other OEM VC solutions/equipment/MCUs/endpoints thus catering to such future needs of NHB.
- xxxvii. The bidder shall impart training to the NHB identified officials, at Delhi HO Office and other NHB employees will be on Video Conference attending the Training on the following areas:
 - a. Deployed Solution Architecture and flow
 - b. Configuring VC solution (HW/SW)
 - c. Any other IT level feature which deemed necessary to use the proposed VC solution
 - d. Basic user level troubleshooting
 - e. The bidder will have to ensure that training is imparted in a professional manner through qualified personnel and course material would have to be provided for the same.
- xxxviii. Bidder to provide regular updates/upgrades/patches released by the OEM during the entire contract period and shall document and provide the documents to NHB detailing all the changes in the solution and/or hardware. If required, bidder is required to provide the training to NHB Officials of all the changes made in the solution at no additional cost to NHB during the contract period.
- xxxix. The successful bidder has to ensure the availability of a full time onsite support engineer at NHB, Head Office, New Delhi for setting up and administration of the

RFP for Procurement of Video Conference Solution at National Housing Bank

VC solution at all the locations, providing support for all video conferencing needs of NHB during office hours (10 am to 6 pm) on all working days as well as beyond office hours or on holidays, if required.

- xl. The onsite support engineer should have the following minimum qualifications:
- Graduate in science/Engineering with at least 2 years of experience in implementing and maintaining of Video Conferencing solution.
 - Should have good knowledge on implementation, integration, troubleshooting and various functionalities of the proposed VC solution along with the network aspects.
 - Should be able to monitor remotely the VC solution deployed at all locations.
 - Support personnel should be under bidder's own payroll.
 - Support personnel should be placed at NHB Head Office premises during NHB office hours. However, the hours may be extended whenever required.
 - If the performance is not up to the mark, the personnel may have to be changed, if NHB so requests.

6. SERVICE LEVEL AGREEMENT AND PENALTY CLAUSE

The Bidder is expected to provide uninterrupted VC services to NHB as per the requirements of this RFP.

Selected vendor will sign Service Level Agreement (SLA) with NHB to ensure 99.5% uptime of entire system for individual sites as per SLA.

In case the uptime is not maintained with the uptime as stipulated, Bank shall charge the penalties as under:

Per Site Availability	Penalty (on monthly basis)
< 99.5% up to 99%	5000/-
< 99% up to 98%	10000/-
< 98% up to 97%	25000/-
< 97%	50000/-

The uptime will be calculated as per the formula given below:

$$\text{Uptime (\%)} = \frac{\text{Sum of total hours during month} - \text{Sum of downtime hours during month}}{\text{Sum of total hours during month}} \times 100$$

Total hours in a month will be taken as: 24hrs* no. of days in respective month.

If the uptime falls below 99.5% twice during any quarter, contract/order may be cancelled and Bank may claim entire advance amount with interest from the bidder with additional 10% of the yearly AMC/Support cost as penalty.

In case of absence of the onsite support engineer and no replacement, there will be a penalty of Rs. 500/- per day.

The Bank reserves the right to invoke the PBG and forfeit the entire amount in case the uptime is not maintained properly.

Exclusions

Down time due to following situations will not be considered for the purpose of penalty calculation:

RFP for Procurement of Video Conference Solution at National Housing Bank

- Scheduled maintenance by the service provider with prior intimation
- Force majeure events including on site power failures.

7. PROJECT SCHEDULE

The Bidder shall be responsible for delivery and installation of the ordered item(s) at the site as indicated by the Bank and for making them fully operational at no extra charge within 6-8 weeks from the date of purchase order. The bidder shall take appropriate insurance to cover the ordered item(s) for the transit period and till the time of its acceptance by the Bank at the respective site.

At the discretion of the Bank, there will be an acceptance test conducted by the Bidder in presence of the Bank official(s) and/or its nominated consultant(s) after installation of complete item(s). In case of serious discrepancy in the offered equipment supplied, the Bank may cancel the entire purchase order and return the item(s) back to the Bidder at Bidder's costs and risks. The Bidder shall give acceptance of the order within two days from the date of order. Bank has right to cancel the order, if the same is not accepted within the stipulated period from the date of order. The Bank will arrange electrical points and LAN cabling required, if any, at the locations. As it is a time bound project no delay in the below schedule will be accepted by the Bank.

S.No	Purchase Order for	Delivery Schedule (From date of acceptance of Order)
1.	Delivery of hardware, software, licenses etc.	4-6 weeks
2.	Project Completion at all locations i.e. installation, commissioning, integration, testing of VC solution	6-8 weeks

- Bidder to implement the solution within **EIGHT WEEKS FROM THE DATE OF WORK ORDER.**
- NHB will carry out acceptance testing for a period of 7 working days.
- Billing cycle will commence after successful completion of acceptance testing for all locations under scope of work.

8. BIDDING PROCESS (TWO STAGES)

For the purpose of the present job, a two-stage bidding process will be followed. The response to the RFP will be submitted in two parts:

RFP for Procurement of Video Conference Solution at National Housing Bank

- Technical bid Part I
- Commercial bid Part II

The bidder will have to submit the Technical bid and Commercial portion of the bid separately in two separate red lac-sealed envelopes (wax seal), duly super scribing “**RFP for Procurement of Video Conference Solution**”, “**TECHNICAL BID**” or “**COMMERCIAL BID**” as the case may be.

TECHNICAL BID shall not contain any pricing or commercial information.

The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized by him. The authorization shall be indicated by a written power of attorney accompanying the Bid. All pages of the Bid shall be initialed by the person(s) signing the Bid.

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

8.1. BID EVALUATION METHODOLOGY

The objective of evaluation methodology is to facilitate the selection of the technically superior solution at optimal cost.

To meet NHB’s requirements, as spelt out in the RFP, the selected Bidder must have the requisite experience in providing services in the field of Information and Communication Technology, the technical know-how, and the financial wherewithal that would be required to successfully set-up the required infrastructure and provide the services sought by NHB, for the entire period of the contract. The evaluation process of the bids proposed to be adopted by NHB is indicated below. The purpose of it is only to provide the Bidder an idea of the evaluation process that NHB may adopt. NHB reserves the right to modify the evaluation process at any time during the Tender process (before submission of technical and commercial responses by the prospective bidder), without assigning any reason, whatsoever, and without any requirement of intimating the Bidders of any such change. Any time during the process of evaluation NHB may seek specific clarifications from any or all the Bidder.

It may please be noted that NHB reserves the right to reject any proposal in case same is found incomplete or not submitted in the specified format given in this RFP document.

The details of ‘**Minimum Eligibility Criteria**’, provided by the vendor in its response to this RFP, will be evaluated first, based on the criteria described in Section 8.2. The technical and commercial responses to this **RFP will be considered further only for those vendors who meet**

RFP for Procurement of Video Conference Solution at National Housing Bank

the Minimum Eligibility Criteria. Bidders must provide their responses in the format given in Annexure - 'D'.

Techno-Commercial Evaluation i.e. Quality cum Cost Based System (QCBS):

Evaluation criteria proposed to be adopted will be Quality cum Cost Based System (QCBS) where Technical Bid Score will get a weightage of 70 and Commercial Bid Score a weightage of 30.

The technical and commercial response evaluation will be based on the criteria described in following section onwards.

8.2. Minimum Eligibility Criteria

Proposals not complying with minimum eligibility criteria, as enumerated below, will be rejected and will not be considered for evaluation of technical bid. The proposal should adhere to the following minimum eligibility criteria:

S.No.	Criteria	Documents to be submitted with this RFP
1.	The bidder must be a Company/LLP/Partnership Firm incorporated in India and registered under the Companies Act/Limited Liability Partnership Act as applicable and should be providing Video Conference solution for atleast 5 years	<ul style="list-style-type: none">• Copy of Certificate of Incorporation and Memorandum & Articles of Association.• Copy of certificate of GST Registration• Certificate from authorized signatory/Company Secretary of the bidder indicating that they are providing the Video Conference Solution for last 5 years reckoned from the date of bid submission
2.	Bidders should be Original Equipment Manufacturer (OEM) of Solution (or) an authorized dealer	<p>If the bidder is a Manufacturer, bidder should have manufacturing and testing facilities of international standards and should enclose the details of locations where the manufacturing and testing facilities are available.</p> <p>If the bidder is an Authorised Dealer, an Authorisation letter from their OEM to deal/market their product in India and it should be valid for a minimum period of 1 year from the date of submission of</p>

RFP for Procurement of Video Conference Solution at National Housing Bank

		the Bid. Manufacturer / Dealer / Distributor Certificate.
3.	The Bidder should have experience of already successfully implementing proposed MCU based VC Solution in at least one Public Sector Bank/Financial Institution/ PSU/ Government organization in India. Implemented Solution should not be more than 5 Years old. The bidder should submit details like name of contact person, along with his phone number for above projects.	The Bidder has to provide order copy/reference letter in their name from Public Sector Bank/Financial Institution/ PSU/ Government organization
4.	The Bidder/OEM should have successfully implemented VC Solution integrated with MS Teams in at least one Public Sector Bank/Financial Institution/ PSU/ Government organization in India. The bidder should submit details like name of contact person, along with his phone number for above projects.	The Bidder has to provide order copy/reference letter in their name from Public Sector Bank/Financial Institution/ PSU/ Government organization
5.	<p>The Bidder should have successfully implemented VC Solution in at least one Public Sector Bank/Financial Institution/ PSU/ Government organization in India as follows:-</p> <p>One Single Contract for Video Conferencing Solution Valuing 1.25 Crores</p> <p>Or Two Contracts for Video Conferencing Solution Valuing 1 Crore</p> <p>Or Three Contracts for Video Conferencing Solution Valuing 75 Lakhs</p> <p>Implemented Solutions should not be more than 5 Years old. The bidder should submit details like name of contact person, along with his phone number for above projects and Value etc.</p>	The Bidder has to provide Purchase order copy, Installation and Satisfactory Report from Public Sector Bank/Financial Institution/ PSU/ Government organization

RFP for Procurement of Video Conference Solution at National Housing Bank

6.	Bidders should have a minimum annual turnover of Rs. 100 Crores for the last three financial years 2017-18, 2018-19, 2019-20. The bidder should have positive net worth during the last 3 financial years.	<ul style="list-style-type: none"> The Bidder must produce a certificate from Company's Chartered Accountant to this effect. Audited balance sheet of financial years 2017-18, 2018-19 and 2019-20
7.	The Bidder should not have been black listed / debarred or received letter of dissatisfaction at the time of submission of Tender, by Government of India or Central PSU /IBA/ PSE/ PSB/ FI/Regulatory Bodies.	Self-declaration to this effect on company's letter head signed by company's authorized signatory.
8.	The bidder should not be involved in any litigation which threatens solvency of company.	Certificate is to be provided by the chartered accountant/statutory auditor.
9.	The Bidder should have direct support office at Delhi and Mumbai and should be able to provide support and maintenance for the offered solution (directly or through channel partner/resident support offices) at all NHB locations.	Documentary proof (Office registration details etc.) to be submitted along with the bid.
10.	Bidder should have valid ISO 9001:2015 and ISO 27001:2013 certificate	Bidder should provide valid ISO certificate. Certificates should be for Video Conferencing/ AV Integration or related solutions only.
11.	OEM must be a registered entity in India and must have a Service Depot in India.	Certificate of incorporation of OEM along with a declaration of the Service Depot details to be submitted.

Note: Bidder to submit supporting documents and clearly flag the same.

8.3. Evaluation of Technical Bids

- i) Minimum Eligibility Criteria bids received from the Bidder will be opened in the presence of representatives of the bidders who choose to be present as per the schedule notified by NHB. A detailed check & analysis will be subsequently carried out by NHB. Based on responses to 'Minimum Eligibility Criteria', Bidder will be short listed for further technical evaluation.
- ii) The technical bid will be analyzed and evaluated, based on which the Technical Score (TS) shall be assigned to each bid. Technical Bids receiving a TS greater than or equal to a score of 75 (cut-off marks) will be eligible for consideration in the subsequent round. The parameters of the Technical evaluation are broadly as follows:

RFP for Procurement of Video Conference Solution at National Housing Bank

8.4. Technical Bids (Mark Distributions)

Criteria and Point system for the evaluation of the Technical bids are as under:

Maximum Points 100

Description	Criteria Points	(Max Marks)
1. The bidder should have implemented minimum 1 MCU based proposed VC solution, (Only last 3 years contracts will be considered for points award)		Max Marks 10
<ul style="list-style-type: none"> For 3 or more in Govt. Sector/PSU/Banks/FIs/LC in India 	10	
<ul style="list-style-type: none"> For 1-2 Govt. Sector/PSU/Banks/FIs/ LC in India 	05	
2. Satisfactory Services Certificate by atleast one Client where VC implementation project was carried out (Should be current and valid)		Max Marks 10
<ul style="list-style-type: none"> Satisfactory Services Certificate by 3 Clients 	10	
<ul style="list-style-type: none"> Satisfactory Services Certificate by 2 Clients 	07	
<ul style="list-style-type: none"> Satisfactory Services Certificate by 1 Client 	05	
3. Track of being in the Business of providing VC solution		Max Marks 10
<ul style="list-style-type: none"> Being in the Business for more than 7 years 	10	
<ul style="list-style-type: none"> Being in the Business for 5 to 7 years 	05	
4. VC OEM qualified person (List to be provided with relevant certificate)		Max Marks 10
<ul style="list-style-type: none"> 5 & above VC OEM qualified person 	10	
<ul style="list-style-type: none"> 3-4 VC OEM qualified person 	07	
<ul style="list-style-type: none"> 1-2 VC OEM qualified person 	03	
5. VC Implementations (MCU based) done in distinct cities/towns, (Only last 3 years contracts will be considered for points award)		Max Marks 15
<ul style="list-style-type: none"> At ≥ 50 or more distinct cities/towns 	15	
<ul style="list-style-type: none"> At > 25 and < 50 distinct locations cities/towns 	10	
<ul style="list-style-type: none"> At ≥ 10 and ≤ 25 distinct locations cities/towns 	05	
6. Technical & Qualified Manpower - Minimum Qualification: Degree/Diploma in engineering or its equivalent with minimum of 3 years work experience in implementing VC projects - List to be provided with their qualification (PF/ESI documentary evidence to be submitted)		Max Marks 10
<ul style="list-style-type: none"> 25 & above Qualified & Experienced Engineers 	10	

RFP for Procurement of Video Conference Solution at National Housing Bank

<ul style="list-style-type: none"> • 10-24 Qualified & Experienced Engineers • 5-9 Qualified & Experienced Engineers 	07 05	
7. Average Turnover (Rs In Crore) for Last 3 years		Max Marks 10
<ul style="list-style-type: none"> • > 500 • > 200 and ≤ 500 • ≥ 100 and ≤ 200 	10 07 05	
8. Presentation on Proposed Solution Architecture Presentation should cover detailed approach & methodology for implementation and maintenance support, experience in Implementation of proposed VC Solution at Govt. Sector/PSU/Banks/FIs/LC, solution architecture with detailed solution with relevant diagram, etc.		Max Marks 25

- i. Bidders have to provide copies of supporting documents against each criterion mentioned above, without which bid may be rejected. Bidders will submit index page of the supporting documents while submitting response.
- ii. Bidders will be provided at least 2 days prior notice for making the presentation.
- iii. The minimum qualification score for the Technical Bids would be 75 (cut-off marks) out of Total 100 marks.

Note: An organization having an average annual turnover of Rs.1000 Crore or above during last three years will be considered as Large Corporate (LC) Sector for this RFP.

8.5. Financial Bid

Only firms successfully qualifying the requisite criteria of the Technical Bid process would be considered eligible for the Financial Bid Round.

