OPEN TENDER ENQUIRY PROPOSAL (OTE)

FOR

ENGAGEMENT OF DESIGNING AGENCY FOR DESIGNING THE BANK'S INTEGRATED ANNUAL REPORT FOR 03 YEARS

OTE No. CO/IRD/2025-26/01   Dated: 26.02.2026

CENTRAL BANK OF INDIA
INVESTORS RELATION DIVISION,
CENTRAL OFFICE, 9th FLOOR,
CHANDERMUKHI BUILDING,
NARIMAN POINT, MUMBAI-400021

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A. SCHEDULE OF EVENTS

Sl No	Particulars	Remarks
1	**Contact details of issuing department (Designation, Tel. No., Email id and address for sending any kind of correspondence regarding this OTE)**	Company Secretary / AGM Central Bank of India, Investors Relation Division, 09th Floor, Chandermukhi Building, Nariman Point, Mumbai -400021 Email: smird@centralbank.bank.in Tel. No. 022-66387575 (10.30AM to 5.30PM)
2	**Bid Document Availability including changes/ amendments, if any to be issued**	OTE may be downloaded from Bank's website: www.centralbank.bank.in under the Live Tender Tab from 26.02.2026 to 12.03.2026.
3	**Last date for requesting clarification**	Upto 03.00 PM on 05.03.2026. All communications regarding points / queries requiring clarifications shall be given by e-mail on smird@centralbank.bank.in
4	**Clarifications to queries raised, if any**	On 05.03.2026
5	**Last date and time for Bid submission**	On 12.03.2026 Up to 05:00 PM
6	**Address for submission of Bids**	Company Secretary / AGM Central Bank of India, Investors Relation Division, Central Bank of India, 09th Floor, Chandermukhi Building, Nariman Point, Mumbai -400021
7	**Date and Time of opening of Technical Bids**	04:00 PM on 13.03.2026 Authorized representatives of Designing Agency may be present during opening of the bids. The Bank may at its sole discretion decide to open the bids through Virtual Meeting over Microsoft Teams/ through Virtual Conference. However, Bids would be opened even in the absence of any or all of the Designing Agency representatives.
8	**Date of Presentation**	The bidders shall be advised separately through email for making their presentations on a subsequent date.
9	**Opening of Commercial Bids**	On a subsequent date which will be communicated to such Bidders who qualify in the Technical Bid evaluation.

10	**Earnest Money Deposit**	Rs. 1.00 Lakh (Rupees One Lakh Only) through online mode to Central Bank of India. Current Account No. 1787420976, IFSC: CBIN0281067
11	**Liquidated damages**	If Designing Agency fails to perform any or all the Services within the stipulated time, schedule as specified in the OTE/Agreement, the Bank may, without prejudice to its other remedies under the OTE/Agreement, and unless otherwise extension of time is agreed upon without the application of liquidated damages, deduct from the Project Cost, as liquidated damages, a sum equivalent to 0.5% of the total Project Cost for delay of each week or part thereof maximum up to 10% of total Project Cost. Once the maximum is reached, the Bank may consider termination of Agreement.
12	**Transition Penalty (Refer Part-1, point No 39 sub point no (vi).**	If existing vendor is found to be in breach of this obligation, they shall be liable for paying a penalty at the rate of 10% of contract value on demand to the Bank, which may be settled from the payment of invoices or EMD for the contracted period.

PART-I

1. INVITATION TO BID:

i. **Central Bank of India** (hereinafter referred to as "**Bank"),** is having its head office at Chandermukhi Building, Nariman Point, Mumbai and various other offices (Zonal Offices/Regional Offices/branches/other offices), located at various locations in India and managed by the Bank. This Request for Proposal (OTE) has been issued by the Bank for engagement of a Designing Agency to Design the Bank's Integrated Annual Report for 03 years i.e. from FY 2025-26 to 2027-28.

ii. In order to meet the Service requirements, the Bank proposes to invite bids from eligible bidders to undertake and provide services as per details/**scope of work** mentioned in **Annexure-E** of this OTE document.

iii. Bidder shall mean any entity (i.e., juristic person) who meets the **eligibility criteria given in Annexure-B** of this OTE and is willing to provide the Services as required in this OTE. The interested Bidders who agree to all the terms and conditions contained in this OTE may submit their Bids with the necessary information as desired in this bidding document (Request for Proposal). Consortium bidding is not permitted under this OTE.

iv. Address for submission of Bids, contact details including an email address for sending communications are given in Schedule of Events in Part II of this OTE.

v. The purpose of this OTE is to seek a detailed technical proposal and commercial bid for engagement of a Designing Agency for providing the services as desired in this OTE.

vi. This OTE document shall not be transferred, reproduced, or otherwise used for purposes other than for which it is specifically issued.

vii. Interested Bidders are advised to go through the entire OTE including its annexures/appendixes before submission of Bids to avoid any chance of elimination. The eligible Bidders desirous of providing Services to the Bank are invited to submit their technical and commercial bid in response to this OTE. The criteria and the actual process of evaluation of the responses to this OTE and subsequent selection of the successful Bidder will be entirely at Bank's discretion. This OTE seeks proposal from Bidders who have the necessary experience, capability & expertise to provide to the Bank, the proposed Services, adhering to Bank's requirements, outlined in this OTE.

