

## REQUEST FOR PROPOSAL (RFP)

FOR

selection of vendor for,

- A) Lift and Shift of the existing hardware placed at UCO DC at Bangalore & UCO DR at Kolkata to PNB DR at Kolkata and PNB DC Delhi
- B) Commissioning (Port mapping) of the existing hardware wherever applicable.



**WEST BENGAL GRAMIN BANK  
INFORMATION TECHNOLOGY DEPARTMENT, HEAD OFFICE**

**RFP Ref. No: WBGB/HO/IT/ 287/2025-26 Date: 31/01/2026**

The information provided by the bidders in response to this Request for Proposal (RFP) will become the property of West Bengal Gramin Bank and will not be returned. The Bank reserves the right to amend, rescind, cancel or reissue this RFP and all amendments will be advised to the bidders and such amendments will be binding upon them. The Bank also reserves its right to accept or reject any or all responses to this RFP without assigning any reason whatsoever.

- A) This document is prepared by West Bengal Gramin Bank for selection of an vendor for Lift and Shift of the existing hardware placed at UCO DC at Bangalore & UCO DR at Kolkata to PNB DR at Kolkata and PNB DC Delhi
- B) Commissioning (Port mapping) of the existing hardware wherever applicable.

### **Disclaimer**

While the document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by WEST BENGAL GRAMIN BANK or any of its employees, in relation to the accuracy or completeness of this document and any liability thereof expressly disclaimed. The purpose of this RFP document is to provide Bidder with information to assist the formulation of their Proposals. This RFP document does not claim to contain all the information each Bidder may require. The RFP is not an offer by West Bengal Gramin Bank, but an invitation for bidder's responses. No contractual obligation on behalf of West Bengal Gramin Bank, whatsoever, shall arise from the offer process unless and until a formal contract is signed and executed by duly authorized officials of West Bengal Gramin Bank and the Bidder. West Bengal Gramin Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP document.

**Bid Schedule and Address:**

<b>Tender Reference</b>	<b>RFP Ref No: WBGB/HO/IT/287/2025-26 Date: 31.01.2026</b>
<b>Cost of Tender Document</b>	<b>Rs.500/- (Rupees Five Hundred Only)</b>
<b>Date of issue of RFP</b>	<b>31.01.2026</b>
<b>Earnest Money Deposit (EMD)</b>	<b>Rs. 1,00,000/- (Rupees One Lac Only)</b>
<b>Date of commencement of sale of tender document</b>	<b>31.01.2026</b>
<b>Last date for submitting queries for the Pre-bid Meeting</b>	<b>09.02.2026</b>
<b>Pre bid Meeting and Venue</b>	<b>10.02.2026 at 3:30 PM West Bengal Gramin Bank, Camp Office, Howrah Information Technology Department Natabar Pal Road, Tikiapara Howrah - 711101</b>
<b>Last Date and Time for receipts of tender bids</b>	<b>19.02.2026 at 03:00 PM</b>
<b>Opening of Technical Bids</b>	<b>19.02.2026 at 04:00 PM</b>
<b>Opening of Commercial/Price Bid</b>	<b>Will be informed subsequently to eligible &amp; technically qualified bidders.</b>
<b>Website for Online RFP</b>	<b>www.wbgb.bank.in</b>
<b>Address of Communication</b>	<b>General Manager, West Bengal Gramin Bank, Camp Office, Howrah Information Technology Department Natabar Pal Road, Tikiapara Howrah - 711101</b>
<b>Email address</b>	<b>ho.tender@wbgb.bank.in</b>
<b><u>Note:</u> Bank reserves the right to accept or reject in part or full, any or all tenders without assigning any reason whatsoever and without any cost and compensation therefore. Any decision of Bank in this regard shall be final, conclusive and binding on all the Tenderers</b>	

**Note :-**

If last day of submission of bid is declared a holiday under NI Act by the Government or any restriction imposed by Government, subsequent to issuance of RFP the next working day will be deemed to be the last day for submission of the RFP. The Bid/s which is/are deposited after the said date and time shall not be considered.



## INTRODUCTION

### **1. About WBGB :**

**West Bengal Gramin Bank** (hereinafter referred to as 'Bank or WBGB) is one of the leading Regional Rural Bank in West Bengal with 961 branches in rural areas across all the 23 districts, formed by the amalgamation of three older RRBs (Bangiya Gramin Vikash Bank, Paschim Banga Gramin Bank, Uttarbanga Kshetriya Gramin Bank) as of May 1, 2025, sponsored by Punjab National Bank.

### **2. Objective of RFP:**

**West Bengal Gramin Bank** Invites Request for Proposal (hereinafter referred to as "RFP" or "Tender") for Selection of Service provider/ Agency (hereinafter referred to as "Bidders") for,

- A) Lift and Shift of the existing hardware placed at UCO DC at Bangalore & UCO DR at Kolkata to PNB DR at Kolkata and PNB DC Delhi and
- B) Commissioning (Port mapping) of the existing hardware wherever applicable.

## Fact Sheet

This **Fact Sheet** comprising of important factual data on the tender is for quick reference of the bidder.