The evaluation of the Financial Bids would be as follows:

- ◆ The lowest bid (As per Total Cost "Z" of Annexure 'K') will be assigned the maximum Financial Score of 100 points.
- ◆ The Financial Scores of the other Financial Bids will be computed relative to the lowest evaluated Financial Bid.
- ◆ The Financial Score computing methodology is as follows:

$$\text{Financial Score (Bid under Consideration)} = \frac{100 \times \text{Price (Lowest Bid)}}{\text{Price (Bid under consideration)}}$$

8.6. Final Processing

- ◆ Proposals would be ranked according to their Final Score arrived at by combining Technical and Financial Scores as follows:

RFP for Procurement of Video Conference Solution at National Housing Bank

Final Score (FS) = Technical Score X T + Financial Score X F

(T - Weightage given to the Technical Bid, F - Weightage given to the Financial Bid, T + F = 1)

- ◆ Weightage for the bids are as follows:

I.	<i>Technical Bid</i>	T	70%
II.	<i>Financial Bid</i>	F	30%
Total Weightage			100%

- The firm achieving the highest combined Technical and Financial Score may be invited for negotiations, if required.
- The Bank reserves the right to revise the evaluation criteria, methodology, distribution points and weightages; if it finds it necessary to do so.

9. COMMERCIAL TERMS AND CONDITIONS

Bidders are requested to note following commercial terms and conditions for this project.

9.1. Price

- The Price quoted by the Bidder should include all type of costs as per defined format.
- The price should be valid for full contract period of five years.
- The price should be inclusive of all taxes, duties, levies charges, transportation, insurance, octroi etc. as per commercial bid.
- The price quoted by the Bidder shall be fixed during the Bidder's performance of the contract i.e., for a period of 5 years and extended if required by NHB and shall not be subjected to variation on any account, including changes in taxes, duties, levies etc.
- Bid submitted with adjustable price quotation will be treated as non-responsive and will be rejected.
- Based on the contracted rates, NHB will place order annually after performance review of the previous year. Please note that the bidder will conduct project reviews on quarterly basis at Bank' HO. All payments will be subject to positive review of the same by the Bank.
- For any future requirement, order will be placed at the contracted rate as mentioned in the Commercial Proposal & as per applicable terms of this RFP. Failure in accepting the order will attract terms of penalty & termination of this RFP, at discretion of the Bank.
- The Bank reserves the right to place Purchase Orders with the selected bidder(s) for any or all of the goods and/or services at the agreed unit rate for individual categories of purchase order during the period of 5 years from the date of award/Purchase Order.

9.2. Price Variation

RFP for Procurement of Video Conference Solution at National Housing Bank

- During the contract period, Bank acknowledges that some specified items may be dependent on imports. Bank agrees that the prices quoted shall be increased or decreased if the exchange rate variation (ERV) (as defined below) is more /less than 10% by applying such percentage which is in excess /less of 10% of Reference Rate.
- The ERV percentage shall be calculated as a percentage increase / decrease signified by the difference in the Current Rate and the Reference Rate over the Reference Rate, calculated as follows:

$$\frac{\text{Current Rate} - \text{Reference Rate}}{\text{Reference Rate}} \times 100$$

NOTE:

- "Reference Rate" is RBI's Reference US\$ exchange rate on the date of opening of Technical bids. This rate will be recorded in presence of all the bidders present on the date of Technical bid opening and will be applicable for ERV calculation required for processing of purchase orders made w.e.f. 2nd year of contract, as mentioned above.
- "Current Rate" shall mean RBI's Reference US\$ exchange rate on the date of Purchase order (or the date of immediately preceding business day in case Forex markets in India are closed on the date of purchase order) issued by the bank to the vendor after the end of 1st year of contract period.
- In case the ERV % is less than or equal to 10%, then there will be no change in the quoted prices. If the exchange rate variation (ERV) is more than 10%, then price for Specified Items shall stand increased / decreased by the ERV% in excess of 10%, inclusive all taxes.
- The current rate will be taken from the RBI's website on the date of issuance of purchase order and will also be mentioned in such purchase orders (issued after the end of 1st year of contract period) for reference.
- Accordingly, the sale price duly adjusted in accordance with above provisions shall be invoiced to the Bank.

9.3. Payment Terms

Payment terms are as follows:

- The payments shall be released subject to submission of PBG as per section 3.12 (Performance Guarantee) of this RFP.
- The payment terms are detailed as under:
 - 60% of total Hardware & Software cost on delivery & Installation of Hardware (HW) and Software(SW) (Refer para Total Cost of Ownership [Z] in Annexure 'K') subject to submission of PBG of equal value with a validity of 3 months. The same is required to be renewed consecutively for 3 months, in case the project sign off gets delayed.
 - 40% of total Hardware & Software cost (Refer para Total Cost of Ownership [Z] in Annexure 'K') after project sign-off subject to satisfaction of the Bank,

RFP for Procurement of Video Conference Solution at National Housing Bank

however payment of 100% of total Hardware & Software cost will be made after project sign-off, in case 60% payment is not claimed as per point 1 mentioned above.

- One time implementation charges will be released only after complete implementation / configuration and acceptance of Backup Solution Project.
- The annual AMC for Hardware shall be paid by NHB on quarterly basis at the end of each quarter. The quarterly AMC charges may be paid in advance only after submission of PBG of the equal value.
- The annual on-site support charges (Hardware & Software) shall be paid by NHB on quarterly basis at the end of each quarter. The quarterly AMC charges may be paid in advance only after submission of PBG of the equal value.
- Bank will not arrange for installation neither will provide any manpower for the same. The items must be delivered at the respective locations at bidder's own cost and Bank will not make any payment towards the same. The road permit, way bill etc. wherever necessary has to be arranged by the bidder only and Bank will not provide any support for the same neither will make any payment towards the same.
- The equipment supplied under the contract shall be fully insured by the bidder against loss or damage incidental to manufacture or acquisition, transportation, storage, delivery and installation. Bank will not be responsible for any loss to bidder on account of non-insurance to any equipment or services.
- The payment towards future requirements will be made on completion of assignment/s and subject to the satisfaction of the Bank.
- Any additional requirement will be invoiced based on commercial terms of RFP. Bidder will invoice only after taking approval from the Bank.
- The bidder shall raise invoice for the quarter along with credit note for penalty for that quarter. The net of same will be released.
- Payment for any quarter will be made after deducting TDS/other taxes and applicable penalty/LD pertaining to the quarter.
- On receipt of payment advice from bank, bidder has to acknowledge the same and submit payment receipt / confirmation.
- Payment for subsequent quarters will be made only after the payments of previous quarters have been released.
- All the payments will be made by NHB electronically through RTGS/ NEFT. Hence, Bidder to submit ECS.
- Mandate Form (as per Annexure L) along with cancelled cheque in original with Minimum Eligibility bid.
- The Bank shall have the right to withhold any payment due to the Bidder, in case of delays or defaults on the part of the Bidder. Such withholding of payment shall not amount to a default on the part of the Bank.
- All payments will be released within 4 weeks of receiving the undisputed invoice along with credit note/invoice, if applicable.
- The Bidder must accept the payment terms proposed by the Bank. The financial bid submitted by the Bidder must be in conformity with the payment terms proposed by the Bank. Any deviation from the proposed payment terms would not be accepted

RFP for Procurement of Video Conference Solution at National Housing Bank

9.4. Payment in case of Termination of contract

In case the contract is terminated, payment towards services will be made on pro rata basis, for the period services have been delivered, after deducting applicable penalty/LD and TDS/other taxes.

10. GENERAL TERMS AND CONDITIONS

- The Bidder is expected to peruse all instructions, forms, terms and specifications in this RFP and its Annexures. Failure to furnish all information required in the RFP documents, in the formats prescribed or submission of a proposal not substantially responsive or submission of unnecessary additional information as part of response to this RFP Document may result in rejection of the proposal.
- All such amendments made by NHB to the RFP shall become part and parcel of the RFP and same will be notified on NHB's website. The Bidders are required to have a watch on NHB's website for any such amendment.
- Bidders must take into consideration each and every line of this RFP document while preparing technical and commercial proposal for the project. Bidders are requested to get any issue clarified by NHB before submitting the responses/Bids. The Bids submitted should be complete in all respect meeting all deliverables under the project. It will be the sole responsibility of the successful Bidder to deliver each and everything as per the scope of the work during the contracted period. NHB will not be responsible in case of any requirement is underestimated or any requirement is not interpreted in right perspective.
- NHB reserves the right to change the requirement specifications and ask for the revised Bids or the tendering process without assigning any reasons.
- NHB shall be under no obligation to accept the lowest or any other offer/Bid received in response to this RFP and shall be entitled to reject any or all offers including those received late or incomplete offers, without assigning any reason whatsoever. NHB reserves the right to make any changes in the terms and conditions of contract. NHB will not be obliged to meet and have discussions with any Bidder, and or to consider any representations. NHB reserves the right to accept or reject, fully or partially, any or all offers without assigning any reason. The decision of NHB in this regard is final and no further correspondence in this regard will be entertained.
- Although service window has been defined as 9.00am to 9.00pm, the selected Bidder must provide services beyond the above time in case of urgent requirement of NHB without any extra cost.
- Notwithstanding anything to the contrary contained in the contract, NHB shall be at liberty to invoke the Performance Bank Guarantee in addition to other remedies available to it under the contract or otherwise if the successful Bidder fails to fulfill any of the terms of contract / order or commits breach of any terms and conditions of the contract.

RFP for Procurement of Video Conference Solution at National Housing Bank

- On faithful and satisfactory execution of assignments under the contract in all respects, the PBG of the successful Bidder will be released by NHB, if not forfeited due to any reason as provided herein, after a period of 100 days after completion/execution of the assignments/contract.
- Bidder must deploy manpower having requisite qualification, experience, skill-set etc. for the project/contract.
- NHB reserves the right to call for any additional information and also reserves the right to reject the proposal of any Bidder if in the opinion of NHB, the information furnished is incomplete or the Bidder does not qualify for the contract.
- The scope of the proposal shall be on the basis of single point responsibility, completely covering the products and services specified under this RFP, on end-to-end solution basis.
- The Commercial and Technical Bids will have to be signed on all pages of the Bid by the authorized signatory. Unsigned Bids would be treated as incomplete and would be rejected.
- By submitting proposal/bid, the Bidder agrees to promptly execute contract with NHB for any work awarded to the Bidder. Failure on the part of the awarded Bidder to execute a valid contract/service level agreement with NHB, will relieve NHB of any obligation to the Bidder, and a different Bidder may be selected.
- Time and quality of the service are the essence of this agreement/contract. Failure to adhere to the same will be considered as breach of the terms and conditions of the contract.
- The selected bidder will sign Service Level Agreement (SLA), Non-Disclosure Agreement (NDA), and Integrity Pact with NHB & provide Performance Bank Guarantee, as per format provided in the RFP.
- The bidder shall submit the Signed Integrity Pact on Rs 100/- Stamp paper along with the technical bid.
- All expenses related to execution of the agreements including costs of stamp paper, stamp duty to be borne by the selected vendor.

11. TERMINATION CLAUSE

NHB reserves its right to terminate the contract partially or fully in the event of one or more of the following situations:

- i. Shortfall in achieving the Service Level requirement successively in two quarters or any three quarters in a financial year.
- ii. Bidder fails to perform any other obligation(s) under the contract.
- iii. Any threat is perceived or observed on the security of bank's data / property out of any action by the staff deployed for monitoring / configuration etc., by service provider.
- iv. However, either party, in the case of termination, will give 3 months' notice to the other party.

RFP for Procurement of Video Conference Solution at National Housing Bank

- v. The Bank, at its discretion, may terminate the contract by giving written notice to the bidder if the bidder fails to perform satisfactorily elapsing 4 weeks from the date of work order, due to any reason apart from related to Bank as mutually agreed.
- vi. The Bank may, at any time terminate the contract by giving written notice to the Service provide if the service provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Service Provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Bank.

12. ACCEPTANCE OF ORDER

NHB will notify successful Bidder in writing issuing a letter of award/work order in duplicate. The successful Bidder has to return the duplicate copy to NHB within 7 working days from the date of the letter of award/work order duly accepted and signed by Authorized Signatory in token of acceptance. However, NHB has a right to cancel the letter of award/work order, if the same is not accepted within the stipulated period.

12.1. Definitive Agreement

The successful Bidder will sign Service Level Agreement (SLA) in the format as provided in Annexure 'O' and the Confidentiality cum Non-Disclosure Agreement (NDA) in Annexure 'P' with NHB within 15 days of the Work Order/ Letter of Award (LoA) or within such extended period as may be decided by NHB. All expenses, stamp duty and other charges/ expenses in connection with the execution of the Agreement as a result of this RFP process shall be borne by successful Bidder. Copy of Board resolution or power of attorney showing that the signatory has been duly authorized to sign the acceptance letter, contract and non-disclosure agreement, should be submitted.

12.2. Pre-Contract Integrity Pact Clause

A "Pre-Contract Integrity Pact" would be signed between NHB and the Bidder. This is a binding agreement between NHB and Bidders. Under this Pact, the Bidders agree with the Buyer to carry out the assignment in a specified manner. The format of Pre-Contract Integrity Pact will be as per Annexure - 'Q'. The same shall necessarily be submitted along with the Technical Bid.

The following set of sanctions shall be enforced for any violation by a Bidder of its commitments or undertakings under the Integrity Pact:

- (i) Denial or loss of contracts;
- (ii) Forfeiture of the EMD/Bid security and performance bond/PBG;

RFP for Procurement of Video Conference Solution at National Housing Bank

- (iii) Liability for damages to the principal and the competing Bidders; and
- (iv) Debarment of the violator by NHB for an appropriate period of time.

The Bidders are also advised to have a company code of conduct (clearly rejecting the use of bribes and other unethical behavior compliance program for the implementation of the code of conduct throughout the company.

13. TAXES

Taxes will be paid in actual as per statutory rates prevalent during the period of service provided.

14. GOVERNING LAWS AND DISPUTES

All disputes or differences whatsoever arising between the parties out of or in relation to the construction, meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. If, however, the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Indian Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award. Any appeal will be subject to the exclusive jurisdiction of courts at Delhi. The vendor shall continue work under the Contract during the arbitration proceedings unless otherwise directed in writing by the Bank or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator or the umpire, as the case may be, is obtained. The venue of the arbitration shall be Delhi. This is applicable to successful bidder only.

15. USE OF CONTRACT DOCUMENTS AND INFORMATION

The supplier shall not, without the Bank's prior written consent, make use of any document or information provided by Purchaser in Bid document or otherwise except for purposes of performing contract.

16. ASSIGNMENT

The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the Bank's prior written consent.

17. DURATION OF CONTRACT

RFP for Procurement of Video Conference Solution at National Housing Bank

Bank will enter into a service contract with successful bidder for a period of 5 years from the date of Work Order.

18. WARRANTY

*** Software Support**

The Bidder shall provide all the updates, patches etc. without any extra cost to the Bank.

*** Hardware Warranty**

The solution must include comprehensive on-site warranty, covering all parts, for minimum 5 years period starting from the date of installation and acceptance of the system by the Bank. This includes updation of latest updates/patches of software as and when released by the OEM of equipments and Software will be supplied by the bidder.

The warranty will cover all supplied components including software and will start after project acceptance and signoff.

The entire equipments / hardware (including OS) & software deployed for this project shall be under Comprehensive Onsite Warranty covering all parts including the display panel, updates, minor update of software, maintenance or support for its proper operation, performance and output as specified in the tender technical specifications for a minimum period of 5 years from the Date of Installation/commissioning.

The Bidder shall be fully responsible for the warranty of all equipments, accessories, spare parts, software, etc. against any defects arising from design, material, manufacturing, workmanship or any act or omission of the manufacturer and/or Bidder any defect that may develop under normal use of supplied equipment during warranty period. During the Warranty period of equipments, bidder shall not assign any kind of maintenance like hardware, software, upgradations etc. related to these equipments to any third party.

Warranty should not become void if the purchaser buys any other supplemental hardware from third party and install it with/in these machines. However, the warranty will not apply to such hardware items installed.

Warranty should cover the following:-

Service support should be available on 24*7*365 basis.