2. Disclaimers:

i. The information contained in this OTE document or information provided subsequently to Bidder(s) whether verbally or in documentary form/email by or on behalf of Central Bank of India (Bank), is subject to the terms and conditions set out in this OTE.

ii. This OTE is not an offer by the Bank, but an invitation to receive responses from the eligible Bidders. No contractual obligation whatsoever shall arise from the OTE process on part of the Bank unless and until a formal contract is signed and executed by duly authorized official(s) of Central Bank of India with the selected Bidder.

iii. The purpose of this OTE is to provide the Bidder(s) with information to assist in the preparation of their Bid proposals. This OTE does not claim to contain all the information, each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information contained in this OTE and where necessary obtain independent advice /clarifications. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information contained in this OTE.

iv. The Bank, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this OTE or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the OTE and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in this bidding process.

v. The Bank also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this OTE.

vi. The issue of this OTE does not imply that the Bank is bound to select a Bidder or engage a Designing Agency for the proposed services and the Bank reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

vii. The Bidder is expected to examine all instructions, forms, terms and specifications in the OTE. Failure to furnish all information required by the OTE or to submit a Bid not substantially responsive to the OTE in all respects will be at the Bidder’s risk and may result in rejection of the Bid.

viii. The successful bidder shall be required to enter into/execute a Bank’s Standard contract/ SLA - Service Level Agreement with the Bank, within 30 days from the date of issuance of the offer letter or within such extended period as may be decided by the Bank along with the letter of acceptance, Non-Disclosure Agreement and other terms and conditions as may be determined by the Bank to be necessary for the due performance of the work in accordance with the Bid and acceptance thereof. The Successful bidder shall not be entitled to seek any modifications or amendments to any of the terms and conditions of the contract/SLA or other documents/standard formats.

3. **Definitions:**

In this connection, the following terms shall be interpreted as indicated below:

i. **"Bank"** means Central Bank of India, a body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertaking) Act 1970 having its head office at Mumbai and various other offices (Zonal Offices/Regional Business Offices/branches/other offices.), at various locations and managed by the Bank, acting through its Investors Relation Division at Mumbai.

ii. **"Designing Agency/Agencies", "Firm", "Company", "Applicant", "Bidder"** means an eligible entity/firm submitting their bid/proposal for providing services to the Bank in accordance with this OTE and in response to this OTE.

iii. **"Proposal" or "Bid"** means the written reply or submission of the response to this OTE.

iv. **"Contract/Agreement"** means the Agreement/Service Level Agreement (SLA) entered into strictly in the Bank's format (including all attachments and appendices thereto and all documents incorporated by reference therein) to be executed between the Bank and the selected/successful bidder as per this OTE, for providing the services as per the terms and conditions of this OTE and as approved by the Bank.

v. **"The Contract Price/Project Cost"** means the total price payable to the Designing Agency over the entire period of Contract for the full and proper performance of its contractual obligations.

vi. **"Services/Assignment/job"** means all services, scope of work and deliverables to be provided by a Bidder as described in the OTE and include the provision of technical assistance, training, certifications, auditing and any other obligation of the Designing Agency covered under this OTE.

vii. **"Day"** means English calendar day.

viii. **"OTE"** means this Request for Proposal issued by the Bank for the engagement of a Designing Agency to Design the Bank's Integrated Annual Report for the Bank (this document) in its entirety, inclusive of any addenda that may be issued by the Bank.

ix. "**Selected Bidder/ Designing Agency/ Supplier/ Contractor/ Designing Agency/ Selected Designing Agency**" is the successful Bidder found eligible as per eligibility criteria set out in this OTE, whose technical Bid and commercial bid has been accepted and who has been declared as the Successful Bidder as per the selection criteria set out in the OTE and to whom notification of award has been given by Bank.

4. Overview:

Central Bank of India having its branches spread across India. The Bank offers wide range of products and services to both Corporate and Retail Customers. The Bank also has one of the largest networks of ATMs spread across all geographical locations. The Bank also provides services to its customers through alternate channels such as Internet Banking, Debit Cards, Mobile Banking, etc. As of 31.12.2025 the Bank has more than 7 lakhs shareholders.

To expand its reach further, the Bank is also forging ahead with cutting edge technologies and innovative new banking models.

5. Purpose of Engagement:

Bank is looking forward to engaging a Designing Agency for Designing Agency to Design the Bank's Integrated Annual Report as per the latest applicable laws of India and in accordance with the statutory and regulatory guidelines/framework issued by SEBI, MCA, DFS, ICAI, RBI, Govt. of India, etc. from time to time.

6. Scope of Work:

As given in **Annexure-E** of this OTE.