Clauses	Topic
1	The tender document can be downloaded from <a href="https://www.wbgb.bank.in/tenders.aspx">https://www.wbgb.bank.in/tenders.aspx</a>
2	Tender fee of amount Rs.500 (Rupees five hundred only) by The Cost of tender documents shall be paid through Demand Draft in favour of West Bengal Gramin Bank and payable at Kolkata from any of the Nationalized bank failing to submit which the bid of the concerned bidder will be rejected. The Cost of tender document is non-refundable.
4	Earnest Money Deposit of amount Rs.1,00,000/- (Rupees One Lakh only) by Demand Draft in favour of West Bengal Gramin Bank and payable at Kolkata from any of the Nationalized bank OR Bank Guarantee as mentioned at Form 4.
5	The Proposal should be filled by the Bidder in English language only.
	The proposals should be submitted manually in a sealed cover at Camp Office, Howrah, Information Technology Department Natabar Pal Road, Tikiapara, Howrah – 711101 West Bengal Gramin Bank. No other method of submission of RFP shall be entertained.
	<b><u>Bid Evaluation Process</u></b> <ul style="list-style-type: none"><li>• Evaluation Committee will assess the General &amp; Technical Bids responsiveness as per the Eligibility Criteria defined in the tender Document.</li><li>• Commercial proposal of the bidders who qualifies in General &amp; Technical Evaluation shall be opened. Lowest cost selection method will be adopted during selection of bidder. Final award of work will be made on the lowest cost (L1 on total price)</li></ul>
	Proposals/ Bids must remain valid 180 days after the last submission date.
	The bidder should quote price in Indian Rupees only. The offered price must be exclusive as well as inclusive of taxes and duties. However, the taxes as appropriate & applicable would be paid at the prevalent rates.

## Background Information

### 1.1 Scope of Work: IT Infrastructure Lift, Shift, and Commissioning

- A) The scope of work involves Lift and Shift of the existing hardware placed at UCO DC at Bangalore & UCO DR at Kolkata to PNB DR at Kolkata and PNB DC Delhi and
- B) Commissioning (Port mapping) of the existing hardware wherever applicable.

The following scope of work needs to be undertaken.

#### 1. Project Overview

The Vendor is required to execute an end-to-end relocation of Data Center (DC) infrastructure from current locations to new sites. This is a turnkey "Lift and Shift" operation where the Vendor provides all labor, packing materials, and logistics to ensure the infrastructure is safely transported and restored to "Live" status.

#### Primary Routes:

- Kolkata DR -> Delhi DC
- Bangalore DC -> Navi Mumbai DR

#### 2. Pre-Migration Requirements

- **Site Assessment:** Upon approval, the Vendor shall visit existing sites to audit inventory, cabling, and rack layouts.
- **Plan of Action (PoA):** The Vendor must submit a comprehensive migration plan for Bank approval. This must include timelines, resource allocation, and risk mitigation strategies.
- **Port Mapping:** For specific devices, including **Report Servers**, the Vendor must document all port mappings and cable configurations *prior* to decommissioning.
- **Permissions:** The Vendor is responsible for obtaining all necessary transit and shifting permissions from local and regulatory authorities at no additional cost to the Bank.

#### 3. Decommissioning and Specialized Packing

The Bank will not provide manpower for physical activities. The Vendor must:

- **Shut Down & Unmount:** Gracefully shut down and unmount hardware using professional-grade powered tools.
- **Inventory Management:** Label, index, and mark all devices, cables, and racks to ensure accurate reinstallation.
- **OEM-Standard Packing:** Use premium materials to prevent transit damage, including:
  - Antistatic bubble wrap and stretch film.
  - Shock-absorbing Polyurethane (PU) foam and silica gel packets.
  - Specially designed corrugated server cartons sized per "U" height.
  - Full box packing for loaded racks.

#### 4. Secure Logistics & Insurance

- **Transportation:** Use dedicated containerized vehicles equipped with one-time tamper-proof locks for secure transit.
- **Transit Insurance:** The Vendor shall procure comprehensive transit insurance for all assets on behalf of the Bank.
  - *Note: Costs will be reimbursed by the Bank at actuals upon submission of proof before transit begins.*
- **Asset Valuation:** The Bank will provide current asset values for insurance purposes (subject to minor inventory variations).

#### 5. Installation and Commissioning ("Making Live")

The Vendor is responsible for bringing the infrastructure to an operational state at the destination:

- **Physical Setup:** Unpacking, movement within the new DC, mounting, and re-mounting of devices/racks and power on the servers.
- **Connectivity:** Re-cabling all devices according to the pre-migration port mapping wherever applicable.
- **Report Servers:** Specifically ensure these are mounted, connected, and factored with all associated components to be fully accessible from the new location. **(Annexure 1)**
- **Verification:** Infrastructure is considered "Live" once the hardware is powered on, reachable over the network where applicable, and applications are accessible.

#### 6. Roles and Responsibilities

Activity	Responsibility
Physical Labor & Tools	Vendor
Packing Materials (OEM Grade)	Vendor
Logistics, insurance & Security during transition	Vendor
WAN Links & Network Readiness	Bank
DC Monitoring, Seats & Access	Bank

## 2 Instructions to the Bidders

### 2.1 Compliant Tenders / Completeness of Response

Bidders are advised to study all instructions, forms, requirements, appendices and other information in this tender/RFP document carefully before submitting the tender. No further rectification is allowed once the tender is submitted.

### 2.2 Right to Terminate the Process

WBGB reserves the right to terminate the RFP process at any time and without assigning any reason thereof. WBGB makes no commitments, express or implied, that this process will result in a business transaction with anyone.