The complaint should be resolved at the earliest of receipt of complaint to maintain uptime of

RFP for Procurement of Video Conference Solution at National Housing Bank

99.5% per month.

Warranty should cover updates/maintenance patches/bug fixes (available from the original software Bidder) for system software & firmware patches/bug fixes, signatures, if any, for hardware.

The bidder should provide on-site preventive maintenance on quarterly basis.

The bidder shall obtain written acknowledgement from the Bank after completion of warranty period for successful sign off of warranty period.

Support

The bidder is required to provide sound after-sales service/support by arranging timely attending of calls received from the offices where the Backup Solution Hardware, Software & related equipments have been supplied & installed; and problem rectification through competent service engineers. The desired support time should be uniformly maintained at all the sites. To meet up time the Bidder has to maintain sufficient inventory of spare parts/equipments at all the support centers to avoid unnecessary delay in obtaining the spare parts/equipments.

The bidder must supply the details of its service/support infrastructure meant for registering the complaints along with the contact numbers like mobile nos., phone nos., electronic mail addresses and names etc. of its service engineers. The bidder is required to provide 24x7x365 after-sales service/support for the complaints received from the bank. The resolution matrix in Annexure 'R' should be adhered.

Spare Parts

Bidder shall ensure availability of spare parts for the supplied Backup solution equipments i.e. Hardware & Software for a minimum period of five years from the time of their acceptance. Thereafter, Bidder shall give at least twelve months' notice prior to discontinuation of support services, so that the Bank may order its requirements of the spares, if desired. If any of the peripherals, components like expansion cards, memory etc., are not available or difficult to procure or the procurement is likely to be delayed for replacement, the replacement must be carried out with peripheral/component of equivalent capacity or higher capacity at no additional charges to the Bank, within the stipulated time as mentioned in the section 'Warranty' above. However, lower capacity of such replacement shall be permitted by the Bank on case-to-case basis subject to practical limitations of Backup Solution Server equipments, Hardware & Software for which such replacement is required.

Failure of equipments

If, during the warranty period as well as AMC period, any equipment fails to function properly

RFP for Procurement of Video Conference Solution at National Housing Bank

two or more times during a quarter due to any reason except force majeure event, the bidder shall arrange replacement of the same by new equipment of same or higher configuration, at no cost to the Bank.

19. SUSPENSION OF WORK

The Bank reserves the right to suspend and reinstate execution of the whole or any part of the work without invalidating the provisions of the contract. The Bank will issue orders for suspension or reinstatement of the work to the Bidder in writing. The time for completion of the work will be extended suitably to account for duration of the suspension.

20. TERMINATION OF CONTRACT

The quality of support services given by the service providers will be reviewed by Bank every twelve months and if the services are not found satisfactory, the Bank reserves the right to cancel the contract by giving one month's notice to the service provider. The decision of the Bank regarding quality of services shall be final and binding on the service provider.

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ANNEXURES

RFP for Procurement of Video Conference Solution at National Housing Bank

Annexure 'A' (Bidder Information)

PART - I: Bidder Information

Please provide following information about the Company (Attach separate sheet if required): -

S. No.	Information	Particulars / Response
1.	Company Name	
2.	Date of Incorporation	
3.	Type of Company [Govt. / PSU/ Pub.Ltd / Pvt.Ltd / partnership/proprietary]	
4.	Registration No. and date of registration. Registration Certificate to be enclosed	
5.	Address of Registered Office with contact numbers [phone /fax]	
6.	GSTIN	
7.	PAN No	
8.	Contact Details of Bidder authorized to make commitments to NHB	
9.	Name	
10.	Designation	
11.	FAX No	
12.	Mail ID	
13.	Company Head Office and Addresses Contact Person(s) Phone Fax E-mail Website	
14.	Whether Bidder has provided Video Conferencing Solution with focus on scope as defined in this RFP	Yes / No / Comments (if option is 'No')
15.	Whether the Bidder is black listed / debarred at the time of submission of this Tender, by Government of India or Central PSU / PSE/ PSB/ FI/Regulatory Bodies. If yes please give details	Yes/No/Comments (if option is 'Yes') (If option is 'Yes' Bidder may not be considered)

RFP for Procurement of Video Conference Solution at National Housing Bank

16.	Please mention turnover and Net Profit/Loss for last three years and include the copies of Balance Sheet in support of it.	Year	Turnover	Net Profit/Loss(-)
		2017-18		
		2018-19		
		2019-20		

Audited/Provisional/CA certificate of Balance sheet and Profit & Loss accounts for last 3 years to be submitted.

Authorized Signatories

(Name & Designation, seal of the company)

Date:

RFP for Procurement of Video Conference Solution at National Housing Bank

Annexure 'B'-(Bidder Experience Details)

S.No	Details	Details to be furnished by the bidder		
1.	Bidder's experience in Implementation of Video Conferencing Solution (in years)			
	a) Experience in India			
	b) Global experience			
2.	No. of Video Conferencing Projects carried out by the company during last three years in India (give details)			
3.	No. of Projects carried out by the company with the proposed Video Conferencing Solution during last three years in India (give details)			
4.	Total number of projects executed with minimum 3 endpoints (give details)			
5.	Details of minimum three major projects executed with minimum 10 endpoints.	Name of the customer & Contact information	OEM of the products	No. of years in use
6.	Project 1			
7.	Project 2			
8.	Project 3			
9.	No. of qualified engineers employed (Minimum Qualification: (Degree/Diploma in engineering or its equivalent with minimum of 3 years work experience in Video Conferencing solution implementation) - List to be provided with their qualification)	(Furnish the qualification details with number of engineers under each qualification)		
10.	Availability of centralized help desk	Yes / No		
11.	Number of own support centers of the Vendor in India			
12.	Address of the Support Centre at Delhi and Mumbai with Contact Details			
13.	Details of Reference Client Sites			

RFP for Procurement of Video Conference Solution at National Housing Bank

	Reference site 1	
	Reference site 2	
14.	List of own support centers across the country.	(Please submit full list of support centers with addresses separately for own centers with details of contact person, contact numbers and email IDs)
15.	List of Franchisee Support Centres across the country	(Please submit full list of franchisee support centers with addresses separately for own centers with details of contact person, contact numbers and email IDs)
16.	Names of the Video Conferencing projects currently implemented/ managed (mention the names of the companies with location of their Head Office)	1. 2. 3.
17.	Name of the Bank / large financial Institutions / Government organization/ PSU for whom Video Conferencing solution implementation was carried out.	1. 2. 3.

Authorized Signatories

(Name & Designation, seal of the company)

Date: _____

RFP for Procurement of Video Conference Solution at National Housing Bank

Annexure 'C' - (Compliance Statement Declaration Along With Deviations)

We hereby undertake and agree to abide by all the terms and conditions stipulated by the Bank in this RFP including all addendum, corrigendum etc. with below 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.

Bank 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 Bank will not entitle the bidder to submit a revised commercial bid. Clarifications given in Pre-bid will not be further entertained]

S.N.	Page Number	Section Number	Clause as stated in the tender document	Comment/ Suggestion/ Deviation
1.				
2.				
3.				
4				
5				
6				

Authorized Signatories

(Name & Designation, seal of the company)

Date:

RFP for Procurement of Video Conference Solution at National Housing Bank

Annexure 'D'- (Minimum Eligibility Criteria)

Following format has to be filled by the Bidder and has to be submitted in a separate envelope along with softcopy and relevant documentary proof.

Bidders will submit index page of the supporting documents while submitting response.

S.No.	Criteria	Documents to be submitted with this RFP	Bidder's Response	Supporting documents/ proof at Page No.
1.	The bidder must be a Company/LLP/Partnership Firm incorporated in India and registered under the Companies Act/Limited Liability Partnership Act as applicable and should be providing Video Conference solution for atleast 5 years	<ul style="list-style-type: none">• Copy of Certificate of Incorporation and Memorandum & Articles of Association.• Copy of certificate of GST Registration• Certificate from authorized signatory/Company Secretary of the bidder indicating that they are providing the Video Conference Solution for last 5 years reckoned from the date of bid submission		
2.	Bidders should be Original Equipment Manufacturer (OEM) of Solution (or) an authorized dealer	<p>If the bidder is a Manufacturer, bidder should have manufacturing and testing facilities of international standards and should enclose the details of locations where the manufacturing and testing facilities are available.</p> <p>If the bidder is an Authorised Dealer, an Authorisation letter from their OEM to deal/market their product in India and it should be valid for a minimum period of 1 year from the date of submission of the Bid.</p> <p>Manufacturer / Dealer / Distributor Certificate.</p>		
3.	The Bidder should have experience of already	The Bidder has to provide order copy/reference letter in their name		

RFP for Procurement of Video Conference Solution at National Housing Bank

	<p>successfully implementing proposed MCU based VC Solution in at least one Public Sector Bank/Financial Institution/ PSU/ Government organization in India. Implemented Solution should not be more than 5 Years old. The bidder should submit details like name of contact person, along with his phone number for above projects.</p>	<p>from Public Sector Bank/Financial Institution/ PSU/ Government organization</p>		
4.	<p>The Bidder/OEM should have successfully implemented VC Solution integrated with MS Teams in at least one Public Sector Bank/Financial Institution/ PSU/ Government organization in India. The bidder should submit details like name of contact person, along with his phone number for above projects.</p>	<p>The Bidder has to provide order copy/reference letter in their name from Public Sector Bank/Financial Institution/ PSU/ Government organization</p>		
5.	<p>The Bidder should have successfully implemented VC Solution in at least one Public Sector Bank/Financial Institution/ PSU/ Government organization in India as follows:-</p> <p>One Single Contract for</p>	<p>The Bidder has to provide Purchase order copy, Installation and Satisfactory Report from Public Sector Bank/Financial Institution/ PSU/ Government organization</p>		

RFP for Procurement of Video Conference Solution at National Housing Bank

	<p>Video Conferencing Solution Valuing 1.25 Crores</p> <p>Or Two Contracts for Video Conferencing Solution Valuing 1 Crore</p> <p>Or Three Contracts for Video Conferencing Solution Valuing 75 Lakhs</p> <p>Implemented Solutions should not be more than 5 Years old. The bidder should submit details like name of contact person, along with his phone number for above projects and Value etc.</p>			
6.	<p>Bidders should have a minimum annual turnover of Rs. 100 Crores for the last three financial years 2017-18, 2018-19, 2019-20.</p> <p>The bidder should have positive net worth during the last 3 financial years.</p>	<ul style="list-style-type: none"> The Bidder must produce a certificate from Company's Chartered Accountant to this effect. Audited balance sheet of financial years 2017-18, 2018-19 and 2019-20 		
7.	<p>The Bidder should not have been black listed / debarred or received letter of dissatisfaction at the time of submission of Tender, by Government of India or Central PSU /IBA/ PSE/ PSB/ FI/Regulatory Bodies.</p>	<p>Self-declaration to this effect on company's letter head signed by company's authorized signatory.</p>		
8.	<p>The bidder should not be involved in any litigation which threatens solvency of company.</p>	<p>Certificate is to be provided by the chartered accountant/statutory auditor.</p>		

RFP for Procurement of Video Conference Solution at National Housing Bank

9.	The Bidder should have direct support office at Delhi and Mumbai and should be able to provide support and maintenance for the offered solution (directly or through channel partner/resident support offices) at all NHB locations.	Documentary proof (Office registration details etc.) to be submitted along with the bid.		
10.	Bidder should have valid ISO 9001:2015 and ISO 27001:2013 certificate	Bidder should provide valid ISO certificate. Certificates should be for Video Conferencing/ AV Integration or related solutions only.		
11.	OEM must be a registered entity in India and must have a Service Depot in India.	Certificate of incorporation of OEM alongwith a declaration of the Service Depot details to be submitted.		

Note:

- Bidder response should be complete; Yes/No answer is not acceptable
- Documentary evidence must be furnished against each of the above criteria. All documents must be signed by the authorized signatory of the bidder. Relevant portions, in the documents submitted in pursuance of eligibility criteria, should be highlighted.
- Bidder should submit Annexure 'D' in a separate envelope along with softcopy and relevant documentary proof.
- Details of clients and relevant contact details are mandatory. Bidders may take necessary approval of the clients in advance before submission of related information. NHB will not make any separate request for submission of such information
- Proposal of the bidders are liable to be rejected in case of incomplete information or wrong information or non-submission of documentary proof

RFP for Procurement of Video Conference Solution at National Housing Bank

Annexure 'E' - (Bill of Material)

Hardware & Software Requirement for Video Conferencing Solution:

S. No.	Description of Hardware	Qty	Location
•	Multipoint Based High Definition (HD) End Point with speaker tracking, Mics, Remote Control, Touch Panel, externally connected video recorder (HDD/SSD), and multiparty licenses (5 Sites) as per Annexure - F along with MS Teams Interconnect License.	3	New Delhi (2), Mumbai
•	Point to Point Based High Definition (HD) End Point as per Annexure - F	9	New Delhi, Ahmedabad, Kolkata, Hyderabad, Bengaluru, Guwahati, Lucknow, Chennai, Bhopal
•	Ultra HD Display 85" or higher as per Annexure - F	2	New Delhi
•	Ultra HD Display 75" as per Annexure - F	1	Mumbai
•	Ultra HD Display 65" as per Annexure - F	2	New Delhi
•	Ultra HD Display 55" as per Annexure - F	9	New Delhi, Ahmedabad, Kolkata, Hyderabad, Bengaluru, Guwahati, Lucknow, Chennai, Bhopal
•	Document Camera for End Point at S.No. 1 as per Annexure - F	1	New Delhi
•	Trolley as per Annexure - F	1	New Delhi

NOTE:-

- The bidder shall be responsible for end-to-end implementation and shall quote and provide any items not included in the bill of materials but required for successful commissioning of the Project. The Bank shall not pay for any such items, which have not been quoted by the bidder in their bid but are required for successful completion of the project.

RFP for Procurement of Video Conference Solution at National Housing Bank

Annexure 'F' - (Technical Specifications)

I. Technical Specification of Multipoint Based High Definition (HD) End Point with speaker tracking, MS Teams Integration

The proposed system must support PAL/equivalent with PTZ camera. The codec must be based on ITU standards & hardware based. No software based solution will be accepted. All components of the VC system like Codec, Camera, Microphones, Wireless Remote Control/Touch Panel should be from the same OEM. VC Recorder can be of reputed third party manufacturer. Endpoint shall support Open standards and shall be capable to connect standards based endpoints as well as Cloud based systems (MS Teams) from day 1. MS Teams interconnect licenses etc. shall be included in the BOQ.

S.No	Description	Specification Parameter	Compliance (Yes/No)	Remarks
1.	Package	Full HD 1080p60 PTZ Camera, Codec, Microphone Array, Cables and Wireless Remote Control		
2.	Video Standards and Resolutions	It should support H.323 & SIP standards for communications. It should support interoperability and bandwidth saving using video compression H.261, H.263, H.264 AVC, H.264 SVC, H.264 High Profile/H.265 It should support 1080p 60 fps, 1080p 30 fps, 720p 60 fps, 720p 30fps & 4CIF.		
3.	Content Standards and Resolutions	It should support content sharing using standard based H.239 & BFCP. It should also support audio from PC used for content sharing. It should transmit both people and content both simultaneously to the far end location at 1080p 60fps		
4.	Audio Standards and Features	It should support G.711, G.728, G.729A/G.729AB, G.722, G.722.1, AAC-LD or better. It should support 20kHz or better bandwidth with crystal clear audio and stereo sound.		