7. Eligibility and Technical Criteria:

i. Bid is open to all Bidders who meet the eligibility and technical criteria as given in **Annexure-B & Annexure-C** of this OTE. The Bidders must submit the documents substantiating eligibility criteria as mentioned in this OTE document.

ii. No bidder or its Associate shall submit more than one Bid for the OTE. A Bidder applying individually or as an Associate shall not be entitled to submit another Bid either individually or through Associates, as the case may be.

iii. Companies/Firm registered in India only be permitted under this OTE to participate in the bidding process.

8. Clarification and amendments on OTE:

i. Bidder requiring any clarification of the bidding Document may notify the Bank in writing at the address/by e-mail given in part II of this document within the date/time mentioned in the schedule of events.

ii. Bidders may request clarifications on any clause of the OTE before the closing date of submission of the OTE. Any such request for clarification must be sent via email to smird@centralbank.bank.in before the stipulated date. All such queries by e-mail should be received on or before the time stipulated for the said purpose in the Time Schedule for OTE process. Bank shall clarify all such queries by e-mail to individual queries or may publish the same on its website. However, it may be noted that non-receipt of reply to the queries raised by an interested entity shall not be accepted as a valid reason for non-submission of an offer or delayed submission. Similarly, non-reply to any query may not be deemed as an acceptance of the issue by the Bank. Should Bank deem it necessary to amend the OTE as a result of a clarification or otherwise, it shall do so following the procedure under para vi below.

iii. The queries received (without identifying source of query) and response of the Bank thereof will be posted on the Bank's website or conveyed to the Bidders as per the sole discretion of the Bank.

iv. Bank reserves the right to amend, rescind or reissue the OTE, at any time prior to the deadline for submission of Bids. The Bank, for any reason, whether, on its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding Document, by an amendment which will be made available to the Bidders by way of corrigendum/addendum published/hosted on the bank's website. The interested parties/Bidders are advised to check the Bank's website regularly till the date of submission of Bid document specified in the schedule of events/email and ensure that clarifications / amendments issued by the Bank, if any, have been taken into consideration before submitting the Bid. Such amendments/clarifications, if any, issued by the Bank will be binding on the participating Bidders. Bank will not take any responsibility for any such omissions by the Bidder. Bank, at its own discretion, may extend the deadline for submission of Bids in order to allow prospective Bidders a reasonable time to prepare the Bid, for taking the amendment into account. Bank also reserves the right to rescind or reissue the OTE.

v. No request for change in commercial/legal terms and conditions, other than what has been mentioned in the OTE or any addenda/corrigenda or clarifications issued in connection thereto, will be entertained and queries in this regard, therefore will not be entertained.

vi. Queries received after the scheduled date and time will not be responded to/acted upon.

9. Contents of Bid documents:

i. The Bidder must thoroughly study/analyze and properly understand the contents of this OTE document, its meaning and impact of the information contained therein.

ii. Failure to furnish all information required in the bidding document or submission of Bid not responsive to the bidding documents in any respect will be at the Bidder's risk and responsibility and the same may finally result in rejection of its Bid. The Bank has made considerable effort to ensure that accurate information is contained in this OTE and is supplied solely as guidelines for Bidders.

iii. The Bid prepared by the Bidder, as well as all correspondences and documents relating to the Bid exchanged by the Bidder and the Bank and supporting documents and printed literature shall be submitted in English.

iv. The information and all the documents provided/submitted by the Bidders in response to this OTE will become the property of the Bank and will not be returned to the bidders. Incomplete information in Bid document may lead to non-consideration of the proposal.

v. Nothing in this OTE or any addenda/corrigenda or clarifications issued in connection thereto, is intended to relieve Bidders from forming their own opinions and conclusions in respect of the matters contained in OTE and/or any addenda/corrigenda or clarifications issued in connection thereto.

10. Earnest Money Deposit (EMD):

i. The Bidder shall submit an **EMD of Rs.1,00,000/-** (Rupees One Lakh only) through online mode to **Central Bank of India, Current Account No. 1787420976, IFSC: CBIN0281067**.

ii. EMD is required to protect the Bank against the risk of Bidder's conduct.

iii. Any Bid not accompanied by proof of EMD for the specified amount as mentioned elsewhere in the OTE will be rejected as non-responsive.

iv. The EMD of the unsuccessful Bidders shall be returned within 4 weeks from the date of Bid finalization.

v. The EMD of successful Bidder will be locked in for 3 years / till expiry of service level agreement (SLA)**.**

vi. No interest is payable on EMD.

vii. The EMD may be forfeited: -

a) if a Bidder withdraws its Bid during the period of Bid validity specified in this OTE; or

b) if a Bidder makes any statement or encloses any form which turns out to be false / incorrect at any time prior to the signing of Contract; or

viii. If EMD is forfeited for any reasons mentioned above, the concerned Bidder may be debarred from participating in the OTEs floated by the Bank/this department, in future, as per sole discretion of the Bank.