### 2.3 RFP Document Fees

RFP document can be downloaded from <https://www.wbgb.bank.in>. Tender fee of amount Rs.500 (Rupees five hundred only) by The Cost of tender documents shall be paid by Demand Draft in favour of West Bengal Gramin Bank and payable at Kolkata from any of the Nationalized bank. The bidder has to provide the Bank the UTR no. generated after the NEFT

(hard copy of the receipt generated should be submitted along with the bid documents), failing which the bid of the concerned bidder will be rejected. The Cost of tender document is non-refundable. Proposals received without or with inadequate RFP Document fees shall be rejected.

In case of bidders being an MSME under registration of any scheme of Ministry of MSME, they are exempted from the submission of EMD and the Tender Cost / Fee. A valid certificate in this regard issued by the Ministry of MSME has to be submitted along with the bid.



## 2.4 Earnest Money Deposit (EMD)

Bidders shall submit offline/physically EMD of Rs.1,00,000/- (Rupees One Lakh only) offline/physically on or before the last date and time of submission of the tender. The Bidder(s) must submit Earnest Money Deposit along with Eligibility Bid in the form of Demand Draft/ Bank Guarantee valid for a period of 180 days, with a further claim period of 30 days from the date of opening of Eligibility/Technical Bid in the format given in **Form 4**, in favour of West bengal Gramin Bank payable at Kolkata for an amount mentioned hereunder:

Particulars of Job to be undertaken	EMD
RFP for selection of vendor for A) Lift and Shift of the existing hardware placed at UCO DC at Bangalore & UCO DR at Kolkata and B) Commissioning (Port mapping) of the existing hardware.	<b>Rs.1,00,000/- (Rupees One Lakh Only)</b>

Non-submission of Earnest Money Deposit will lead to outright rejection of the Offer. The EMD of unsuccessful bidders will be returned to them on completion of the procurement process. The EMD (Earnest Money Deposit) of successful bidder(s) will be returned on submission of Performance Bank Guarantee.

The EMD will not bear any interest and it may be forfeited under the following circumstances:

- a. If the bidder withdraws its bid during the period of bid validity (180 days from the date of opening of bid).
- b. If the bidder makes any statement or encloses any form which turns out to be false, incorrect and / or misleading at any time prior to signing of contract and/or conceals or suppresses material information; and / or
- c. The selected bidder withdraws his tender before furnishing an unconditional and irrevocable Performance Bank Guarantee.
- d. The bidder violates any of the provisions of the terms and conditions of this tender specification.
- e. In case of the successful bidder, if the bidder fails:
  - if the bidder fails to sign the work order in accordance with this RFP.
  - To furnish Performance Bank Guarantee in the form and manner to the satisfaction of BANK within the stipulated time period.

### 2.4.1 Language

The Proposal should be filled by the bidders in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern.

### 2.4.2 Deadline for Submission of proposals

Proposals, in its complete form in all respects as specified in the RFP, must be

submitted only through Offline/ Physically on or before 19.02.2026, 3.00 PM. The bids submitted by any other means shall not be accepted.

## **2.5 Bid Evaluation process**

- The Tender Committee of WBGB shall evaluate the responses to the RFP and all supporting documents / documentary evidence/ incomplete bids. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.
- The decision of the Tender Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.
- The Tender Committee reserves the right to reject any or all proposals on the basis of any deviations.

### **2.5.1 Tender Opening**

The Proposals submitted up to 3.00 PM on 19.02.2026 manually/ off-line at Camp Office, Howrah, Information Technology Department Natabar Pal Road, Tikiapara, Howrah – 711101 West Bengal Gramin Bank, will be opened at 4.00 PM on 19.02.2026 by WBGB. Please note that only Eligible & Technical bids will be opened on the above date. Commercial bid will be opened later for the qualified bidders.

## 2.5.2 Tender Validity

The offer submitted by the Bidders should be valid for minimum period of 180 days from the date of submission of Tender.

## 2.5.3 Tender Evaluation

Initial bid scrutiny will be held and incomplete details as given below will be treated as non-responsive. If Proposals;

- Are not submitted in format as specified in the RFP document
- Are found with suppression of details
- With incomplete information, subjective, conditional offers and partial offers submitted
- Submitted without the documents requested in the checklist.
- Have non-compliance of any of the clauses stipulated in the RFP with lesser validity period

WBGB will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by a committee according to the Evaluation process defined in this RFP document. The decision of the Committee will be final in this regard.

## 2.5.4 Selection method

Lowest Cost method of selection shall be followed. The bidder will be ranked in order of the cost in financial bids after qualifying the General and Technical bid.

## 2.6 Criteria for Evaluation

### 2.6.1 Pre-Qualification (PQ) / Eligibility Criteria (General & Technical Bid)

SLN	Basic Requirement	Specific Requirements	Documents Required
1	Sales Turnover	Annual Average Turnover of the three financial years, i.e., 2022-23, 2023-24, 2024-25 (as per the last published Balance sheets), should have a minimum of 25 Crores.	Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor
	Net Worth	The bidder should have positive net worth during the last three financial years i.e. FY2022-23, FY2023-24, FY2024-25	Provide CA Certificate mentioning the net worth for the past three financial years i.e. FY2022-23, FY2023-24, FY2024-25