RFP for Procurement of Video Conference Solution at National Housing Bank

S.No	Description	Specification Parameter	Compliance (Yes/No)	Remarks
		Automatic Gain Control and Automatic Noise Suppression Keyboard noise reduction and instant adaptation echo cancellation		
5.	Video and Audio Inputs	2 x HD/HDMI/HDCI input for connecting 2 Full HD PTZ cameras 1 x HDMI/DVI input to share Full HD content from PC/Laptop/Document camera. 1 x VGA/HDMI input for content sharing through PC/Laptop 2 x Microphone Input or more with support for minimum 4 omnidirectional mics. The bidder needs to quote 4 tabletop microphones with 360 degree coverage from day one with mute/unmute button on the microphone. 1 x RCA/3.5mm stereo line-in		
6.	Video and Audio Outputs	2 x HDMI output for connecting main monitor & second monitor. 1 x HD/HDMI/DVI output for conference recording using local DVR. 1 x RCA/3.5 mm stereo line-out		
7.	Other Interfaces	1 x 10/100/1000 RJ-45 for LAN port 2 x USB for software upgrade and connecting external devices 1 x RS-232 DB-9-pin or equivalent		
8.	Camera	1/2.4" CMOS Sensor or better		

RFP for Procurement of Video Conference Solution at National Housing Bank

S.No	Description	Specification Parameter	Compliance (Yes/No)	Remarks
		The camera should support minimum 10X Optical Zoom, PAN +/-100°, Tilt +20/-30° & minimum 10 camera presets.		
9.	Automatic Voice & Face Tracking Camera System	<p>The camera system must be dual camera system with both 10X Optical Zoom and 10 Microphone inbuilt for better tracking and capable of advanced voice & face-recognition technology such that it automatically zooms in to provide close-up view of the person who is speaking and the room view in PIP during a call without manual intervention up to a range of 30 feet or more.</p> <p>The system should have an option to turn the PIP view off.</p> <p>The system should provide an option to turn ON or OFF this feature.</p> <p>Video Conference Camera and Codec should be controlled using same remote control and touch panel.</p>		
10.	Network Features	<p>H.323 and SIP bandwidth up to 6 Mbps</p> <p>IPv4 and IPv6 support from day one</p> <p>Auto Gatekeeper Discovery, Auto SIP Registrar Discovery, IP Precedence, Diffserv & QoS with support for H.323 based lost packet recovery.</p>		
11.	Multisite Feature	It should support inbuilt multiparty feature with support for 5 sites Multipoint at 720p from day one with all sites encryption enabled. It should support 4 Sites Multipoint Dialing at 1080p resolution. In Multipoint Calling it must have provision to		

RFP for Procurement of Video Conference Solution at National Housing Bank

S.No	Description	Specification Parameter	Compliance (Yes/No)	Remarks
		<p>connect MS Teams also in same call. This feature must be there based on Codec Multipoint Feature.</p> <p>License/Services etc required for this feature must be there from day 1 and should be valid for entire contract period of 5 Years.</p>		
12.	Security	<p>Media Encryption (H.323, SIP): AES-128, AES-256</p> <p>Authenticated access to admin menus, web interface and telnet API</p> <p>Local account password policy configuration</p> <p>Global Directory/Centralized Directory/LDAP support</p>		
13.	Recording	<p>Facility for recording the conferences should be there. Necessary recording hardware such as HDMI based Recorder must be included in the supplies.</p> <p>Recorder should be supplied with 2 TB of Hard disk space. Recorder should also have the facility to time and date stamp the recordings.</p>		
14.	Other Standards	<p>H.460.18, H.460.19, SSL, TLS, HTTP, HTTPS</p> <p>It should support integration with Microsoft Teams and Cisco Webex</p>		
15.	MS Teams integration	<p>The VC OEM should be able to provide MS Teams interop licenses to allow the quoted VC endpoint to join a scheduled Microsoft Teams meeting directly from endpoint day one without any hardware. The MS Teams interop license should be offered from the same OEM as the VC system.</p>		

RFP for Procurement of Video Conference Solution at National Housing Bank

S.No	Description	Specification Parameter	Compliance (Yes/No)	Remarks
		Endpoint should have capability to share the presentation in MS Teams calls. Multipoint Calls using the endpoint internal capability shall also be able to add MS Teams conferences.		
16.	Touch Panel	<p>An intuitive Touch Panel of same OEM shall also be supplied in addition to the remote control. Specifications of Touch Panel as follows:-</p> <ol style="list-style-type: none"> 1. Display: 10-inch screen 2. Resolution: WXGA (1280 x 800) 3. Designed with built in stand support. No external dock required 4. Viewing angle: 178 degrees 5. Tap and touch control to access call controls and administrative menus 6. Power Over Ethernet (PoE) 7. Should able to see & calendar & speed dials quickly and easily though the home screen 		

II. Technical Specification of Point to Point Based High Definition (HD) End Point

The proposed system must be an all-in-one endpoint consisting of camera, codec, speaker, microphone and Wireless Remote Control/Touch Control Panel. The system must be based on ITU standards & hardware based. No software based solution will be accepted.

S.No	Description	Specification Parameter	Compliance (Yes/No)	Remarks
1.	Package	It should be endpoint device with Integrated Microphones, Speakers, Camera and Wireless Remote Control/Touch Control Panel.		
2.	Video Standards and Resolutions	It should support H.323, SIP standards for communications.		

RFP for Procurement of Video Conference Solution at National Housing Bank

S.No	Description	Specification Parameter	Compliance (Yes/No)	Remarks
		<p>It should support interoperability and bandwidth saving using video compression H.264 AVC, H.264 High Profile/ H.265</p> <p>It should support 1080p 60 fps, 1080p 30 fps, 720p 60 fps and 720p 30fps</p>		
3.	Content Standards and Resolutions	<p>It should support both wired and wireless content sharing using standard based H.239 and BFCP over SIP. It should also support audio from PC used for content sharing.</p> <p>It should transmit content to the far end location at 4K.</p>		
4.	Audio Standards and Features	<p>It should support G.711, G.728, G.729A, G.722, G.722.1, AAC-LD or better.</p> <p>It should support 20kHz or better bandwidth with crystal clear audio and stereo sound.</p> <p>Keyboard noise reduction and Noise Block</p>		
5.	Video and Audio Inputs	<p>1 x HDMI input to share content from PC/Laptop</p> <p>1 x USB/HDMI input to connect additional USB/HDMI based PTZ camera</p>		
6.	Video and Audio Outputs	<p>2 x HDMI output for connecting main monitor & second monitor.</p>		

RFP for Procurement of Video Conference Solution at National Housing Bank

S.No	Description	Specification Parameter	Compliance (Yes/No)	Remarks
7.	Camera	<p>The Solution should have a 4K camera & it should have Minimum 5x or more digital automatic zoom with 80° FOV or more.</p> <p>The camera should support automatic speaker framing and group framing</p>		
8.	Network Features	<p>H.323 and SIP bandwidth supporting 64 kbps to 6 Mbps or more</p> <p>IPv4 and IPv6 support from day one</p> <p>Auto Gatekeeper Discovery, Lost Packet Recovery (LPR) technology, IP Precedence and DiffServ, Configurable MTU size</p>		
9.	Security	<p>Media Encryption (H.323, SIP): AES 128, AES 256</p> <p>Authenticated access to admin menus, web interface and telnet API.</p> <p>Local account password policy configuration.</p> <p>Global Directory/Centralized Directory/LDAP support</p>		
10.	Other Standards	<p>H.460.18, H.460.19, SSL, TLS</p> <p>It should support integration with Microsoft Teams and Cisco Webex</p>		

RFP for Procurement of Video Conference Solution at National Housing Bank

S.No	Description	Specification Parameter	Compliance (Yes/No)	Remarks
11.	MS Teams integration	Proposed system should have integration with MS Teams. Proposed system should have provision to connect laptop/PC via USB interface of endpoint for web based meetings on MS Teams. In case built in interface is not available then MS Teams Interop license to be supplied of same OEM.		

III. Technical Specification of Ultra HD Display 85"

S.No	Description	Specification Parameter	Compliance (Yes/No)	Remarks
1.	Panel Size	85 inch or higher		
2.	Brightness	500 Nit or better		
3.	Operation	24/7 hr		
4.	Minimum Resolution	3840*2160(4 K UHD)		
5.	Native contrast ratio	(3000:1)		
6.	Minimum response time	8 ms or better		
7.	Haze percentage for Lesser Reflection of Light	44% or Higher		
8.	Logo	Should have Customized Logo when no signal is active		
9.	File support	Direct viewing of PPT, Word ,PDF, Images and video from pen drive		
10.	Speakers (inbuilt)	10 w + 10 w or 20 w minimum		
11.	Storage(min)	8 GB FDM		

RFP for Procurement of Video Conference Solution at National Housing Bank

S.No	Description	Specification Parameter	Compliance (Yes/No)	Remarks
12.	Inputs	DVI-D-(1) , Display Port 1.2 (1), HDMI-2, USB-2, Stereo mini jack		
13.	Output	HDMI 2.0 (Loop-out)		
14.	Maximum power consumption(W/h)	not more than 500 Watts		
15.	External control	RS232C, RJ45		
16.	Processor	Coretex A72 1.7GHz Quad-Core CPU		
17.	Viewing angle	178 : 178		
18.	Power requirement	AC 100- 240 V, 50/60 Hz		
19.	Bezel width maximum	20 mm or less		
20.	Special	Inbuilt media player , IP5X rating , wifi and bluetooth, Auto source switching & recovery, Inbuilt Remote desktop protocol, Inbuilt office 365 login access		
21.	Certifications	BIS, UL, FCC, CE		

IV. Technical Specification of Ultra HD Display 75"

S.No	Description	Specification Parameter	Compliance (Yes/No)	Remarks
•	Panel Size	75 inch or higher		
•	Brightness	500 Nit or better		
•	Operation	24/7 hr		
•	Minimum Resolution	3840*2160(4 K UHD)		
•	Native contrast ratio	(4000:1)		
•	Minimum response time	8 ms or better		

RFP for Procurement of Video Conference Solution at National Housing Bank

S.No	Description	Specification Parameter	Compliance (Yes/No)	Remarks
	Haze percentage for • Lesser Reflection of Light	44% or Higher		
	• Logo	Should have Customized Logo when no signal is active		
	• File support	Direct viewing of PPT, Word, PDF, Images and video from pen drive		
	• Speakers (inbuilt)	10 w + 10 w or 20 w minimum		
	• Storage(min)	8 GB FDM		
	• Inputs	DVI-D-(1) , Display Port 1.2 (1), HDMI-2, USB-2, Stereo mini jack		
	• Output	HDMI 2.0 (Loop-out)		
	• Maximum power consumption(W/h)	not more than 240 Watts		
	• External control	RS232C, RJ45		
	• Processor	Coretex A72 1.7GHz Quad-Core CPU		
	• Viewing angle	178 : 178		
	• Power requirement	AC 100- 240 V, 50/60 Hz		
	• Bezel width maximum	13 mm or less		
	• Special	Inbuilt media player , IP5X rating , wifi and bluetooth, Auto source switching & recovery, Inbuilt Remote desktop protocol, Inbuilt office 365 login access		
	• Certifications	BIS, UL, FCC, CE		

RFP for Procurement of Video Conference Solution at National Housing Bank

V. Technical Specification of Ultra HD Display 65"

S.No	Description	Specification Parameter	Compliance (Yes/No)	Remarks
	• Panel Size	65 inch or higher		
	• Brightness	500 Nit or better		
	• Operation	24/7 hr		
	• Minimum Resolution	3840*2160(4 K UHD)		
	• Native contrast ratio	(4000:1)		
	• Minimum response time	8 ms or better		
	• Haze percentage for Lesser Reflection of Light	25% or Higher		
	• Logo	Should have Customized Logo when no signal is active		
	• File support	Direct viewing of PPT, Word, PDF, Images and video from pen drive		
	• Speakers (inbuilt)	10 w + 10 w or 20 w minimum		
	• Storage(min)	8 GB FDM		
	• Inputs	DVI-D-(1) , Display Port 1.2 (1), HDMI-2, USB-2, Stereo mini jack		
	• Output	HDMI 2.0 (Loop-out)		
	• Maximum power consumption(W/h)	not more than 145 Watts		
	• External control	RS232C, RJ45		
	• Processor	Coretex A72 1.7GHz Quad-Core CPU		
	• Viewing angle	178 : 178		
	• Power requirement	AC 100- 240 V, 50/60 Hz		

RFP for Procurement of Video Conference Solution at National Housing Bank

S.No	Description	Specification Parameter	Compliance (Yes/No)	Remarks
	• Bezel width maximum	12 mm or less		
	• Special	Inbuilt media player , IP5X rating , wifi and bluetooth, Auto source switching & recovery, Inbuilt Remote desktop protocol, Inbuilt office 365 login access		
	• Certifications	BIS, UL, FCC, CE		

VI. Technical Specification of Ultra HD Display 55"

S.No	Description	Specification Parameter	Compliance (Yes/No)	Remarks
	• Panel Size	55 inch or higher		
	• Brightness	500 Nit or better		
	• Operation	24/7 hr		
	• Minimum Resolution	3840*2160(4 K UHD)		
	• Native contrast ratio	(4000:1)		
	• Minimum response time	8 ms or better		
	• Haze percentage for Lesser Reflection of Light	25% or Higher		
	• Logo	Should have Customized Logo when no signal is active		
	• File support	Direct viewing of PPT, Word, PDF, Images and video from pen drive		
	• Speakers (inbuilt)	10 w + 10 w or 20 w minimum		
	• Storage(min)	8 GB FDM		
	• Inputs	DVI-D-(1) , Display Port 1.2 (1), HDMI-2,		

RFP for Procurement of Video Conference Solution at National Housing Bank

S.No	Description	Specification Parameter	Compliance (Yes/No)	Remarks
		USB-2, Stereo mini jack		
	• Output	HDMI 2.0 (Loop-out)		
	• Maximum power consumption(W/h)	not more than 145 Watts		
	• External control	RS232C, RJ45		
	• Processor	Coretex A72 1.7GHz Quad-Core CPU		
	• Viewing angle	178 : 178		
	• Power requirement	AC 100- 240 V, 50/60 Hz		
	• Bezel width maximum	12 mm or less		
	• Special	Inbuilt media player , IP5X rating , wifi and bluetooth, Auto source switching & recovery, Inbuilt Remote desktop protocol, Inbuilt office 365 login access		
	• Certifications	BIS, UL, FCC, CE		

VII. Technical Specification of Document Camera

S.No	Description	Specification Parameter	Compliance (Yes/No)	Remarks
	• Document Camera	<p>A Full HD document camera of 1080p 30fps Resolution capable of capturing high end images of documents is required. Below minimum features are desirable:-</p> <p>Image Sensor:- 1/3 CMOS Color Image Sensor</p>		

RFP for Procurement of Video Conference Solution at National Housing Bank

S.No	Description	Specification Parameter	Compliance (Yes/No)	Remarks
		Optical/Mechanical Zoom:- 10X Digital Zoom:- 12X Close up:- 2cm 1xHDMI Input 1xHDMI Output 1x VGA output with 1x Audio out 1x USB for data exchange with PC One-touch synchronous audio/ video recording Compatible with USB flash drives, expandable to 4TB Jointless, highly flexible gooseneck with LED Side Lamp Plug & Play and compatible with all major whiteboard brands Image optimization auto- tune button Innovative built-in power supply Rigid lens provides protection from abnormal operation		

VIII. Technical Specification of Trolley

S.No	Description	Specification Parameter	Compliance (Yes/No)	Remarks
	<ul style="list-style-type: none"> Trolley 	Adjustable and movable trolley for 55"-75" LED/LCD display		

VII. Quoted Equipment Details

S.No.	Item Description	OEM of the Product	Model/ Version Name	Date of Release of Product	Date of End of Sale	End of Life detail of the	End of Support detail of the

RFP for Procurement of Video Conference Solution at National Housing Bank

						offered equipments	offered equipments
1.	Multipoint Based High Definition (HD) End Point with speaker tracking, Mics, Remote Control, Touch Panel, externally connected video recorder (HDD/SSD), and multiparty licenses (5 Sites) along with MS Teams Interconnect License.						
2.	Point to Point Based High Definition (HD) End Point						
3.	Ultra HD Display 85" or higher						
4.	Ultra HD Display 75" or higher						
5.	Ultra HD Display 65" or higher						
6.	Ultra HD Display 55" or higher						
7.	Document Camera						
8.	Trolley						

RFP for Procurement of Video Conference Solution at National Housing Bank

Annexure 'H'-(Technical Bid Covering Letter)

Date :

To
The General Manager
National Housing Bank,
Information Technology Department
Head Office
Core 5-A, 3rd Floor, India Habitat Centre, Lodhi Road,
New Delhi - 110003

Dear Sir,

Technical Bid: Procurement of Video Conference Solution

We, the undersigned, offer to provide services for the above-mentioned project, in accordance with your RFP document [Insert RFP Number] dated [Insert Date]. We are hereby submitting our Proposal, which includes Minimum Eligibility Criteria, this Technical Proposal and a commercial Proposal. The minimum eligibility criteria and technical proposal are put in one envelope and the commercial proposal in separate envelope.