11. Bid Preparation and submission:

i. The Bid is to be submitted in two separate envelopes. One of the envelopes is to be prominently marked as '**Technical Proposal for Engagement of Designing Agency for Designing the Bank's Integrated Annual Report: OTE Reference No. CO/IRD/2025-26/01 Dated: 26.02.2026.** This envelope should contain the following documents and should be **properly sealed**:

(a) Bid covering letter/Bid form on the lines of **Annexure-A** on Bidder's letter head.
(b) Earnest Money Deposit (EMD) as specified in this OTE.
(c) All other annexures as attached in OTE.
(d) A letter on Bidder's letter head: -
  (i) Mentioning details of EMD submitted, technical competence and experience of the Bidder,
  (ii) Certifying that the period of the validity of the Bid is as per terms of this OTE,
  (iii) Confirming that the Bidder has quoted for all the items/Services mentioned in this OTE in their commercial Bid,
  (iv) Confirming that they agree with all the terms and conditions mentioned in the OTE, and
  (v) Specific response with supporting documents in respect of Eligibility Criteria as mentioned in **Annexure-B,** technical eligibility criteria on the lines of **Annexure-C** and details of key personnel on the lines of **Annexure-C-1.**
(e) Bidder's details as per **Annexure-D** on Bidder's letter head.
(f) Audited balance sheets and profit and loss account statements for last four financial years.
(g) A copy of board resolution or power of attorney showing that the signatory has been duly authorized to sign the Bid document.
(h) Presentation in the form of PPT in a pen drive as well as hardcopy (print).

ii. A second sealed envelope prominently marked as **Commercial Proposal for Engagement of Designing Agency for designing the Bank's Integrated Annual Report OTE Reference No. CO/IRD/2025-26/01 Dated: 26.02.2026. This envelope should contain only the Commercial Bid strictly on the lines of Annexure-F**. Prices are to be quoted in Indian Rupees only.

iii. Bidders may please note that:

(a) The Bidder should quote for the entire package on a single responsibility basis for Services it proposes to provide.
(b) A soft copy (Word format) on a pen drive (excluding the price bid) should also be kept in a separate envelope within the envelope of technical Bid. Voluminous documents should be submitted only on pen drive.
(c) While submitting the Technical Bid, literature on the Services should be segregated and kept together in one section / lot in a separate envelope.
(d) Care should be taken that the Technical Bid shall not contain any price information. Such proposal, if received, will be rejected.
(e) The Bid document shall be complete and in accordance with various clauses of the OTE or any addenda/ corrigenda or clarifications issued in connection thereto, duly signed by the authorized representative of the Bidder and stamped with the official stamp/seal of the Bidder. Board resolution authorizing representative to Bid and make commitments on behalf of the Bidder is to be attached.
(f) Bids are liable to be rejected if only one (i.e., Technical Bid or Price Bid) is received.
(g) Prices quoted by the Bidder shall remain fixed for the period specified in part II of this document and shall not be subjected to variation on any account, including exchange rate fluctuations. **A Bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.**
(h) If deemed necessary, the Bank may seek clarifications on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substances of the Bid already submitted or the price quoted.
(i) The Bidder may also be asked to give presentation for the purpose of clarification of the Bid.
(j) The Bidder must provide specific and factual replies to the points raised in the OTE.
(k) The 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.
(l) All the enclosures (Bid submission) shall be serially numbered with rubber stamp of the participating Bidder. The person or persons signing the Bids shall initial all pages of the Bids, except for un-amended printed literature.
(m) Any inter-lineation, erasures or overwriting shall be valid **only** if these are initialed by the person signing the Bids.
(n) The Bid document shall be spirally bound.
(o) The Bank reserves the right to reject Bids not conforming to the above.
(p) The two NON-WINDOW envelopes shall be put together and sealed in an outer NON-WINDOW envelope.
(q) All the envelopes shall be addressed to the Bank and delivered at the address

given in Part-II of this OTE and should have name and address of the Bidder on the cover.

(r) If the envelope is not sealed and marked, the Bank will assume no responsibility for the Bid's misplacement or its premature opening.

(s) Bank's decision on opening and further processing of bids irrespective of the minimum number of bids received, will be final and binding on all the bidders.

12. Deadline for Submission of Bids:

a. Bids must be received by the Bank at the address specified and by the date and time mentioned in the "Schedule of Events".

b. In the event of the specified date for submission of Bids being declared a holiday for the Bank, the Bids will be received upto the appointed time on the next working day.

c. In case the Bank extends the scheduled date of submission of the Bid document, the Bids shall be submitted by the time and date rescheduled. All rights and obligations of the Bank and Bidders will remain the same.

d. Any Bid received after the deadline for submission of Bids prescribed, will be rejected and returned unopened to the Bidder.