2	Technical Capability	The service provider should have Data Centre Migration (Lift & Shift) experience of minimum 3 customers with total of atleast 10 racks migration from organisations in India	1.Sign-off/ Completion Certificates. 2.Work Order from the client.
3	Legal Entity	Bidder should be a limited company (Public/Private) registered in India under the Companies Act, 1956/2013 or Partnership firm / LLP registered in India under Partnership Act 1932/2008 as amended, for the last 3 years as on RFP issuance date.	1. Certificates of 2.Incorporation. 3.Partnership Deed. 4.Copies of Memorandum of Association and Articles of Association
4	PAN Card	The Bidder should have PAN Card of its organization	Copy of PAN Card
5	Income Tax Return	The Bidder should have proof of Income Tax Return	Proof of Income Tax Return – March 2023, March 2024, March 2025
6	GST Registration	The bidder should have GST Registration Certificate	GST Registration proof
7	GST Return	The Bidder should have proof of GST Return	Proof of GST Return for last 3 years upto March 2025
8	Blacklisting	A self-certified letter by the authorized signatory of the bidder that the bidder has not been blacklisted/ debarred by any Central / State Government / Public Sector or under a declaration of ineligibility for corrupt or fraudulent practices as on date of publication of this RFP must be submitted on original letter head of the bidder with signature and stamp.	A Self certified letter by authorized signatory

Non-compliance to any of the above general & technical specification may attract rejection of the proposal. Bidders who qualify the general & technical evaluation will be considered for commercial bid evaluation.

## **2.7 Commercial Bid Evaluation**

The Financial Bids of the bidders qualified in general & technical bid evaluation will be opened on the prescribed date.

The Bidder, who has submitted the lowest Commercial bid in total (for both A & B components), shall be selected as the L1 and shall be awarded the assignment.

The offered price must be exclusive as well inclusive of taxes and duties. The taxes as appropriate & applicable would be paid at the prevalent rates.

Any conditional bid shall be rejected.

**Errors & Rectification:** Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".

### **2.7.1 Performance Guarantee**

The WBGB will require the selected bidder to provide a Performance Bank Guarantee (PBG) of 10% of value of the work order drawn from a Nationalized Bank, in favour of the West Bengal Gramin Bank within 7 days of issue of the work order and prior to execution of the server shifting work failing which it shall be assumed that the WBGB is not willing to execute the work and subsequently, the work order shall be cancelled and may be issued in favour of the L2 bidder in L1 price. If the L2 bidder does not agree to the L1 price, then the Tender Committee reserves the right to negotiate with the other bidders participated in this tender to execute the work in L1 price.

### **2.7.2 Fraud and Corrupt Practices**

The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the WBGB shall reject the Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process or after the issue of the LOI or the execution of the work order, in such an event, the WBGB shall, without prejudice to its any other rights or remedies, forfeit the EMD or Performance Security, as the case may be. Such Bidder shall not be eligible to participate in any tender or RFP issued by the WBGB during a period of 2 (two) years.

## **3 Terms and Conditions:**

### **3.1 Termination Clause**

#### **3.1.1 Right to Terminate the Process**

WBGB reserves the right to cancel the work order placed on the selected bidder and recover expenditure incurred by WBGB and forfeit the EMD/PBG if the bidder commits a breach of any of the terms and conditions of the bid / work order.

### **3.2 Acceptance Tests**

Selected bidder in presence of the WBGB authorized officials will conduct acceptance test at the site. The test will involve installation and commissioning and successful operation of the hardware, software and communication equipment etc. No additional charges shall be payable by the WBGB for carrying out these acceptance tests. The agency should do the shifting work in close association/coordination with the AMC vendor in order to ensure proper and seamless execution of the shifting and associated work as mentioned in this tender document.

### **3.3 Penalty**

The Bidder shall perform its obligations under the work order issued by WBGB in a professional manner. Penalty @ 0.5% per day upto 10% for delay will be levied on the vendor.

WBGB may impose penalty to the extent of damage to its any equipment, if the damage was due to the actions directly attributable to the staff of Bidder.

WBGB shall implement all penalty clauses after giving due notice to the bidder.

### **3.4 Dispute Resolution Mechanism:**

WBGB and the vendor shall make every effort to resolve amicably by direct negotiation any disagreement or dispute arising between them under or in connection with the work assigned. In case of their failure to resolve the matter, the same will be referred to the Chairman, WBGB whose decision will be final and binding on both the parties.

### **3.5 Arbitration:**

Arbitration Proceedings if any shall be held in Kolkata.

### **3.6 Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of Kolkata courts only.

### **3.6 Force Majeure**

Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or WBGB as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the work order. The bidder shall submit a request to WBGB within 7 days of such occurrence for decision by WBGB.

### **3.7 Timeline:**

The activities need to be completed within 3 weeks from the date of Purchase Order issued.

### **3.8 Agreement Signing:**

The selected vendor in the tendering process needs to sign an service level agreement with the Bank in the bank's prescribed format after receiving the work order from the Bank.

### 3.9 Locations:

S.No	Source DC	Target Details	Target Address	Target Floor
1	UCO DR Site, 6th Floor 3 & 4 DD Block, Sector - 1, Saltlake, Kolkata 700064	PNB DC Location	PNB HO, 5, Sansad Marg, 3rd Floor, near Patel Chowk, New Delhi-110001	3rd Floor (Lift available 2nd/4th floor)
2	UCO DC, 2nd Floor Tata communications, No.2, KEB layout, Sanjay Nagar Main Road, Near Geddalahalli Bus Stop, Bangalore, Karnataka - 560094.	PNB DR Location	Plot No 29, Sec-11, CBD Belapur, Navi Mumbai-400614	Ground Floor

**4.0 Materials to be shifted :**

Item	OEM	Kolkata Location-Quantity	Bangalore Location-Quantity
Server	HP	29	23
Storage	HP	03	03
Firewall	Fortinet/ Checkpoint	06	06
AAA Server	HP	01	01
HSM	UTIMACO	01	01
Load Balancer	F5	03	02
Router	Juniper	06	05
SAN Switch	HP	02	02
Switch	Juniper	09	09
<b>TOTAL</b>		<b>60</b>	<b>52</b>

**Note: Additionally, 52 LTO 9 tapes from Kolkata and 48 LTO 9 tapes along with 2 cleaning cartridges from each location needs to be moved from source to target locations. And besides above materials, all related accessories will be shifted. Detail List in Annexure 2.**

**4.1 Payment Terms**

**4.1.1 Paying Authority**

Payments as per the Schedule as mentioned below shall be paid by this office of WBGB.