We also enclose masked Commercial Bid.

We understand you are not bound to accept any proposal you receive.

Dated at _____ / _____ day of _____ 2021.

Yours faithfully,
For

Signature
Name:

Address:
(Authorised Signatory)

RFP for Procurement of Video Conference Solution at National Housing Bank

Annexure 'I'-(Technical Bid Format)

Technical Bid Format

Bidder response to the Technical Bid of this Tender document must be provided as detailed in Section 8.4 of the RFP. Any extra information may be provided as separate section at the end of Technical Bid document. Technical bid should be submitted with covering letter.

1. Details as detailed under Chapter 8.4
2. Technical Proposal Covering Letter (as per Annexure -'H')

Note: Bidder must submit softcopy of complete technical bid inside the sealed envelope meant for 'Technical Proposal'.

RFP for Procurement of Video Conference Solution at National Housing Bank

Annexure 'J'-(Commercial Bid Covering Letter)

Date:

The General Manager
National Housing Bank,
Information Technology Department
Head Office
Core 5-A, 3rd Floor, India Habitat Centre, Lodhi Road,
New Delhi - 110003

Dear Sir,

Commercial Bid – Procurement of Video Conference Solution

We, the undersigned, offer to provide services for the above-mentioned project, in accordance with your Request for Proposal [Insert RFP Number] dated [Date], and our Proposal (Technical and Commercial Proposals). The Total fee is inclusive of all taxes, duties, charges and levies (as applicable and payable under the local laws) and out of pocket expenses that we might incur and there will be no additional charges.

Our commercial proposal shall be binding upon us, subject to the modifications resulting from contract discussions, up to expiration of the validity period of the Proposal, i.e., [Insert date].

Yours faithfully,
For

Signature

Name
Address

(Authorised Signatory)

RFP for Procurement of Video Conference Solution at National Housing Bank

Annexure 'K'- (Commercial Bid Format)

The structure of the Bidder's commercial response to this tender must be as per following order. The Commercial Bid Response must be submitted with Commercial Bid covering letter, format of which is given at the end this section.

Bidders are requested to note the following:

- All the details must be provided as per format. Incomplete formats will result in rejection of the proposal.
- Masked commercial bids must be given with technical bid. All the pages of commercial bids must be sealed and signed by authorized signatory.
- All the quoted costs must include all applicable taxes, charges and other levies.
- Bidder must submit softcopy of complete commercial bid inside the sealed envelope meant for 'Commercial Proposal'.
- All the rates must be quoted in INR.
- The prices in any form or by any reasons should not be disclosed in the technical or other parts of the bid except in the commercial bid. Failure to do so will make the bid liable to be rejected.
- The commercials quoted in the commercial bid are valid for six months from the date of opening of commercial bids.

Authorized Signatories

(Name & Designation, seal of the company)

Date:

RFP for Procurement of Video Conference Solution at National Housing Bank

A. Price details of Video Conference Solution

- (Amount in INR)

Table 1

S.No	Location	Item Details*	Quantity	Unit price with 5 years comprehensive onsite warranty and support for hardware and software (excl. taxes)	Tax for column II		Total price with 5 years comprehensive onsite warranty and support (incl. of taxes) for hardware and software V=I*(II+IV)
					III (% of tax)	IV (Tax Amount)	
1.	New Delhi (2), Mumbai	Multipoint Based High Definition (HD) End Point with speaker tracking, Mics, Remote Control, Touch Panel, externally connected video recorder (HDD/SSD), and multiparty licenses (5 Sites) as per Annexure - F along with MS Teams Interconnect License.	3				
2.	New Delhi, Ahmedabad, Kolkata, Hyderabad, Bengaluru, Guwahati, Lucknow, Chennai, Bhopal	Point to Point Based High Definition (HD) End Point as per Annexure - F	9				

RFP for Procurement of Video Conference Solution at National Housing Bank

3.	New Delhi	Ultra HD Display 85" or higher as per Annexure - F	2				
4.	Mumbai	Ultra HD Display 75" as per Annexure - F	1				
5.	New Delhi	Ultra HD Display 65" as per Annexure - F	2				
6.	New Delhi, Ahmedabad, Kolkata, Hyderabad, Bengaluru, Guwahati, Lucknow, Chennai, Bhopal	Ultra HD Display 55" as per Annexure - F	9				
7.	New Delhi	Document Camera for End Point at S.No. 1 as per Annexure - F	1				
8.	New Delhi	Trolley as per Annexure - F	1				
			Total Cost (1+2+3+4+5+6+7+8) [A]				

**The cost will remain same during the period of contract.*

B. Charges for Implementation of Video Conference Solution

Table 2

S.No	Description	Total Cost excl. taxes I	Tax Rate (%) II	Tax Amount III	Total Cost Incl. Taxes IV= I +III
1.	Implementation, Commissioning, Testing and all related activities as specified in the scope of work as per RFP				
Total Implementation Cost [B]					

RFP for Procurement of Video Conference Solution at National Housing Bank

C. Charges for Onsite Support Engineer

Table 3

S.No	Description	1 st year Charges (Excl. taxes) I	2 nd year Charges (Excl. taxes) II	3 rd year Charges (Excl. taxes) III	4 th year Charges (Excl. taxes) IV	5 th year Charges (Excl. taxes) V	Total Cost excl. taxes VI=I+II+III+IV+V	Tax Rate (%) VII	Tax Amount VIII	Total Cost Incl. Taxes IX=VI+VIII
1.	Charges for Onsite Support Engineer as specified in the scope of work as per RFP									
Total Onsite Support Charges [C]										

D. Video Conference Solution Cost (Weightage 90%)

Table 4

S.No.	Parameter	Total Cost excl. taxes	Applicable Taxes	Total Cost Incl. Taxes	Total Cost in words
1.	Total Cost of Ownership during 5 yr period of Contract [X]= [A+B+C]				

E. Future Requirement (Weightage 10%)

Table 5

S.No.	Parameter	Total Cost excl. taxes	Applicable Taxes	Total Cost Incl. Taxes	Total Cost in words
1.	Multipoint Based High Definition (HD) End Point with speaker tracking, MS Teams Integration				
2.	Point to Point Based High Definition (HD) End Point				
3.	Ultra HD Display 85" or higher				
4.	Ultra HD Display 75"				

RFP for Procurement of Video Conference Solution at National Housing Bank

5.	Ultra HD Display 65"				
6.	Ultra HD Display 55"				
7.	Document Camera				
8.	Trolley				
7.	Implementation, support, and all related activities during the entire contract period				
Total Future Requirement Cost [Y]					

F. Total Cost of Ownership (TCO)

Table 6

S.No.	Parameter	Total Cost excl. taxes	Applicable Taxes	Total Cost Incl. Taxes	Total Cost in words
1.	Total Cost of Ownership during 5 yr period of Contract [Z]= [90%*X + 10%*Y]				

- G. Commercial Evaluation

Total value be considered for Commercial Evaluation:

S.No	Item Description	Total Value (in INR)	Total Value in words
1.	Total Value for Commercial evaluation [Z = Total Cost of Ownership]		

Note: This value (Z) will be used to arrive at lowest bidder for further evaluation as per terms of RFP

Authorized Signatories
(Name & Designation, seal of the company)
Date

RFP for Procurement of Video Conference Solution at National Housing Bank

Annexure 'L'-(ECS Mandate Form)

[To be submitted along with Technical Bid]

FORM FOR PROVIDING DETAILS OF BANK ACCOUNT FOR CREDIT OF PAYMENT FROM NATIONAL HOUSING BANK

(Please fill in the information in CAPITAL LETTERS)

1. Name of the vendor/supplier _____

2. Address of the vendor/supplier _____

City _____ Pin Code _____

E-mail id _____

Phone / Mobile No. _____

Permanent Account Number (PAN) _____

Service Tax Registration No. _____

TIN No. _____

3. Particulars of Bank Account

A. Name of Account same as in the Bank _____

B. Name of the Bank _____

C. Name of the Branch _____

D. Address of the Branch with Tel No. _____

E. Account No. (appearing in Cheque book) _____

F. Account Type (SB, Current, etc.) _____

G. MICR No. _____

H. IFSC Code of the bank branch (to be obtained from the respective branch) _____

I/We hereby authorize National Housing Bank to credit payment(s) to my/our above bank account by ECS. # (#ECS will accepted on centers where the facility is available).

I/We hereby declare that the particular given above are correct and complete. If the transaction is delayed or not effected at all by ECS for reasons of incomplete or incorrect information, I/we would not hold National Housing 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 RTGS/NEFT.

I also agree that without prejudice to the generality of the foregoing, in the event National Housing Bank is not able to carry out the ECS instructions given by me, National Housing Bank may make such arrangements for payment as deemed appropriate by it, for effecting the transaction.

Place:

Date:

Authorized Signatory/ies

RFP for Procurement of Video Conference Solution at National Housing Bank

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

Bank's Stamp:

Date:

Signature of the Authorized Official of the Bank

RFP for Procurement of Video Conference Solution at National Housing Bank

Annexure 'M' - (Letter of Competence Format)

[To be submitted along with Technical Bid]

[To be executed on a non judicial stamp paper]

Letter of Competence for Quoting against NHB's RFP No. /

This is to certify that we **[Insert name of Bidder]**, Address.....are fully competent to undertake and successfully deliver the scope of services mentioned in the above RFP. This recommendation is being made after fully understanding the objectives of the project and requirements like experience etc.

We certify that the quality and number of resources to be deployed by us for the purpose will be adequate to meet the requirement and provide the services professionally and competently.

We also certify that all the information given by in response to this RFP is true and correct.

Authorized Signatories

(Name & Designation, seal of the company)

Date:

RFP for Procurement of Video Conference Solution at National Housing Bank

Annexure 'N'-(Format of Bank Guarantee)

(To be executed on a non- judicial stamp paper)

To
National Housing Bank

In consideration of the National Housing Bank (hereinafter referred to as "NHB", which expression shall, unless repugnant to the context or meaning, thereof include its successors, representatives and assignees), having awarded in favour of M/s. _____ having its registered office at _____ (hereinafter referred to as "the Consultant", which expression shall unless repugnant to the context or meaning thereof include its successors, administrators, representatives and assignees), a contract to provide _____ on terms and conditions set out in the Request for Proposal dated....._____ ("the RFP") and the Service Level Agreement dated _____ ("the SLA") (hereinafter the RFP and the SLA are together referred to as "the Contract"), and the Consultant having agreed to provide a Performance Bank Guarantee for the faithful performance of the services as per the terms of the "Contract" including the warranty obligations /liabilities under the contract of equivalent value amounting to _____/_____% of the value of the Contract if any, to NHB amounting to _____ (in words) in the form of a bank guarantee,

, we, _____ (Name) _____(Address) (hereinafter referred to as "the Bank", which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, representatives and assignees) at the request of the Consultant do hereby irrevocably guarantee for an amount of Rs. _____ (Rupees._____) and undertake to pay NHB the guaranteed amount merely on demand, without any previous notice from NHB, without any demur or protest and without referring to any other source, any and all monies payable by the Consultant by reason of any breach by the said Consultant of any of the terms and conditions of the said Contract including non-execution of the Contract at any time till _____ (day /month/ year). Any such demand made by NHB on the Bank shall be conclusive and binding, absolute and unequivocal not withstanding any disputes raised/pending before any court, tribunal, arbitration or any other authority by and between the Consultant and NHB. The Bank agrees that the guarantee herein contained shall continue to be enforceable till the sum due to NHB is fully paid and claims satisfied or till NHB discharges this Guarantee.

NHB shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee, from time to time, to extend the time of performance by the Consultant. The Bank shall not be released from its liabilities under these presents by any exercise of NHB of the liberty with reference to the matter aforesaid.

RFP for Procurement of Video Conference Solution at National Housing Bank

NHB shall have the fullest liberty, without affecting this guarantee to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Consultant and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied in the Contract between NHB and the Consultant or any other course or remedy or security available to NHB and the Bank shall not be released of its obligations/ liabilities under these presents by any exercise by NHB of his liberty with reference to the matters aforesaid or any of them or by reasons of any other act or forbearance or other acts of omission or commission on part of NHB or any other indulgence shown by NHB or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving the Bank Guarantee. The Bank further undertakes not to revoke this guarantee during its currency without the previous consent of NHB in writing.

The Bank further agrees that the decision of NHB as to the failure on the part of the Consultant to fulfil their obligations as aforesaid and/or as to the amount payable by the Bank to NHB hereunder shall be final, conclusive and binding on the Bank.

The Bank also agrees that NHB shall be entitled at his option to enforce this guarantee against the Bank as a principal debtor, in the first instance notwithstanding any other security or guarantee that it may have in relation to the Consultant's liabilities.

This guarantee will not be discharged due to the change in the constitution of the Bank or the Consultant(s).

Notwithstanding anything contained herein:

- (a) our liability under this bank guarantee shall not exceed Rs. _____ (Rupees ____ in words);
- (b) this bank guarantee shall be valid up to _____; and
- (c) We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if you serve upon us a written claim or demand on or before _____.

(Signature)

Designation/Staff Code No.

Bank's seal

Attorney as per power of Attorney No. Dated

RFP for Procurement of Video Conference Solution at National Housing Bank

Annexure 'O'-(Service Level Agreement)

(To be executed on a non-judicial stamp paper)

Service Level Agreement

THIS SERVICE LEVEL AGREEMENT (hereinafter referred to "the Agreement") is made on this _____ day of the month of _____, 2021, by and between,

National Housing Bank, a bank constituted under the National Housing Bank Act, 1987, having its Head Office at Core 5A, 3rd -5th floors, India Habitat Centre, Lodhi Road, New Delhi-110003 (hereinafter called "NHB"), which expression shall include wherever the context so permits, its successors and assigns ; AND

_____, a company registered under the Companies Act, 1956, having its registered office at _____ (hereinafter called the "Consultant"), which expression shall include wherever the context so permits, its successors and permitted assigns.

(Hereinafter NHB and the Consultant are collectively referred to as "the Parties" and individually as "the Party")

WHEREAS

- (A) NHB intends to hire the Consultant for _____, as detailed in the Request for Proposal no. _____ on _____ (date) (including Corrigendum/Clarification, if any, issued) (hereinafter collectively referred to the "RFP (attached hereto as Appendix- I).
- (B) The Consultant has been selected through open tendering process by way of floating the RFP by NHB followed by evaluation of Technical & Commercial Bids of the Bidders and accordingly the letter of award no. _____ dated _____ ("LoA") (attached hereto as Appendix- II) has been issued by NHB to the Consultant;
- (C) The Consultant has accepted and agreed to provide the Services in accordance with terms and conditions of RFP and the LoA.
- (D) In terms of the RFP, NHB and the Consultant have agreed to enter into this definitive Service Level Agreement in the manner hereinafter appearing:

NOW THEREFORE the Parties hereby agree as follows:

1. GENERAL PROVISIONS

1.1 Definitions

RFP for Procurement of Video Conference Solution at National Housing Bank

Unless the context otherwise requires, the following terms whenever used in this Agreement have the following meanings:

- (a) "Applicable Law" means the laws and any other instruments having the force of law in India, as they may be issued and in force from time to time;
- (b) "Contract" means and shall construe this Agreement;
- (d) "Deliverables" means and includes the major deliverables as specified in Clause _____ of the RFP.
- (d) "Effective Date" means the date on which this Agreement comes into force and effect pursuant to Clause 2.1 hereof;
- (e) "Personnel" means persons hired/to be hired by the Consultant as employees and assigned to the performance of the Services or any part thereof.
- (f) "Project" means collectively the Services and the Deliverables to be provided as detailed in the RFP.
- (g) "Services" or "Scope of Work" means and includes the scope of work to be performed by the Consultant as described/set out in Clause _____ of the RFP.
- (h) "Third Party" means any person or entity other than NHB and the Consultant.