13. Modification and Withdrawal of Bids:

a. The Bidder may modify or withdraw its Bid after the Bid submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Bank, prior to the deadline prescribed for submission of Bids.

b. A withdrawal notice may also be sent by e-mail, but followed by a signed confirmation copy, not later than the deadline for submission of Bids.

c. No modification in the Bid shall be allowed, after the deadline for submission of Bids.

d. No Bid shall be withdrawn in the interval between the deadline for submission of Bid and the expiration of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of a Bid during this interval may result in the forfeiture of EMD submitted by the Bidder.

e. Withdrawn Bids, if any, will be returned unopened to the Bidders.

14. Period of Validity of Bids:

a. Bids shall remain valid for 180 days from the date of last date of bid submission. A Bid valid for a shorter period is liable to be rejected by the Bank as non-responsive.

b. In exceptional circumstances, the Bank may solicit the Bidders' consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder is free to refuse the request. However, in such a case, the Bank will not forfeit its EMD. However, any extension of validity of Bids will not entitle the Bidder to revise/modify the Bid document.

c. The Bank reserves the right to call for fresh quotes at any time during the Bid validity period with or without modification in the terms and conditions, if considered, necessary.

d. Once a Purchase Order or Letter of Intent is issued by the Bank, the said price will remain fixed for the entire Contract period and shall not be subjected to variation on any account, including exchange rate fluctuations, if applicable.

15. Bid integrity:

Willful misrepresentation of any fact within the Bid will lead to the cancellation of the contract without prejudice to other actions that the Bank may take. All the submissions, including any accompanying documents, will become the property of the Bank. The Bidders shall be deemed to license and grant all rights to Bank, to reproduce the whole or any portion of their Bid document for the purpose of evaluation, to disclose the contents of submission for regulatory and legal requirements and to disclose and/ or use the contents of submission as the basis for OTE process.

16. Bidding process/Opening of Technical Bids:

i. All the technical Bids received up to the specified time and date will be opened for initial evaluation on the time and date mentioned in the schedule of events available in part II of this document. The technical Bids will be opened in the presence of representatives of the Bidders who choose to attend the same. However, Bids may be opened even in the absence of representatives of one or more of the Bidders. The Bank may, at its sole discretion decide to open the bid in the virtual presence of the representative of the bidders. The link for the same shall be provided to the bidders through email or updated on the Bank's corporate website (www.centralbank.bank.in) under Live Tender Tab.

ii. In the first stage, only technical Bid will be opened and evaluated. Proposals of such Bidders satisfying eligibility criteria and agree to comply with all the terms and conditions specified in the OTE will be evaluated for technical criteria/specifications/eligibility. Only those Bids complied with technical criteria shall become eligible for commercial Bid opening and further OTE evaluation process.

iii. The Bank will examine the Bids to determine whether they are complete, required formats have been furnished, the documents have been properly signed, EMD for the desired amount and validity period is available and the Bids are generally in order. The Bank may, at its discretion waive any minor non-conformity or irregularity in a Bid which does not constitute a material deviation.

iv. Prior to the detailed evaluation, the Bank will determine the responsiveness of each Bid to the bidding Document. For purposes of these Clauses, a responsive Bid is one, which conforms to all the terms and conditions of the OTE in toto, without any deviation.

v. The Bank's determination of a Bid's responsiveness will be based on the contents of the Bid itself, without recourse to extrinsic evidence.

vi. After the opening of the technical Bids and preliminary evaluation, some or all the Bidders may be asked to make presentations on the services proposed to be offered by them.

vii. If a Bid is not responsive, it will be rejected by the Bank and will not subsequently be made responsive by the Bidder by correction of the non-conformity.

17. Technical Evaluation:

Technical evaluation of only those bids will be carried out which are prima facie found to be responsive and where all the required papers and EMD, Affidavits etc. have been furnished. Before technical evaluation, the Bank will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required information have been provided as underlined in the bid document, whether the documents have been properly signed, and whether bids are generally in order. The Bank will reject the bid determined as not substantially responsive.

i. Technical evaluation will include technical information submitted as per technical Bid format, demonstration of proposed Services, reference calls and site visits, wherever required. The Bidder may highlight the noteworthy/superior features of their Services. The Bidder will demonstrate/substantiate all claims made in the technical Bid to the satisfaction of the Bank, the capability of the Services to support all the required functionalities at their cost.

ii. During evaluation and comparison of Bids, the Bank may, at its discretion ask the Bidders for clarification on the Bids received. The request for clarification shall be in writing/email and no change in prices or substance of the Bid shall be sought, offered or permitted. No clarification at the initiative of the Bidder shall be entertained after the bid submission date.

The Bank reserves the right to evaluate the Bids on technical & functional parameters including factory/workplace visit and witness demos of the system and verify functionalities, response times, etc.