**Payment Schedule for**

A) Lift and Shift of the existing hardware placed at UCO DC at Bangalore & UCO DR at Kolkata to PNB DR at Kolkata and PNB DC Delhi and

**B) Commissioning (Port mapping) of the existing hardware wherever applicable.**

Sl.	Milestone	Billable Fee (as % of Work order Value)
1	A) Lift and Shift of the old (existing) Server placed at UCO DC Bangalore and UCO DR at Kolkata to  B) Commissioning (Port mapping) of the existing hardware.	<ul style="list-style-type: none"> <li>40% of the total work order value will be paid after satisfactory shifting to the target locations after checking the physical damage.</li> <li>50% the total work order value will be paid after successful mounting, and re-mounting of</li> </ul>

Signature of the bidder

		devices/racks and power on the servers.
2		10% of balance payment shall be released after successful installation, synchronization and functioning of server for 90 days based on the user acceptance.

However, payment of the Bills would be payable, on receipt of advice/confirmation/service report on the above deliverables from the authorized technical person(s)/ PNB DC & DR team of WBGB and after receiving the Performance Bank Guarantee.

### 5. ACCEPTANCE TEST

All the delivered hardware/software/solution items wherever applicable may be subjected to an acceptance. Service provider has to arrange one Engineer at the site at the date and time mentioned by the Bank to assist in the verification & acceptance.

### 6. Rejection of the Bid

The Bid is liable to be rejected if:

- a. The document including the RFP does not bear signature of authorized person on each page signed and duly stamp.
- b. It is received through Fax/E-mail.
- c. It is received after expiry of the due date and time stipulated for Bid submission.
- d. Incomplete Bids /Conditional Bids/ incorrect information in bid / Bids not conforming to the terms and conditions stipulated in this Request for proposal (RFP) are liable for rejection by the Bank.
- e. Bidder should comply with all the points mentioned in the RFP. Noncompliance of any point will lead to rejection of the bid.
- f. Any form of canvassing/lobbying/influence/query regarding short listing, status etc. will be a disqualification.

**General Manager**

## **Appendix I: Forms & Formats for Pre-Qualification & Technical Bid**

The bidders are expected to respond to the RFP using the forms given in this section and all documents supporting Pre-Qualification and Technical Evaluation Criteria.

Pre-Qualification Bid and Technical Proposal shall comprise of following forms:

### **Forms to be used in Pre-Qualification Proposal**

Form 1: Compliance Sheet for Pre-qualification Proposal

Form 2: Particulars of the Bidders

Form 3: Project Experience of the Bidder (Last five years)

Form 4: Bank Guarantee for Earnest Money Deposit (EMD)

Form 5: Performance Bank Guarantee

Form 6: Letter of Proposal

## Form 1: Compliance Sheet for Pre-qualification Proposal

(The pre-qualification proposal should comprise of the following basic requirements. The documents mentioned in this compliance sheet along with this form, needs to be a part of the Pre-Qualification proposal)

SI	Basic Requirement	Documents Required	Provided (Yes/No)	Reference & Page No
1	Legal Entity	Copy of Certificate of Incorporation and Certificate of Commencement issued by the competent authority		
		Copy of GST Registration		
		Copy of GST Return till March 2025 from 2023		
		Copy of PAN Card		
		Copy of Income Tax Return – March 2023, March 2024, March 2025		
	The bidder should have positive net worth during the last three financial years i.e. FY2022-23, FY2023-24, FY2024-25	Provide CA Certificate mentioning the net worth for the past three financial years i.e. FY2022-23, FY2023-24, FY2024-25		
3	Tender Document Fee	UTR Receipt		
4	Earnest Money Deposit	Demand Draft / Bank Guarantee using Form 4		
5	Sales turn over for last 3 years (2022-23,2023-24, 2024-25)	Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory Auditor		
6	Particulars of the bidder	As per Form 2		
7	Technical Capability	Project Experience in Form 3 with following supporting document. Completion Certificates from the Client or Work order		
8	Blacklisting/ Debarring	A self-certified letter/ certificate		

**Form 2: Particulars of the Bidders**

RFP NO: \_\_\_\_\_, Date: \_\_\_\_\_

- 1. Name of the Firm/Company
- 2. Incorporation Status
- 3. Address of Office
- 4. Telephone No  Fax No
- 5. Email Address
- 6. Website
- 7. Registration No & Date

8. No of Full time personnel:

Operations	Other	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>

9. No. of years of proven experience of providing similar Services

10. Annual Turnover of the company (in last three years)

Fiscal Year	Amount (Rs.)		
	PBT	PAT	ATO
2022-2023	<input type="text"/>	<input type="text"/>	<input type="text"/>
2023-2024	<input type="text"/>	<input type="text"/>	<input type="text"/>
2024-2025	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature of witness

Date:

Place:

Signature of the Tenderer

Date:

Place:

Company Seal

### Form 3: Project Experience of the Bidder

RFP NO: \_\_\_\_\_, Date: \_\_\_\_\_

SI No.	Name of the Client/ Location	Name of the Project as mentioned in the Work Order	Project Period (Start & End Date)	Name of System Software Installed and Maintained	Bidders Role in the Project	Cost of the Project	Completion & Certificate attached (Y/N)
1							
2							
3							

Signature of witness  
Date:  
Place:

Signature of the Tenderer  
Date:  
Place:

Company Seal

Signature of the bidder

## Form 4: Bank Guarantee for Earnest Money Deposit (EMD) Template

RFP NO:

To,

The General Manager  
West Bengal Gramin Bank  
Near NH 34, Chuanpur, P.O. Berhampur

Whereas <<Name of the bidder>> (hereinafter called 'the Bidder') has submitted the bid for Submission of RFP <<RFP Number>> dated <<Date>> for A) Lift and Shift of the existing hardware placed at UCO DC at Bangalore & UCO DR at Kolkata to PNB DR at Kolkata and PNB DC Delhi and B) Commissioning (Port mapping) of the existing hardware wherever applicable.

Know all Men by these presents that we <<Name of the Bidder>> having our office at <<Address>> (hereinafter called "the Bank") are bound unto the <<Nodal Agency>> (hereinafter called "the Purchaser") in the sum of Rs. <<Amount in figures>> (Rupees <<Amount in words>> only) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this <<Date>>

The conditions of this obligation are:

1. If the Bidder having its bid withdrawn during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of validity of bid
  - (a) Withdraws his participation from the bid during the period of validity of bid document; or
  - (b) Fails or refuses to participate in the subsequent Tender process after having been short listed;

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to <<insert date>> and including <<extra time over and above mandated in the RFP>> from the last date of submission and any demand in respect thereof should reach the Bank not later than the above date.

**NOTWITHSTANDING ANYTHING CONTAINED HEREIN:**

- I. Our liability under this Bank Guarantee shall not exceed Rs. <<Amount in  
Signature of the bidder

figures>> (Rupees <<Amount in words>> only)

- ii. This Bank Guarantee shall be valid upto<<insert date>>)
- iii. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this Bank Guarantee that we receive a valid written claim or demand for payment under this Bank Guarantee on or before <<insert date>>) failing which our liability under the guarantee will automatically cease.

(Authorized Signatory of the Bank)

Seal:

Date:



## **Form 5 : Performance Bank Guarantee Template**

To,

The General Manager,  
WEST BENGAL GRAMIN BANK  
HEAD OFFICE  
BMC HOUSE, NH-34, CHANPUR  
PO- CHALTIA, BERHMAPORE, MURSHIDABAD  
PIN - 742101

### **Sub. : Performance Bank Guarantee**

Sir,

Whereas, <<name of the supplier and address>> (hereinafter called "the Bidder") has undertaken, in pursuance of contract no. <<insert contract no.>> dated. <<insert date>> to provide Implementation services for <<name of the assignment>> to WBGB (hereinafter called "the beneficiary")

And whereas it has been stipulated by in the said contract that the Bidder shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, <<name of the bank>> a banking company incorporated and having its head /registered office at <<address of the registered office>> and having one of its office at <<address of the local office>> have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, upto a total of `<<insert value>> (Rupees <<insert value in words>> only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of `<<insert value>> (Rupees <<insert value in words>> only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change,

Signature of the bidder

addition or modification.

This Guarantee shall be valid until <<Insert Date>>)  
Notwithstanding anything contained herein:

- i. Our liability under this bank guarantee shall not exceed Rs<<insert value>> (rupees <<insert value in words>> only).
- ii. This bank guarantee shall be valid upto<<insert expiry date>>)
- iii. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before <<insert expiry date>>) failing which our liability under the guarantee will automatically cease.

## Form 6: Letter of Proposal

<Location, Date>

The General Manager,  
WEST BENGAL GRAMIN BANK  
HEAD OFFICE  
BMC HOUSE, NH-34, CHANPUR  
PO- CHALTIA, BERHMAPORE, MURSHIDABAD  
PIN - 742101

**Subject:** Submission of the Technical bid for A) Lift and Shift of the existing hardware placed at UCO DC at Bangalore & UCO DR at Kolkata to PNB DR at Kolkata and PNB DC Delhi and B) Commissioning (Port mapping) of the existing hardware wherever applicable.

Dear Sir/Madam,

We, the undersigned, offer to provide "Lift and Shift of the old (existing) Server placed at UCO DC at Bangalore & UCO DR at Kolkata and re-architecting, formatting, re-configuration of the old (existing) server" to the WBGB on with your Request for Proposal dated <insert date> and our Proposal. We are hereby submitting our Proposal, which includes this Technical bid and the Financial Bid sealed in a separate envelope.

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the Implementation services related to the assignment not later than the date indicated in Fact Sheet.

We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for 180 days as stipulated in the RFP document.