1.2 Principles of Interpretation

In this Agreement , unless the context otherwise requires:

- a) All capitalized terms unless specifically defined in this Agreement shall have the meaning given to them in the RFP;
- b) Words and abbreviations, which have well known technical or trade/commercial meanings are used in this Agreement in accordance with such meanings;
- c) The RFP, the LoA and the NDA along with the Appendices/ Attachments hereto, shall form part and parcel of this Agreement and shall be read together for all purpose and effect.
- d) In case of any inconsistency or repugnancy between the provisions contained RFP, LoA and this Agreement, unless the context otherwise requires, the opinion of NHB shall prevail to the extent of such inconsistency or repugnancy and the same shall be binding on the Consultant.

RFP for Procurement of Video Conference Solution at National Housing Bank

1.3 Purpose

1.3.1 It is hereby agreed that the Consultant shall provide the Services to NHB as set out in the RFP till the completion of the Project. The objective of the Project is to make _____.

1.3.2 Performance of the Scope of Work

The Consultant shall perform all the services as set out in the Scope of Work and complete the Deliverables within the prescribed time lines in terms of the RFP and the entire assignment shall be completed within the Term of this Contract.

1.3.3 Term/Period of Contract

The entire assignment as detailed in the Scope of Work under this Contract shall be completed within a period of _____ (“Term”) starting from _____ by the Consultant unless the period is extended in accordance with this Agreement.

1.3.4 Contract Price

The entire assignment to be performed under this Contract is fixed price contract and the Consultant shall be paid the total price consideration of Rs. _____ (Rupees _____) (“Contract Price”) for the satisfactory performance/execution of the entire assignment under the Project. The Contract Price shall be paid by NHB as per the payment terms agreed at Clause 4.2 of this Agreement.

1.4 Relation between the Parties

Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between NHB and the Consultant. The Consultant, subject to this Agreement, has complete charge of personnel to be engaged by the Consultant for performing the Services and shall be fully responsible for the works to be performed by them or on their behalf hereunder and also for the quality of the work done by their personnel.

1.5 Language

This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

1.6 Headings

The headings shall not limit, alter or affect the meaning of this Contract.

RFP for Procurement of Video Conference Solution at National Housing Bank

1.7 Notices

1.7.1 Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram or facsimile to such Party at the following address:

For NHB:
Attention: _____
Fax: _____

For the Consultant:
Attention: _____
Fax: _____

1.7.2 Notice will be deemed to be effective as follows

- (a) In the case of personal delivery or registered mail, on delivery;
- (b) In case of telegrams, ninety six (96) hours following confirmed transmission; and
- (c) In the case of facsimiles, seventy two (72) hours following confirmed transmission.

1.7.3 A Party may change its address for notice hereunder by giving the other Party notice of such change pursuant to this Clause.

1.8 Location

The Services shall be performed at Delhi or at such location required/ approved by NHB.

1.9 Authority of Consultant

The Consultant hereby authorize _____ to act on their behalf in exercising the entire Consultant's rights and obligations towards NHB under this Contract, including without limitation for signing letters/communications, execution of agreements, for receiving instructions and payments from NHB.

1.10 Taxes and Duties

RFP for Procurement of Video Conference Solution at National Housing Bank

The Consultant and their personnel shall pay the taxes (excluding GST), duties, fees, levies and other impositions levied under the existing, amended or enacted laws during the tenure of this Agreement and NHB shall perform such duties in regard to the deduction of such taxes as may be lawfully imposed from the payments to be made to the Consultant.

2.0 COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

2.1 Effectiveness of Contract

This Agreement deemed to have taken effect from the date of acceptance of the Letter of Award (LoA) by the Consultant i.e. w.e.f.

2.2 Commencement of Services

The Consultant shall begin carrying out the Services immediately viz. from the date of acceptance of LoA, or on such date as the Parties may agree in writing.

2.3 Expiration of Contract

Unless terminated earlier pursuant to Clause-2.8 hereof, this Contract shall expire on the expiry of the Term as stated on Clause 1.3.3 herein unless the Term is extended in accordance with the Clause 2.6.4.

2.4 Entire Agreement

This Contract contains all covenants, stipulations and provisions agreed by the Parties. No representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

2.5 Modification

Modification of the terms and conditions of this Contract, including any modification of the scope of the Services/Scope of Work, may only be made by written agreement between the Parties and shall not be effective until the consent of the Parties has been obtained, pursuant to Clause-5.2 hereof, however, each Party shall give due consideration to any proposals for modification made by the other Party.

2.6 Force Majeure

2.6.1 Definition

In the event of either Party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the Contract, the relative obligation of the Party

RFP for Procurement of Video Conference Solution at National Housing Bank

affected by such Force Majeure shall be suspended for the period during which such cause lasts.

The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire, Flood and Acts and Regulations of respective government of the two Parties directly affecting the performance of the Contract.

Upon the occurrence of such cause and upon its termination, the Party alleging that it has been rendered unable as aforesaid thereby, shall notify the other Party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other Party within 72 hours of the ending of the cause respectively. If the deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, NHB shall have the option of canceling this Contract in whole or part at its discretion without any liability on its part.

Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

2.6.2 No Breach of Contract

The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of or default under this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

2.6.3 Measures to be taken

- (a) A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfill its obligations hereunder with a minimum of delay.
- (b) A Party affected by an event of Force Majeure shall notify the other Party such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
- (c) The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

2.6.4 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

RFP for Procurement of Video Conference Solution at National Housing Bank

2.6.5 Consultation

Not later than thirty (30) days after the Party, as the result of an event of Force Majeure, has become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

2.7 Suspension

NHB may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if NHB is not satisfied with the performance of the Consultant or if the Consultant fails to perform any of their obligations under this Contract, including the carrying out of services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Consultant to provide remedy for such failure within a period not exceeding thirty (30) days after receipt by the Consultant of such notice of suspension and shall invoke contract performance guarantee.

2.8 Termination

2.8.1 By NHB

NHB may by not less than fifteen (15) calendar days written notice of termination to the Consultant, (except in the event listed in paragraph (g) below, for which there shall be a written notice of not less than sixty (60) days) such notice to be given after the occurrence of any of the events specified in paragraphs (a) to (f) of this Clause-2.8.1, terminate this Contract:

- (a) If the Consultant fails to remedy a failure in the performance of their obligations hereunder, as specified in a notice of suspension pursuant to Clause-2.7 here-in-above, within thirty (30) days of receipt of such notice of suspension or within such further period as NHB may have subsequently approved in writing;
- (b) If the Consultant becomes insolvent or bankrupt or enters into an agreement with its creditors for relief of debt or take advance of any law for the benefit of debtors or goes into liquidation receivership whether compulsory or voluntary;
- (c) If the Consultant fails to comply with any final decision reached/award passed as a result of arbitration proceedings pursuant to Clause-8 hereof;
- (d) If the Consultant submits to NHB a statement which has a material effect on the rights, obligations or interests of NHB and which the Consultant knows to be false;
- (e) If, as a result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or

RFP for Procurement of Video Conference Solution at National Housing Bank

(f) In the event it comes to the notice of NHB that any of the representations and/or warranties made by the Consultant either in the Bid Documents or in the subsequent correspondences are found to be false and/or the Consultant/its personnel are found to be involved in any fraudulent or criminal act;

•

(g) If NHB, in its sole discretion and for any reason whatsoever, decides to terminate this Contract..

•

2.8.2 Cessation of Rights and Obligations

Upon termination of this Contract pursuant to Clause- 2.8.1 hereof or upon expiration of this Contract pursuant to Clause-2.3 hereof, all rights and obligations of the Parties hereunder shall cease, except:

(a) Such rights and obligations as may have accrued on the date of termination or expiration,

(b) The obligation of confidentiality set forth in Clause-3.7 hereof,

(c) Any right which a Party may have under the Applicable Law.

2.8.3 Cessation of Services

Upon termination of this Contract by notice pursuant to clauses-2.8.1 hereof, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum.

2.8.4 Payment in case of termination of contract

Subject to the terms of the RFP, in case the contract is terminated, payment towards services will be made on pro rata basis, for the services already delivered, after deducting applicable penalty and TDS/other applicable taxes.

3.0 OBLIGATIONS OF THE CONSULTANT

3.1 Standard of Performance

The Consultant shall perform the Services and carry out their obligations hereunder with all

RFP for Procurement of Video Conference Solution at National Housing Bank

due diligence, efficiency and economy, in accordance with generally accepted techniques and practices used with professional engineering and consulting standards recognized by professional bodies, and shall observe sound management, technical and engineering practices, and employ appropriate advanced technology, safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to NHB, and shall at all times support and safeguard NHB's legitimate interests in any dealings with third parties.

3.2 Law Governing contract

The Consultant shall perform the assignment in accordance with the applicable Law and shall take all practicable steps to ensure that the Personnel of the Consultant comply with the Applicable Law.

3.3 Conflict of Interest

The Consultant shall hold NHB's interest paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their corporate interests.

3.4 Consultant Not to Benefit from Commissions/Discounts etc.

The payment of the Consultant by NHB shall constitute the Consultant's only payment in connection with this Contract or the Services, and the Consultant shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Consultant shall use their best efforts to ensure that its Personnel similarly shall not receive any such additional payment.

3.5 Consultant and Affiliates not to be otherwise interested in /benefited from the Project

The Consultant agrees that, during the term of this Contract and after its termination, the Consultant shall not create any work/ opportunity for itself and for any of its affiliates from this Project/ assignment and/or derive any financial benefits directly or otherwise, other than what is agreed to be paid as professional fee as mentioned at Clause 4.2 for this assignment.

3.6 Prohibition of Conflicting Activities

The Consultant and its affiliates shall not engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this Contract. The Consultant and its affiliates hired to provide services for the proposed assignment will be disqualified from services related to the initial assignment for the same Project subsequently.

3.7 Confidentiality

RFP for Procurement of Video Conference Solution at National Housing Bank

The Consultant and its Personnel shall not, either during the term or after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Agreement or NHB's business or operations without the prior written consent of NHB.

A separate non-disclosure cum confidentiality agreement ("NDA") will be signed between the Consultant and NHB, if required.

3.8 Insurance to be taken out by the Consultant

The Consultant shall take out and maintain at their own cost, appropriate insurance against all the risks, and for all the coverage, like workers compensation, employment liability insurance for all the staff on the assignment, comprehensive general liability insurance, including contractual liability coverage adequate to cover the indemnity of obligation against all damages, costs, and charges and expenses for injury to any person or damage to any property arising out of, or in connection with, the services which result from the fault of the Consultant or their staff on the assignment

3.9 Liability of the Consultant

The Consultant shall be liable to NHB for the performance of the Services in accordance with the provisions of this Contract and for any loss suffered by NHB as a result of a default of the Consultant in such performance, subject to the following limitations:

- (a) The Consultant shall not be liable for any damage or injury caused by or arising out of any act, neglect, default or omission of any persons other than the Consultant and its Personnel; and
- (b) The Consultant shall not be liable for any loss or damage caused by or arising out of circumstances over which the Consultant had no control.

3.10 Indemnification of NHB by the Consultant

The Consultant shall indemnify NHB and shall always keep NHB, its employees, personnel, officers and directors, both during and after the term of this Agreement, fully and effectively indemnified against all losses, damage, injuries, deaths, expenses, actions, proceedings, demands, costs and claims, including legal fees and expenses, suffered by NHB or any Third Party, where such loss, damage, injury is the result of (i) any wrongful action, negligence or breach of contract by the Consultant or its personnel; and/or (ii) any negligence or gross misconduct attributable to the Consultant or its personnel; and/or (iii) any claim made by employees who are deployed by the Consultant against NHB; and/or (iv) any claim arising out of employment, non-payment of remuneration and non-provision of benefits in accordance with the statues/various labour laws by the Consultant to its employees; and/or (v) any or all Deliverables or Services infringing any patent, trademarks, copyrights or such other Intellectual

RFP for Procurement of Video Conference Solution at National Housing Bank

Property Rights; and/or (vi) any breach of the confidentiality obligations mentioned under clause 3.7 and /or NDA.

3.11 Limitation of Liability

- (i) The Consultant's aggregate liability, in connection with the obligations undertaken as a part of this Project, whether arising under this Project regardless of the form or nature of the action giving rise to such liability (whether in contract, tort or otherwise), other than the circumstances mentioned in the sub-clause (ii) below, shall be limited to _____ times of the total contract value.
- (ii) The Consultant's liability in case of claims against NHB resulting from infringement of patents, trademarks, copyrights or such other Intellectual Property Rights or breach of confidentiality obligations committed by the Consultant shall be actual and unlimited.
- (iii) Under no circumstances, NHB shall be liable to the Consultant for direct, indirect, incidental, consequential, special or exemplary damages arising from termination of this Agreement, even if he has been advised of the possibility of such damages.

3.12 Consultant's Actions Requiring Owner's Prior Approval

The Consultant shall not enter into a sub contract for the performance of any part of the Services, without the prior approval of NHB in writing. However, the Consultant can hire the services of Personnel to carry out any part of the services. The Consultant shall remain fully liable for the performance of the services by its personnel pursuant to this Contract.

3.13 Reporting Obligations

The Consultant shall submit to NHB the reports and documents within the timelines set forth in the Offer Letter, including any supporting data required by NHB.

3.14 Documents prepared by the Consultant to be the Property of NHB:

All software, algorithms, reports and other documents prepared/developed by the Consultant in performing the Services shall become and remain the property of NHB, and the Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to NHB, together with a detailed inventory thereof. The Consultant may retain a copy of such documents and shall not use them for purposes unrelated to this Contract without the prior written approval of NHB.

3.15 Consultant's Personnel

RFP for Procurement of Video Conference Solution at National Housing Bank

The Consultant shall ensure that personnel/employees engaged by him in the project/contract, have appropriate qualifications and competence as stipulated under the RFP and are in all respects acceptable to NHB. The Consultant will do its utmost to ensure that the personnel identified by the Consultant to work under this Agreement completes the Term. If any such personnel resigns from his job and leaves the Consultant, the Consultant will provide NHB with another personnel of equivalent knowledge, skill and experience acceptable to NHB as his substitute.

The Consultant shall strictly comply with all applicable labour laws and such other laws in relation to the services to be provided and the personnel engaged by the Consultant and he shall be solely responsible for all acts of the said personnel so enrolled and there shall and will not be any privity of contract for any purpose and to any intent between NHB and said personnel so engaged by the Consultant.

The Consultant shall be responsible for making appropriate deductions in respect of income tax and any other statutory deductions under applicable laws in respect of its personnel/employees engaged by the Consultant under this Agreement. The Consultant agrees to indemnify NHB in respect of any claims that may be made by statutory authorities against NHB in respect of contributions relating to the personnel/employees engaged by the Consultant for performing the work under this Agreement. NHB is authorized to make such tax deduction at source as may be necessary as per law/rules in force in respect of payments made to the Consultant.

3.16 Non-Compete

The Consultant will neither approach nor make any proposal for work for any employee of NHB directly or indirectly during the validity of this Agreement and for one year from the date of termination of this Agreement.

3.17 Change in Ownership or Constitution:

The Consultant will inform NHB immediately about any change in its ownership or its constitution. The Consultant will ensure that the NHB's interest will be protected with utmost care. If NHB is not satisfied with the change of ownership or constitution of the Consultant and/or with the new owner, NHB shall have the right of termination and in that event, the payment, if any, upon termination may be made as provided in clause 2.8.4.