18. Evaluation of Price Bids and Finalization:

i. The envelope containing the Commercial Bids of only those Bidders, who are short-listed after technical evaluation, would be opened.

ii. Marks will be awarded to the bidders as per **Annexure-G.**

iii. The bidders will be selected on the basis of the technical evaluation and commercial bid.

iv. All the bidders who score at least 20 marks out of 70 marks in the Technical evaluation will have to give a presentation in front of a committee constituted by the Bank at a given date and time. All the presentations will be evaluated by the committee constituted by the Bank for the limited purpose of determining the suitability of the bidder. However, the presentation which is not found up to the mark in the opinion of such committee will not be accepted and the price bid of such bidders may not be allowed to be opened. The decision of the committee will be final in this regard.

v. The commercial bid of only the bidders, who score a minimum of 20 marks out of 70 in the Technical evaluation will be opened.

vi. The final score of the bidders will be awarded based on the Techno Commercial Evaluation as per **Annexure-G**.

vii. The Designing Agency with the highest Score as per **Annexure-G** will be selected.

viii. Where two or more bidders score the same marks, the bidders having longer length of experience among them will be treated as successful bidder.

19. Contacting the Bank:

i. No Bidder shall contact the Bank in any manner on any matter relating to its Bid, from the time of opening of Bid to the time, the Contract is awarded.

ii. Any effort by a Bidder to influence the Bank in its decisions on Bid evaluation, Bid comparison or contract award may result in the rejection of the Bidder's Bid.

20. Award Criteria:

i. Bank will notify successful Bidder in writing by letter or fax/email that its Bid has been accepted. The Selected Bidder has to return the duplicate copy of the same to the Bank within 7 **working days**, duly Accepted, Stamped and Signed by Authorized Signatory in token of acceptance.

ii. Copy of board resolution or power of attorney showing that the signatory has been duly authorized to sign the acceptance letter, contract and NDA should be submitted.

iii. The successful Bidder shall be required to enter into a contract/ SLA with the Bank, within 30 days of award of the tender or within such extended period as may be decided by the Bank.

iv. Until the execution of a formal contract/ SLA/ Non-Disclosure Agreement the Bid document, together with the Bank's notification of award and the Selected Designing Agency's acceptance thereof, would constitute a binding contract between the Bank and the successful Bidder.

v. The Bank reserves the right to amend the terms and conditions of the Contract as well as stipulate, at the time of finalization of the contract, any other document(s) to be enclosed as a part of the final contract.

vi. Failure of the successful Bidder to comply with the requirements/terms and conditions of this OTE shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD as well as blacklisting/debarment of the bidder from any of the Bank's future OTE/Tenders.

vii. Upon notification of award to the successful Bidder, the Bank will promptly notify the award of contract to the successful Bidder on the Bank's website. The EMD of each unsuccessful Bidder will be discharged and returned.

21. Powers to Vary or Omit Work:

i. No alterations, amendments, omissions, additions, suspensions or variations of the work (hereinafter referred to as variation) under the contract shall be made by the successful Bidder except as directed in writing by Bank. The Bank shall have full powers, subject to the provision herein after contained, from time to time during the execution of the contract, by notice in writing to instruct the successful Bidder to make any variation without prejudice to the contract. The finally selected Bidder shall carry out such variation and be bound by the same conditions as far as applicable as though the said variations occurred in the contract documents. If any, suggested variations would, in the opinion of the finally selected Bidder, if carried out, prevent him from fulfilling any of his obligations under the contract, he shall notify Bank within 4 working days thereof in writing with reasons for holding such opinion and Bank shall instruct the successful Bidder to make such other modified variation without prejudice to the contract. The finally selected Bidder shall carry out such variation and be bound by the same conditions as far as applicable as though the said variations occurred in the contract documents. If the Bank confirms its instructions, the successful Bidder's obligations shall be modified to such an extent as may be mutually agreed, if such variation is substantial and involves considerable extra cost. Any agreed difference in cost occasioned by such variation shall be added to or deducted from the contract price as the case may be.

ii. In any case in which the successful Bidder has received instructions from the Bank as to the requirements for carrying out the altered or additional substituted work which either then or later on, will in the opinion of the finally selected Bidders, involve a claim for additional payments, such additional payments shall be mutually agreed in line with the terms and conditions of the order.

iii. If any change in the work is likely to result in a reduction in cost, the parties shall agree in writing so as to the extent of change in contract price, before the finally selected Bidder(s) proceeds with the change. In all the above cases, in the event of a disagreement as to the reasonableness of the said sum, the decision of the Bank shall prevail.

22. No Waiver of Bank Rights or Successful Bidder's Liability:

Neither any sign-off, nor any payment by the Bank for acceptance of the whole or any part of the work, nor any extension of time, nor any possession taken by the Bank shall affect or prejudice the rights of the Bank against the finally selected Bidder(s), or relieve the finally selected Bidder(s) of his obligations for the due performance of the contract, or be interpreted as approval of the work done, or create liability in the Bank to pay for alterations/ amendments/ variations, or discharge the liability of the successful Bidder(s) for the payment of damages whether due, ascertained, or certified or not or any sum against the payment of which he is bound to indemnify the Bank nor shall any such certificate nor the acceptance by him of any such amount paid on account or otherwise affect or prejudice the rights of the Bank against the successful bidder.

23. Contract Amendments:

No variation in or modification of the terms of the Contract post execution shall be made, except by written amendment(s), agreed upon and signed by the parties.