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

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of \_\_\_\_\_

Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix I: Commercial Proposal :**

<b>TABLE J: TOTAL PROJECT COST</b>				
<b>SI</b>	<b>Description</b>	<b>Cost</b>	<b>GST Amount</b>	<b>Cost with GST</b>
<b>1</b>	Lift and Shift of the existing hardware placed at UCO DC at Bangalore & UCO DR at Kolkata to PNB DR at Kolkata and PNB DC Delhi – <b>Total Part A</b>			
<b>2</b>	Commissioning (Port mapping) of the existing hardware – <b>Total of Part B</b>			
	<b>TOTAL</b>			

**TOTAL PROJECT COST Will be based on the summation of the Cost of Part A & Part B.**

**Lowest Bidder (L1) will be selected based on the Total Project Cost.**

**Annexure 1:**

ASSET LOCATION	GEO_LOCATION	ASSET_TYPE	MAKER	MODEL	SERIAL NO.
DR	BANGALORE	SAN Switch	HP	HPE SN6620C	JPG2740009W
DR	BANGALORE	SAN Switch	HP	HPE SN6620C	JPG2739006C
DR	BANGALORE	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4PG
DR	BANGALORE	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4QN
DR	BANGALORE	Storage	HP	HPE_3PAR_A630	SGH405M2H0

**Along with all accessories and router, switches and firewall if required.**

**Annexure 2:**

ASSET LOCATION	GEO_LOCATION	ASSET_TYPE	MAKER	MODEL	SERIAL NO.
DC	KOLKATA	AAA Server	HPE	Aruba Networks ClearPass Platform (C1000V)	0811-8633-8742-0674-2451-2864-69
DC	KOLKATA	Firewall	Fortinet	Fortinet FG400F	FG4H1FT923902897
DC	KOLKATA	Firewall	Fortinet	Fortinet FG400F	FG4H1FT923902883
DC	KOLKATA	Firewall	Checkpoint	Checkpoint 6400	2317BA0725
DC	KOLKATA	Firewall	Checkpoint	Checkpoint 6400	2317BA0764
DC	KOLKATA	Firewall	Checkpoint	Checkpoint 6400	2317BA0721
DC	KOLKATA	Firewall	Checkpoint	Checkpoint 6400	2317BA0730
DC	KOLKATA	HSM	UTIMACO	Se2k	P5SBA9E80131-CS850983
DC	KOLKATA	Load Balancer	F5	BigIPF5-BIG-LTM-R2600	f5-cced-iqfb
DC	KOLKATA	Load Balancer	F5	BigIPF5-BIG-LTM-R2600	f5-zwwp-jbzs
DC	KOLKATA	Load Balancer	F5	BigIPF5-BIG-LTM-R2600	f5-pzsz-tpza
DC	KOLKATA	Router	Juniper	JuniperSRX4100-SYS-JB-AC	DJ3622AR0166
DC	KOLKATA	Router	Juniper	JuniperSRX4100-SYS-JB-AC	DJ3622AR0097

DC	KOLKATA	Router	Juniper	JuniperSRX300-SYS-JB-T	CV4423AN0313
DC	KOLKATA	Router	Juniper	JuniperSRX300-SYS-JB-T	CV4423AN0342
DC	KOLKATA	Router	Juniper	JuniperSRX300-SYS-JB-T	CV4423AN0282
DC	KOLKATA	Router	Juniper	JuniperSRX300-SYS-JB-T	CV4423AN0272
DC	KOLKATA	SAN Switch	HP	HPE SN6620C	SJPG274000DW
DC	KOLKATA	SAN Switch	HP	HPE SN6620C	SJPG2740002K
DC	KOLKATA	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4TZ
DC	KOLKATA	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4V9
DC	KOLKATA	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4TB
DC	KOLKATA	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4TN
DC	KOLKATA	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4TH
DC	KOLKATA	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4V4
DC	KOLKATA	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4R6
DC	KOLKATA	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4RZ

DC	KOLKATA	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4VG
DC	KOLKATA	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4SS
DC	KOLKATA	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4TT
DC	KOLKATA	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4SC
DC	KOLKATA	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4QX
DC	KOLKATA	Server	HP	ProLiant DL20 Gen10 Plus	SGH404L4L4
DC	KOLKATA	Server	HP	ProLiant DL20 Gen10 Plus	SGH404L4L8
DC	KOLKATA	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4SB
DC	KOLKATA	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4T4
DC	KOLKATA	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4SP
DC	KOLKATA	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4T7
DC	KOLKATA	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4SG
DC	KOLKATA	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4T1

DC	KOLKATA	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4SY
DC	KOLKATA	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4S4
DC	KOLKATA	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4S7
DC	KOLKATA	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4VM
DC	KOLKATA	Server	HP	HPE DL360 Gen10	CNX30204YR
DC	KOLKATA	Server	HP	HPE DL-20 Gen10 Plus	CNX23602P8
DC	KOLKATA	Server	HP	HPE DL-20 Gen10 Plus	CNX23602P1
DC	KOLKATA	Server	HP	HPE DL360 Gen10	CNX30203KP
DC	HOWRAH-HO	Server	HP	HPE DL360 Gen10	CNX30203KB
DC	HOWRAH-HO	Server	HP	HPE DL-20 Gen10 Plus	CNX23602Q3
DC	HOWRAH-HO	Server	HP	HPE DL-20 Gen10 Plus	CNX23602N7
DC	KOLKATA	Server	HP	HPE DL360 Gen10	CNX30204YQ