4.0 OBLIGATIONS OF NHB

4.1 Support:

NHB will provide the support as required necessary by it including giving access to the relevant and limited data maintained in its system to the Consultant for carrying out the assignment

RFP for Procurement of Video Conference Solution at National Housing Bank

under the Contract.

4.2 Consideration & Payment Terms

In consideration of the Services performed by the Consultant under this Agreement, NHB shall make to the Consultant such payments and in such manner as specified in the RFP and/or the LoA.

The Consultant shall submit the bills to NHB of firms printed bill forms indicating the work done by him during the period for which payment is sought. NHB shall make payments to the Consultant as per the payment schedule given in the RFP. But if the progress is not satisfactory and according to agreed work program/schedule the payment may be withheld.

4.3 Non-Solicitation:

NHB agrees not to make an offer for employment to any personnel provided/deployed by the Consultant under this Agreement, and, not to accept any application for employment from him/her, while he is under the term of this Agreement, and, for up to twelve (12) months from the date of last assignment of the work under this Agreement with NHB.

5.0 FAIRNESS AND GOOD FAITH

5.1 Good Faith

The Parties undertake to act in all fairness and good faith in respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract

6.0 UNDERTAKINGS:

The Consultant hereby further undertakes:

- (i) That the Consultant has gone through all the required/relevant and extant instructions/circulars of Government of India, Reserve Bank of India and /or any other concerned authority, GFR issued by Ministry of Finance, guidelines of CVC and provisions of the manual/relevant instructions of NHB, as applicable to the scope/area of its work/operation under this Agreement and the advice/services to be rendered by it as the Consultant and it complies/will comply with all such requirements.
- (ii) That the Consultant has the necessary expertise to work and execute the Project as per the scope of work set out in detail in the RFP and it has the capability to deliver efficient and effective advice/services to NHB. It shall carry out the assignment under this Agreement with due diligence and with the highest standard of professionalism and business ethics.

RFP for Procurement of Video Conference Solution at National Housing Bank

- - (iii) That being the Consultant of NHB for a consideration, it shall be accountable for (a) any improper discharge of the assignment under this Agreement and/or (b) any deviant conduct keeping in view the norms of ethical business and professionalism.
 - (iv) That NHB shall have every right at its discretion to enforce such accountability in case of any improper discharge of contractual obligations and/or any advice/service rendered in the views of NHB is found to be grossly faulty/negligent/deficient and/or any deviant conduct by the Consultant and as a consequence of it, NHB can, irrespective of anything stated herein, terminate this Agreement by giving 15 days prior notice, including to withhold/retain the dues payable to the Consultant by NHB under this Agreement and appropriate/adjust the same for the losses, if any, suffered by NHB without requiring NHB to prove the actual loss.
 - (v) That the Consultant shall not do anything that will be of any conflict of interest to the Consultant while discharging the obligations under this Agreement and it shall bring to the notice/knowledge of NHB beforehand any possible instance of conflict of interest while rendering any advice or service. Further, the Consultant shall not receive any remuneration in connection with the assignment except as provided in this Agreement. The Consultant and/or any of its affiliates shall not engage in consulting or other activities that will be in conflict with the obligations under this Agreement.
 - (vi) That the Consultant has not been hired for any assignment that would be in conflict with its prior or current obligations to NHB or that may place the Consultant in a position of being unable to carry out the assignment in the best interest of NHB.
 - (vii) That the Consultant shall act at all times in the interest of NHB and render advice/service with highest professional integrity and shall cooperate fully with any legitimately provided/constituted investigative body, conducting inquiry into processing or execution of the consultancy contract/any other matter related with discharge of the contractual obligations by the Consultant.

7.0 SEVERABILITY:

Each clause of this Agreement is enforceable independently. Should any clause of this Agreement become not enforceable due to any reason, it will not affect the enforceability of the other clauses.

8.0 SETTLEMENT OF DISPUTES

In the event of any dispute or difference arising out of, in relation to, or in connection with this Agreement, or the breach thereof, shall be settled amicably through mutual discussions. If,

RFP for Procurement of Video Conference Solution at National Housing Bank

however, the parties are not able to settle them amicably without undue delay, the same shall be settled by the process of arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996 (as amended from time to time). The venue of such arbitration shall be at New Delhi and the proceedings shall be conducted in English. The arbitration tribunal shall consist of Sole i.e. 1(one) Arbitrator to be appointed jointly by the Parties within thirty (30) days from the date of first recommendation for appointment of arbitrator in written form one Party to the other. If the Parties fail to agree on appointment of such Sole Arbitrator, arbitral tribunal consisting of Sole Arbitrator shall be appointed in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The award of arbitrator made in pursuance thereof shall be final and binding on the Parties. All costs and expenses of such arbitration shall be borne equally by the Parties at the first instance which however subject to the provisions of the said Act.

Notwithstanding, it is agreed that the Consultant shall continue the remaining work for the assignment under this Agreement during the pendency of arbitration proceedings unless otherwise directed in writing by NHB or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator, as the case may be, is obtained.

9.0 JURISDICTION AND APPLICABLE LAW

This agreement including all matters connected with this Agreement, shall be governed by the laws of India (both substantive and procedural) for the time being in force and shall be subjected to exclusive jurisdiction of the Courts at New Delhi.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement signed in their respective names on the day and year first above written at New Delhi.

FOR AND ON BEHALF OF NATIONAL HOUSING BANK

By _____
Authorized Representative

FOR AND ON BEHALF OF [CONSULTANT]

By _____
Authorized Representative

WITNESSES:

1.
(Name and address)

2.

RFP for Procurement of Video Conference Solution at National Housing Bank

(Name and address)

RFP for Procurement of Video Conference Solution at National Housing Bank

Annexure 'P'-(CONFIDENTIALITY -CUM- NON DISCLOSURE AGREEMENT)

CONFIDENTIALITY -CUM- NON DISCLOSURE AGREEMENT

(To be executed on a non- judicial stamp paper)

This Confidentiality -cum-Non Disclosure Agreement is entered into at New Delhi on thisdayof _____, 2021_, by and between;

_____, a _____ incorporated _____, having its Registered Office at _____ (hereinafter referred to as "the Consultant"), which expression shall include wherever the context so permits, its successors and permitted assigns; and

The National Housing Bank, a bank constituted under the National Housing Bank Act,1987 (Central act No. 53 of 1987) having its Head Office at Core-5A,5th Floor, India Habitat Centre, Lodhi Road, New Delhi-110003; (herein after referred to as "NHB"), which expression shall include wherever the context so permits, its successors and permitted assigns:

WHEREAS the Consultant & NHB would be having discussions and negotiations concerning _____ ("Purpose") between them as per the Service Level Agreement dated (hereinafter referred to as "SLA"). In the course of such discussions & negotiations, it is anticipated that either party may disclose or deliver to the other party certain of its trade secrets or confidential or proprietary information for the purpose of enabling the other party to evaluate the feasibility of such a business relationship. The parties have entered into this Agreement, in order to assure the confidentiality of such trade secrets and confidential & proprietary information in accordance with the terms of this Agreement. As used in this Agreement, the party disclosing Proprietary Information (as defined below) is referred to as "the Disclosing Party" & will include its affiliates and subsidiaries, the party receiving such Proprietary Information is referred to as "the Recipient/Receiving Party", and will include its affiliates & subsidiaries and its personnel.

Now this Agreement witnesseth:-

1. Proprietary Information: As used in this Agreement, the term Proprietary information shall mean as all trade secrets or confidential or Proprietary information designated as such in writing by the Disclosing Party, whether by letter or by the use of an appropriate prominently placed Proprietary stamp or legend, prior to or at the time such trade secret or confidential or Proprietary information is disclosed by the Disclosing Party to the Recipient/Receiving Party. Notwithstanding the foregoing, information which is orally or visually disclosed to the Recipient/Receiving Party by the Disclosing party or is disclosed in writing unaccompanied by a covering letter, proprietary stamp or legend, shall constitute proprietary information if the disclosing party , within 10(ten) days after such disclosure,

RFP for Procurement of Video Conference Solution at National Housing Bank

delivers to the Recipient/Receiving Party a written document or documents describing such Proprietary Information and referencing the place and date of such oral ,visual or written disclosure and the names of the employees or officers of the Recipient/ Receiving party to whom such disclosure was made.

2. Confidentiality:

- a) Each party shall keep secret and treat in strictest confidence all confidential information it has received about the other party or its customers and will not use the confidential information otherwise than for the purpose of performing its obligations under this Agreement in accordance with its terms and so far this may be required for the proper exercise of the Parties respective rights and obligations under this Agreement.
- b) The term confidential information shall mean and include all written or oral information (including information received from third parties that the Disclosing Party is obligated to treat as confidential) that is (i) clearly identified in writing at the time of disclosure as confidential and in case of oral or visual disclosure, or (ii) that a reasonable person at the time of disclosure reasonably would assume, under the circumstances, to be confidential. Confidential Information shall also mean, software programs, technical data, methodologies, know how, processes, designs, customer names, prospective customer's names, customer information and business information of the Disclosing Party.
- c) Confidential information does not include information which:
 - (i) is publicly available at the time of its disclosure; or
 - (ii) becomes publicly available following disclosure; or
 - (iii) is already known to or was in the possession of Recipient/Receiving party prior to disclosure under this Agreement; or
 - (iv) is disclosed to the Recipient/Receiving party from a third party, which party is not bound by any obligation of confidentiality; or
 - (v) is or has been independently developed by the Recipient/Receiving party without using the confidential information;
 - (vi) is disclosed with the prior consent of the Disclosing Party.

3. Non -Disclosure of Proprietary Information: For the period during the agreement or its renewal, the Recipient/Receiving Party will:

- a) Use such Proprietary Information only for the purpose for which it was disclosed and without written authorization of the Disclosing Party shall not use or exploit such Proprietary Information for its own benefit or the benefit of others.

RFP for Procurement of Video Conference Solution at National Housing Bank

- b) Protect the Proprietary Information against disclosure to third parties in the same manner and with the reasonable degree of care, with which it protects its own confidential information of similar importance and
 - c) Limit disclosure of Proprietary Information received under this Agreement to persons within its organization and to those 3rd party contractors performing tasks that would otherwise customarily or routinely be performed by its employees, who have a need to know such Proprietary Information in the course of performance of their duties and who are bound to protect the confidentiality of such Proprietary Information.
4. Limit on Obligations: The obligations of the Recipient/ Receiving Party specified in clause 3 above shall not apply and the Recipient/ Receiving Party shall have no further obligations, with respect to any Proprietary Information to the extent that such Proprietary information :
- a) is generally known to the public at the time of disclosure or becomes generally known without any wrongful act on the part of the Recipient/ Receiving Party;
 - b) is in the Recipient's/ Receiving Party's possession at the time of disclosure otherwise than as a result of the Recipient's/ Receiving Party's breach of an obligation of confidentiality owed to the Disclosing Party;
 - c) becomes known to the Recipient/ Receiving Party through disclosure by any other source, other than the Disclosing party, having the legal right to disclose such Proprietary Information.
 - d) is independently developed by the Recipient/ Receiving Party without reference to or reliance upon the Proprietary Information; or
 - e) is required to be disclosed by the Recipient/ Receiving Party to comply with applicable laws or governmental regulation, provided that the Recipient/ Receiving Party provides prior written notice of such disclosure to the Disclosing Party and take reasonable and lawful actions for such disclosure.
5. Return of Documents: The Recipient/ Receiving Party shall, upon request of the Disclosing Party , in writing ,return to the Disclosing party all drawings, documents and other tangible manifestations of Proprietary Information received by the Recipient/ Receiving Party pursuant to this Agreement (and all copies and reproductions thereof) within a reasonable period. Each party agrees that in the event, it is not inclined to proceed further with the engagement, business discussions and negotiations or in the event of termination of this Agreement, the Recipient/ Receiving Party will promptly return to the other part or with the consent of the other party, destroy the Proprietary Information of the other party. Provided however the Receiving Party shall retain copies to be in compliance with its statutory, regulatory, internal policy or professional obligations.

RFP for Procurement of Video Conference Solution at National Housing Bank

6. Communications :Written communications requesting transferring Proprietary Information under this Agreement shall be addressed only to the respective designees as follows (or to such designees as the parties hereto may from time to time designate in writing)

_____ NATIONAL HOUSING BANK

(Consultant)

7. Term: The obligation pursuant to clause 2 and 3 (Confidentiality & Non-Disclosure of Proprietary Information) will survive for a period of _____ years from the termination of the SLA.
8. The provisions of this Agreement are necessary for the protection of the business goodwill of the parties and are considered by the parties to be reasonable for such purposes. Both the parties agree that any breach of this Agreement will cause substantial and irreparable damages to the other party and, therefore, in the event of such breach by one party, the other party shall be entitled to appropriate remedy, which may be available under law.
9. Notwithstanding anything stated in this Agreement, any report/finding/document delivered/submitted by the Consultant to NHB as a part of the outcome or deliverables under the SLA and which, in the opinion of NHB, requires any further study/analysis by any third party agency/institution depending on the requirement of the case, the same can be shared by NHB with such third party agency/institution for conducting such study/analysis and no prior consent of the Consultant is required for the same. Such report/finding/document delivered/ submitted by the Consultant to NHB shall become exclusive property of NHB and as such NHB shall not be bound by any restriction from disclosure of such report/ finding/ document or content thereof, being the Receiving Party.
10. This Agreement shall be governed and construed in accordance with the laws of India and shall be subjected to the Jurisdiction of courts at Delhi. It is agreed that any dispute or differences arising out of or touching this Agreement if not resolved amicably shall be referred to the arbitration as per clause _____ of the SLA executed between the parties hereto.
11. Miscellaneous
 - a) This Agreement may not be modified, changed or discharged, in whole or in part, except by a further Agreement/amendment in writing signed by both the parties.

RFP for Procurement of Video Conference Solution at National Housing Bank

- b) This Agreement will be binding upon & enure to the benefit of the parties hereto and it includes their respective successors & assigns
- c) The Agreement shall be construed & and interpreted in accordance with the laws prevailing in India.

In witness whereof, the parties hereto have agreed, accepted and acknowledged and signed these presents, on the day, month and year mentioned herein above.

FOR _____

FOR NATIONAL HOUSING BANK

Authorized Signatory

Authorized Signatory

Name:

Name:

Designation:

Designation:

Place:

Place:

Date:

Date:

WITNESSES:

1.

2.

RFP for Procurement of Video Conference Solution at National Housing Bank

Annexure 'Q'-(Pre Contract Integrity Pact)

Pre Contract Integrity Pact

(To be executed on a non- judicial stamp paper)

This pre-bid/pre-contract Agreement (hereinafter called "this Integrity Pact") between, the National Housing Bank, a bank established under the provisions of the National Housing Bank Act, 1987 having its Head Office at Core 5A, India Habitat Centre, Lodhi Road, New Delhi-110003 represented through Shri/Ms _____, (Designation) (hereinafter called "NHB", which expression shall mean and include, unless the context otherwise requires, its successors in office and assigns) of the First Part

AND

M/s _____ represented by Shri_____, Chief Executive Officer (hereinafter called the "Bidder" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

(The party of the First Part and the party of the Second Part are hereinafter collectively referred to as the "Parties" and individually as the "Party")

WHEREAS NHB proposes to procure _____ (name of the items/services) as mentioned in the RFP No. _____ ("RFP") and the Bidder is willing to offer/has offered _____ (name of the items/services) as desired by NHB in terms of the RFP;

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 NHB is a statutory body established under the Act of Parliament;

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

- (i) enabling NHB 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
- (ii) 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 NHB will commit to prevent corruption, in any form, by its officials by following transparent procedures.

AND WHEREAS the Parties hereto hereby agree to enter into this Integrity Pact on the terms and conditions mentioned hereinafter.