24. Bank's Right to Accept Any Bid and to Reject Any or All Bids:

The Bank reserves the right to accept or reject any Bid in part or in full or to cancel the bidding process and reject all Bids at any time prior to contract award, without incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Bank's action.

25. Penalties:

If the selected bidder fails to perform services within the stipulated time schedule as advised by the Bank from time to time, Bank shall, without prejudice to its other remedies under the contract, deduct from the contract price, as penalties, a sum equivalent to 2% of the total work order cost for delay of each week or part there of maximum upto 10% of the total work order price. Once the maximum is reached, the Bank may consider termination of the contract pursuant to the conditions of contract/OTE.

26. Right to Verification:

The Bank reserves the right to verify any or all of the statements made by the Bidder in the bid/tender document and to inspect the Bidder's establishment, if necessary, to establish to its satisfaction about the Bidder's capacity/capabilities to perform the job. Bank may also seek additional documents in support of the statements made by the bidder in the required OTE/ other documents.

27. Purchase Price:

i. Total consolidated fees for all services to be provided by the bidder in terms of the OTE is to be quoted by the bidders in the commercial Bid**.**

ii. The applicable TDS or any such statutory dues as applicable will be deducted at the time of payment of invoices.

iii. Terms of payment are given in Part-II of this OTE document.

iv. Prices payable to the Designing Agency as stated in the Contract shall be firm and not subject to adjustment during the performance of the Contract, irrespective of reasons whatsoever, including exchange rate fluctuations, any upward revision in duties, charges, etc.

v. The Bidder will pass on to the Bank, all fiscal benefits arising out of reductions, if any, in Government levies viz. GST, custom duty, etc. or the benefit of discounts if any announced in respect of the cost of the items for which orders have been placed during that period.

28. Right to Audit

Designing Agency agrees that whenever required by the Bank, it will allow to inspect its records and furnish all relevant information, records/data to the Bank/ SEBI/ Reserve Bank of India and/or any regulatory authority (ies). The Bank reserves the right to call for and/or retain any relevant information / audit reports on financial and security reviews with their findings undertaken by Designing Agency. However, Designing Agency shall not be obligated to provide records/ data not related to Services under the Agreement (e.g. internal cost breakup etc.).

29. Subcontracting:

As per scope of the OTE, subcontracting is not permitted.

30. Validity of Agreement:

The Agreement/ SLA will be valid for the period of three years. The Bank reserves the right to terminate the Agreement anytime as per the terms of OTE/Agreement.

31. Limitation of liability:

i. For breach of any obligation mentioned in this OTE, subject to obligations mentioned in this clause, in no event bidder shall be liable for damages to the Bank arising under or in connection with this OTE/Contract for an amount exceeding the total Cost of the Project. The Designing Agency will ensure Bank’s data confidentiality and shall be responsible for liability arising in case of breach of any kind of security and/or leakage of confidential customer/Bank's related information to the extent of loss so caused.

ii. Under no circumstances shall either Party be liable for any indirect, consequential or incidental losses, damages or claims including loss of profit, loss of business or revenue.

iii. The limitations set forth herein shall not apply with respect to:

a) claims that are the subject of indemnification pursuant to IPR infringement/ third party IPR infringement,
b) damage(s) occasioned by the gross negligence, fraud or willful misconduct of Designing Agency,
c) damage(s) occasioned by Service Provider for breach of Confidentiality Obligations,
d) When a dispute is settled by the Court of Law in India.
e) Regulatory or statutory fines imposed by a Government or Regulatory Designing Agency for non-compliance of statutory or regulatory guidelines applicable to the Bank.

For the purpose of sub-clause (iii) (b) herein above **"Gross Negligence" means** any act or failure to act by a party which was in reckless disregard of or gross indifference to the obligation of the party under this OTE/Contract and which causes injury, damage to life, personal safety, real property, harmful consequences to the other party, which such party knew, or would have known if it was acting as a reasonable person, would result from such act or failure to act for which such Party is legally liable. Notwithstanding the forgoing, Gross Negligence shall not include any action taken in good faith.

"Willful Misconduct" means any act or failure to act with an intentional disregard of any provision of this OTE/Contract, which a party knew or should have known if it was acting as a reasonable person, which would result in injury, damage to life, personal safety, real property, harmful consequences to the other party, but shall not include any error of judgment or mistake made in good faith.

32. Confidentiality:

i. Bidder acknowledges and agrees that all tangible and intangible information obtained, developed or disclosed including all documents, contract, purchase order to be issued, data papers and statements and trade secret of the Bank relating to its business practices and its competitive position in the market place provided to the selected Bidder by the Bank in connection with the performance of obligations of Bidder under the work order/purchase order to be issued, in part or complete shall be considered to be confidential and proprietary information ("Confidential Information") and shall not be disclosed to any third party/published without the written approval of the Bank.

ii. The Confidential Information will be safeguarded and Bidder will take all the necessary action to protect it against misuse, loss, destruction, alterations or deletions thereof. In the event of a breach or threatened breach by Bidder of this section, monetary damages may not be an adequate remedy; therefore, Bank shall be entitled to injunctive relief to restrain Bidder from any such breach, threatened or actual.

iii. Any document, other than the Contract itself, shall remain the property of the Bank and shall be returned (in all copies) to the Bank on completion of the Designing Agency's performance under the Contract, if so, required by the Bank.