DC	KOLKATA	Storage	HP	HPE MSA Storage MSA 2060 FC	SEV331W15G
DC	KOLKATA	Storage	HP	HPE_3PAR_A630	SGH405M5W0
DC	KOLKATA	Storage	HP	HPE MSA 2062 20 GB Usable	ACV243W2P4
DC	KOLKATA	Switch	Juniper	JuniperEX4650- 48Y-AFO-T	XH3123120023
DC	KOLKATA	Switch	Juniper	JuniperEX4650- 48Y-AFO-T	XH3123120172
DC	KOLKATA	Switch	Juniper	JuniperEX2300- 24T-TAA	JZ3624080379
DC	KOLKATA	Switch	Juniper	JuniperEX2300- 24T-TAA	JZ3624080041
DC	KOLKATA	Switch	Juniper	JuniperEX2300- 48T-TAA	JX3624090071
DC	KOLKATA	Switch	Juniper	JuniperEX2300- 48T-TAA	JX3624090040
DC	KOLKATA	Switch	Juniper	JuniperEX2300- 24T-TAA	JZ3624080318
DC	KOLKATA	Switch	Juniper	JuniperEX2300- 24T-TAA	JZ3624080150
DC	KOLKATA	Switch	HP	HPE Aruba 6000N	CN29L3M18T
DC	KOLKATA	Tape Library	HP	HPE MSL3040 Tape Library	DEC40211MP

DR	BANGALORE	AAA Server	HPE	Aruba Networks ClearPass Platform (C1000V)	0529-7982-9461-7722-7234-6432-86
DR	BANGALORE	Firewall	Fortinet	Fortinet FG400F	FG4H1FT923902417
DR	BANGALORE	Firewall	Fortinet	Fortinet FG400F	FG4H1FT923902896
DR	BANGALORE	Firewall	Checkpoint	Checkpoint 6400	2317BA0758
DR	BANGALORE	Firewall	Checkpoint	Checkpoint 6400	2317BA0723
DR	BANGALORE	Firewall	Checkpoint	Checkpoint 6400	2317BA0724
DR	BANGALORE	Firewall	Checkpoint	Checkpoint 6400	2045BA0308
DR	BANGALORE	HSM	UTIMACO	Se2k	P5SBA9E80130-CS851086
DR	BANGALORE	Load Balancer	F5	BigIPF5-BIG-LTM-R2600	f5-xlfo-lxof
DR	BANGALORE	Load Balancer	F5	BigIPF5-BIG-LTM-R2600	f5-lvgd-gmff
DR	BANGALORE	Router	Juniper	JuniperSRX4100-SYS-JB-AC	DJ3622AR0125
DR	BANGALORE	Router	Juniper	JuniperSRX300-SYS-JB-T	CV4423AN0273
DR	BANGALORE	Router	Juniper	JuniperSRX300-SYS-JB-T	CV4423AN0290
DR	BANGALORE	Router	Juniper	JuniperSRX300-SYS-JB-T	CV4423AN0268
DR	BANGALORE	Router	Juniper	JuniperSRX300-SYS-JB-T	CV4423AN0318

DR	BANGALORE	SAN Switch	HP	HPE SN6620C	JPG2740009W
DR	BANGALORE	SAN Switch	HP	HPE SN6620C	JPG2739006C
DR	BANGALORE	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4N7
DR	BANGALORE	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4ND
DR	BANGALORE	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4P4
DR	BANGALORE	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4P9
DR	BANGALORE	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4PG
DR	BANGALORE	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4RJ
DR	BANGALORE	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4R7
DR	BANGALORE	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4QN
DR	BANGALORE	Server	HP	ProLiant DL20 Gen10 Plus	SGH404L4LP
DR	BANGALORE	Server	HP	ProLiant DL20 Gen10 Plus	SGH404L4LS
DR	BANGALORE	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4RS
DR	BANGALORE	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4RP

DR	BANGALORE	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4RW
DR	BANGALORE	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4Q9
DR	BANGALORE	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4QH
DR	BANGALORE	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4QC
DR	BANGALORE	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4R1
DR	BANGALORE	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4QV
DR	BANGALORE	Server	HP	ProLiant DL380 Gen10 Plus	SGH404L4QL
DR	BANGALORE	Server	HP	HPE DL360 Gen10	CNX30204YT
DR	BANGALORE	Server	HP	HPE DL-20 Gen10 Plus	CNX23602NG
DR	BANGALORE	Server	HP	HPE DL-20 Gen10 Plus	CNX23602NZ
DR	BANGALORE	Server	HP	HPE DL360 Gen10	CNX30204YV
DR	BANGALORE	Storage	HP	HPE MSA Storage MSA 2060 FC	SAWUX2331F964B8
DR	BANGALORE	Storage	HP	HPE_3PAR_A630	SGH405M2H0

		Storage		HPE MSA 2062 20 GB Usable	
DR	BANGALORE		HP		ACV315W0HV
DR	BANGALORE	Switch	Juniper	JuniperEX4650- 48Y-AFO-T	XH3123120106
DR	BANGALORE	Switch	Juniper	JuniperEX4650- 48Y-AFO-T	XH3123121235
DR	BANGALORE	Switch	Juniper	JuniperEX2300- 24T-TAA	JZ3623500054
DR	BANGALORE	Switch	Juniper	JuniperEX2300- 24T-TAA	JZ3624080006
DR	BANGALORE	Switch	Juniper	JuniperEX2300- 48T-TAA	JX3624090005
DR	BANGALORE	Switch	Juniper	JuniperEX2300- 48T-TAA	JX3624090011
DR	BANGALORE	Switch	Juniper	JuniperEX2300- 24T-TAA	JZ3624080113
DR	BANGALORE	Switch	Juniper	JuniperEX2300- 24T-TAA	JZ3624080030
DR	BANGALORE	Switch	HP	HPE Aruba 6000N	CN29L3M18K
DR	BANGALORE	Tape Library	HP	HPE MSL3040 Tape Library	DEC40211ML
DC		Cleaning Cartridge			
DR		Cleaning Cartridge			