RFP for Procurement of Video Conference Solution at National Housing Bank

NOW IT IS THEREFORE AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. Commitments of NHB

- 1.1 NHB undertakes that no official of NHB, 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.
 - 1.2 NHB will, during the pre-contract stage, treat all Bidders alike and will provide to all Bidders the same information and will not provide any such information to any particular Bidder which could afford an advantage to that particular Bidder in comparison to other Bidders.
 - 1.3 All the officials of NHB 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.
2. In case any such preceding misconduct on the part of such official(s) is reported by the Bidder to NHB with full and verifiable facts and the same is prima facie found to be correct by NHB, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by NHB and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by NHB the proceeding under the contract would not be stalled.

3. Commitments of Bidders

- 3.1 Compliance of the Instructions of GOI/Guidelines of CVC/Others: The Bidder undertakes that in case of its selection as the successful Bidder, it shall perform its duties under the Contract in strict compliance of the relevant and extant instructions of Government of India, GFR issued by Ministry of Finance, Guidelines of CVC and provisions of the Procurement Manual/relevant instructions of NHB, as applicable to the subject matter.
 - 3.2 The Bidder represents that it has the expertise to undertake the assignment/contract and also has the capability to deliver efficient and effective advice/services to NHB under the contract in terms of the RFP.
 - 3.3 The Bidder commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its Bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-
 - (a) The Bidder will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of NHB, connected directly or indirectly with the Bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the Bidding, evaluation,

RFP for Procurement of Video Conference Solution at National Housing Bank

- contracting and implementation of the contract.
- (b) The Bidder 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 NHB 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.
 - (c)* The Bidder shall disclose the name and address of its agents and representatives including its foreign principals or associates.
 - (d)* The Bidder shall disclose the payments to be made by it to agents/brokers or any other intermediary, in connection with this Bid/contract.
 - (e)* The Bidder has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to NHB or any of its functionaries, whether officially or unofficially to the award of the contract to the Bidder, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect or any such intercession, facilitation or recommendation.
 - (f) 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 NHB or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
 - (g) 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.
 - (h) The Bidder will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
 - (i) The Bidder shall not use improperly, for purposes of competition or personal gain or pass on to others, any information provided by NHB 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.
 - (j) The Bidder commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
 - (k) The Bidder shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
 - (l) If the Bidder or any employee of the Bidder or any person acting on behalf of the Bidder, either directly or indirectly is a relative of any of the officers of NHB or alternatively, if any relative of an officer of NHB has financial interest/stake in the Bidders firm, the same shall be disclosed by the Bidder at the time of filing of tender. The term 'relative' for this purpose would be as defined in Section 6 of the Companies Act 1956.
 - (m) The Bidder shall not lend to or borrow any money from or enter into any monetary

RFP for Procurement of Video Conference Solution at National Housing Bank

- dealings or transactions, directly or indirectly, with any employee of NHB.
- (n) The Bidders shall disclose any transgressions with any other company that may impinge on the anti-corruption principle.
 - (o) The Bidder has not entered into any undisclosed agreement or understanding with other Bidders with respect of prices, specifications, certifications, subsidiary contracts, etc.
- 3.4 The Bidder undertakes and affirms that it shall take all measures necessary to prevent any possible conflict of interest and in particular commit itself to the following:
- (a) The Bidder shall avoid any conflict of interest while discharging contractual obligations and bring, beforehand, any possible instance of conflict of interest to the knowledge of NHB, while rendering any advice or service.
 - (b) The Bidder shall act/perform, at all times, in the interest of NHB and render any advice/service with highest standard of professional integrity.
 - (c) The Bidder undertakes that in case of its selection as the successful Bidder, it shall provide professional, objective, and impartial advice and at all times and shall hold NHB's interests paramount, without any consideration for future work, and that in providing advice it shall avoid conflicts with other assignments and its own interests.
 - (d) The Bidder declares/affirms that it has not been hired by NHB for any assignment that would be in conflict with its prior or current obligations to other employers/buyers, or that may place it in a position of being unable to carry out the assignment/ contract in the best interest of NHB. Without limitation on the generality of the foregoing, the Bidder further declares/affirms as set forth below:
 - (i) Conflict between consulting activities and procurement of goods, works or non-consulting services (i.e. services other than consulting services) - The Bidder has not been engaged by NHB to provide goods, works, or non-consulting services for a project, or any affiliate that directly or indirectly controls, is controlled by, or is under common control with the Bidder. The Bidder is fully aware that it shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Further, the Bidder is also aware of the fact that in case it has been hired to provide consulting services for the preparation or implementation of a project, or any affiliate that directly or indirectly controls, is controlled by, or is under common control with the firm, shall be disqualified from subsequently providing goods, works, or services (other than consulting services) resulting from or directly related to the consulting services for such preparation or implementation.

This provision does not apply to the various firms (consultants, contractors, or suppliers) which together are performing the Bidder's obligations under a turnkey or design and build contract.

- (ii) Conflict among consulting assignments - The Bidder understands that neither Bidder (including their personnel and sub-consultants), nor any affiliate that directly or indirectly controls, is controlled by, or is under common control with the firm, shall be hired for the assignment that, by its nature, may be in conflict with another assignment of the Bidder. *As an example, Bidders assisting NHB in the*

RFP for Procurement of Video Conference Solution at National Housing Bank

privatization of public assets shall neither purchase, nor advise purchasers of, such assets. Similarly, Bidders hired to prepare Terms of Reference (TOR) for an assignment shall not be hired for the assignment in question.

- (iii) Relationship with NHB's staff – The Bidder is aware that the contract may not be awarded to the Bidder in case it is observed that it, including its experts and other personnel, and sub-consultants, has/have a close business or family relationship with a professional staff of NHB (or of the project implementing agency) who are directly or indirectly involved in any part of: (i) the preparation of the TOR for the assignment, (ii) the selection process for the contract; or (iii) the supervision of such contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to NHB throughout the selection process and the execution of the contract.
- (iv) A Bidder shall submit only one proposal either individually or as a joint venture partner in another proposal: If the Bidder, including a joint venture partner, submits or participates in more than one proposal, all such proposals shall be disqualified. This does not, however, preclude a consulting firm to participate as a sub-consultant, or an individual to participate as a team member, in more than one proposal when circumstances justify and if permitted by the RFP.

4. Previous Transgression

- 4.1 The Bidder declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify Bidder's exclusion from the tender process.
- 4.2 The Bidder agrees that if it makes incorrect statement on this subject, Bidder can be disqualified from the tender process or the contract, if already awarded can be terminated for such reason.

5. Accountability

- 5.1 The Bidder undertakes that in case of its selection as the successful Bidder and assignment of the contract to the Bidder, it shall be accountable for the advice/supply made/to be made and/or for any service rendered/to be rendered by it to NHB, keeping in view norms of ethical business, professionalism and the fact that such advice / services to be rendered by it for a consideration.
- 5.2 The Bidder shall be accountable in case of improper discharge of contractual obligations and/or any deviant conduct by the Bidder.

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6. Personal Liability

The Bidder understands that in case of its selection as the successful Bidder, the Bidder is expected to carry out its assignment with due diligence and in accordance with prevailing

RFP for Procurement of Video Conference Solution at National Housing Bank

standards of the profession. The Bidder shall be liable to NHB for any violation of this Integrity Pact as per the applicable law, besides being liable to NHB as may be provided under the service level agreement/contract to be executed.

7. Transparency and Competitiveness

The Bidder undertakes that in case of its selection as the successful Bidder, it shall keep in view transparency, competitiveness, economy, efficiency and equal opportunity to all prospective tenderers/Bidders, while rendering any advice/service to NHB, in regard with matters related to selection of technology and determination of design and specifications of the subject matter, Bid eligibility criteria and Bid evaluation criteria, mode of tendering, tender notification, etc.

8. Co-operation in the Processes:

The Bidder shall cooperate fully with any legitimately provided/constituted investigative body, conducting inquiry into processing or execution of the consultancy contract/any other matter related with discharge of contractual obligations by the Bidder.

9. Sanctions for Violations

9.1 Any breach of the aforesaid provisions 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 NHB to take all or any one of the following actions, whenever required:

- (i) To immediately call off the pre contract negotiations without assigning any reason or giving any compensation to the Bidder. However the proceedings with the other Bidder(S) would continue.
- (ii) The Earnest Money Deposit (in per-contract stage) and / or Security Deposit /Performance Bond/PBG (after the contract is signed) shall stand forfeited either fully or partially, as decided by NHB and NHB shall not be required to assign any reason therefor.
- (iii) To immediately cancel the contract, if already signed, without giving any compensation to the Bidder.
- (iv) To recover all sums already paid by NHB, and in case of an 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 the LIBOR. If any outstanding payment is due to the Bidder from NHB in connection with any other contract, such outstanding payment could also be utilized and appropriated by NHB to recover the aforesaid sum and interest.
- (v) 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 NHB, along with interest.
- (vi) To cancel all or any other contracts with the Bidder. The Bidder shall be liable to pay compensation for any loss or damage to NHB resulting from such cancellation

RFP for Procurement of Video Conference Solution at National Housing Bank

/ rescission and NHB shall be entitled to deduct the amount so payable from the money(s) due to the Bidder.

- (vii) To debar the Bidder from participating in future Bidding process of NHB for a minimum period of five year which may be further extended at the discretion of NHB.
- (viii) To recover all sums paid in violation of this Integrity Pact by Bidder(S) to any middleman or agent or broker with a view to securing the contract.
- (ix) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by NHB with the Bidder, the same shall not be opened.
- (x) Forfeiture of Performance Bond/PBG in case of a decision by NHB to forfeit the same without assigning any reason for imposing sanction for violation of this Integrity Pact.

9.2 NHB will be entitled to take all or any the actions mentioned at para 10.1(i) to (x) of this Integrity 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 defined in Chapter IX of the Indian Penal Code, 1860 or Prevention or Corruption Act, 1988 or any other statute enacted for prevention of corruption.

9.3 The decision of NHB to the effect that a breach of the provisions of this Integrity 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 Integrity Pact.

10. Fall Clause:

The Bidder undertakes that it has not supplied/is not supplying similar product/ systems or subsystems at a price lower than that offered in the present Bid in respect of any other Ministry/Department of the Government of India or PSU/Public Sector Bank and if it is found at any stage that similar product/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 NHB, if the contract has already been concluded.

11. Disqualification & Forfeiture of EMD/PBG etc

The Bidder(s) agree(s) that:

- (a) Prior to award of contract or during execution of the contract, if the Bidder (s) has/have committed any transgression/breach of this Integrity Pact, NHB is entitled to disqualify the Bidder(s) from the tendering process/terminate the contract.
- (b) If NHB disqualifies the Bidders(s) from the tendering process prior to award of contract under clause (a) above, NHB is entitled to demand and recover the damages equivalent to the EMD and in such event, the EMD shall be forfeited.
- (c) After selection of the successful Bidder and/or during execution of the contract, any

RFP for Procurement of Video Conference Solution at National Housing Bank

breach/violation by the successful Bidder of this Integrity Pact under clause (a) above shall entail forfeiture of performance bond/Performance Bank Guarantee (PBG).

- (d) It is agreed that the decision of NHB regarding forfeiture of EMD/performance bonds/PBG shall be final and binding.

12. Independent External Monitors:

- 12.1 NHB has appointed Shri Lov Verma, IAS (Retd.) (email id: lov_56@yahoo.com) and Shri Hare Krushna Das, IAS (Retd.) (email id: hkdash184@hotmail.com) as independent external monitors (hereinafter referred to as "the Monitors") for this Integrity Pact in consultation with the Central Vigilance Commission.
- 12.2 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 Integrity Pact.
- 12.3 The Monitors shall not be subject to instructions by the representatives of the Parties and perform their functions neutrally and independently.
- 12.4 Both the Parties accept that the Monitors have the right to access all the documents relating to the project procurement including minutes of meeting.
- 12.5 As soon as the Monitor notices, or has reason to believe a violation of this Integrity Pact, he will so inform the Authority designated by NHB.
- 12.6 The Bidder accepts that the Monitor has the right to access without restriction to all project documentation of NHB including that provided by the Bidder. The Bidder will also grant the Monitor upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to sub-contractors. The Monitor shall be under contractual obligation to treat the information and documents (s) of the Bidder/sub-contractor with confidentiality.
- 12.7 NHB will provide to the Monitor sufficient information about all meetings among the Parties related to the project provided such meeting could have an impact on the contractual relations between the Parties. The Parties will offer to the Monitor the option to participate in such meeting.
- 12.8 The Monitor will submit a written report to the designated Authority of NHB within 8 to 10 weeks from the date of reference or intimation to him by NHB/Bidder and, should the occasion arise, submit proposals for correcting problematic situations.

13. Facilitation of Investigation:

In case of any allegation of violation of any provision to this Integrity Pact or payment of commission, NHB or its agencies shall be entitled to examine all the documents including the Books of Accounting 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.

14. Law and Place of Jurisdiction:

This Integrity Pact is subject to Indian Law. Any dispute arising out of this shall be subject the jurisdictions of the Courts at New Delhi.

RFP for Procurement of Video Conference Solution at National Housing Bank

15. Other Legal Action:

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provision of the extant law in force relating to any civil or criminal proceedings. However, the Parties shall not approach the Courts of Law while representing the matters to the Monitor/s and shall await the decision of the Monitor/s in the matter.

16. Validity:

- 16.1 The validity of this Integrity Pact shall be from date of its signing and extend up to 3 years or the complete execution of the contract to the satisfaction of both NHB and the Bidder, including warranty period, whichever is later. In case Bidder is unsuccessful, this Integrity Pact shall expire after six month from the date of the signing of this Integrity Pact.
- 16.2 Should one or several provisions of this Integrity Pact turn out or be invalid, the remainder of this Integrity Pact shall remain valid. In this case the Parties will strive to come to an agreement to their original intentions.

The Parties hereto sign this Integrity Pact on the day, month and year and at the place mentioned herein below.

For National Housing Bank	For Bidder
(Authorised Signatory)	(Authorised Signatory)
Place:	Place:
Date:	Date:
<u>Witness</u>	<u>Witness</u>
1. _____	1. _____
_____	_____
(Name & Address)	(Name & Address)
2. _____	2. _____
_____	_____
(Name & Address)	(Name & Address)

(provisions of these clauses would need to be amended /deleted in line with the policy of NHB in regard to involvement of Indian agents of foreign suppliers.)*

RFP for Procurement of Video Conference Solution at National Housing Bank

Annexure 'R'-(Resolution matrix)

(To be submitted alongwith Technical Bid)

We declare that we will adhere to following resolution matrix during our service contract period with NHB:

Situation	Expected response of Service Provider
Catastrophic business impact: Complete loss of a core (mission critical) business process and work cannot reasonably continue Needs immediate attention	1st call response immediate · Our Resources at Your site as soon as possible. · Continuous effort on a 24x7 basis · Notification of Our Senior Executives
Critical business impact: · Significant loss or degradation of services. · Needs attention within 1hour	1st call response in 1 hour or less · Our Resources at Your site as required. · Continuous effort on a 24x7 basis · Notification of Our Senior Managers
Moderate business impact: · Moderate loss or degradation of services but work can reasonably continue in an impaired manner. · Needs attention within 2 Business Hours	1st call response in 2 hours or less · Effort during Business Hours
Minimum business impact: · Substantially functioning with minor or no impediments of services. · Needs attention within 4 Business Hours	1st call response in 4 hours or less · Effort during Business Hours only

Authorized Signatories

(Name & Designation, seal of the company)

Date:

RFP for Procurement of Video Conference Solution at National Housing Bank

Annexure 'S' - Undertaking by Bidder

The Bidder should give the following Undertaking/certificate on its letterhead

CERTIFICATE

I have read the Clause 3.39 of this RFP regarding restriction on procurement from a bidder of a country which shares a land border with India; I certify that << **name of the Bidder** >> is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that this Bidder fulfills all requirements in this regard and is eligible to be considered. [Evidence of valid registration by the Competent Authority shall be attached.]

Authorized Signatories

(Name & Designation, seal of the company)

Date:

End of RFP