33. Delay in the Designing Agency's Performance:

i. Services shall be made by the Designing Agency within the timelines prescribed in part II of this document.

ii. If at any time during performance of the Contract, the Designing Agency should encounter conditions impeding timely delivery and performance of Services, the Designing Agency shall promptly notify the Bank in writing of the fact of the delay, it's likely duration and cause(s). As soon as practicable after receipt of the Designing Agency's notice, the Bank shall evaluate the situation and may, at its discretion, extend the Designing Agency'' time for performance, in which case, the extension shall be ratified by the parties.

iii. Any delay in performing the obligation/ defect in performance by the Designing Agency may result in imposition of the penalty, liquidated damages, forfeiture of EMD and/or termination of the contract (as laid down elsewhere in this OTE document).

34. Obligations of the selected Designing Agency (Successful Bidder):

i. The Designing Agency is responsible for and obliged to conduct all contracted activities in accordance with the contract using state-of-the-art methods and exercising all means available to achieve the performance specified in the Contract.

ii. The Designing Agency is obliged to work closely with the Bank's staff, act within its own authority and abide by directives issued by the Bank from time to time and complete implementation activities.

iii. The Designing Agency will abide by the job safety measures prevalent in India and will free the Bank from all demands or responsibilities arising from accidents or loss of life, the cause of which is the Designing Agency's negligence. The Designing Agency will pay all indemnities arising from such incidents and will not hold the Bank responsible or obligated.

iv. The Designing Agency is responsible for managing the activities of its personnel and will hold itself responsible for any misdemeanors.

v. The Designing Agency shall treat as confidential all data and information about the Bank, obtained in the process of executing its responsibilities, in strict confidence and will not reveal such information to any other party without prior written approval of the Bank as explained under 'Non-Disclosure Agreement' in **Annexure-J** of this document.

35. Patent Rights/Intellectual Property Rights:

i. Designing Agency agrees that all data or information supplied by the Bank to Designing Agency and/or the consultancy team in connection with the provision of Services by it shall remain the property of the Bank or its licensors.

ii. Any licensed material used by Designing Agency for performing Services or developing Work Product for the Bank, Designing Agency should have right to use as well as right to license for the outsourced services. The Bank shall not be liable for any license or IPR violation on the part of Designing Agency.

iii. Subject to other terms and conditions of this OTE, Designing Agency shall, at its own expenses without any limitation, indemnify and keep fully and effectively indemnified the Bank against all costs, claims, damages, demands, expenses and liabilities of whatsoever nature arising out of or in connection with all claims of infringement of Intellectual Property Rights, including patent, trademark, copyright, trade secret or industrial design rights of any third party arising from the Services or use of Work Product or any part thereof in India or abroad under this OTE.

iv. The Bank will give (a) notice to Designing Agency of any such claim without delay/provide reasonable assistance to Designing Agency in disposing of the claim; (b) sole authority to defend and settle such claim and; (c) will at no time admit to any liability for or express any intent to settle the claim provided that (i) Designing Agency shall not full/partially settle any such claim without the written consent of the Bank, unless such settlement releases the Bank fully from such claim, (ii) Designing Agency shall promptly provide the Bank with copies of all pleadings or similar documents relating to any such claim, (iii) Designing Agency shall consult with the Bank with respect to the defence and settlement of any such claim, and (iv) in any litigation to which the Bank is also a party, the Bank shall be entitled to be separately represented at its own expenses by counsel of its own selection.

v. Designing Agency shall have no obligations with respect to any infringement claims to the extent that the infringement claim arises or results from: (i) Designing Agency's compliance with the Bank's specific technical designs or instructions (except where Designing Agency knew or should have known that such compliance was likely to result in an infringement claim and Designing Agency did inform the Bank of the same); or (ii) any unauthorized modification or alteration of the Work Product by the Bank.

vi. All Work Product prepared by the Designing Agency in performing the Services shall become and remain the sole and exclusive property of the Bank and all Intellectual Property Rights in such Work Product shall vest with the Bank. Any Work Product, of which the ownership or the Intellectual Property Rights do not vest with the Bank under law, shall automatically stand assigned to the Bank as and when such Work Product is created and Designing Agency agrees to execute all papers and to perform such other acts as the Bank may deem necessary to secure its rights herein assigned by Designing Agency. The Work Product shall not be used for any purpose other than intended under the scope of work, without prior written consent of the Bank.

vii. In the event that Designing Agency integrates any work that was previously created by Designing Agency into any Work Product, Designing Agency shall grant to, and the Bank is hereby granted, a worldwide, royalty-free, perpetual, irrevocable license to utilize the incorporated items, including, but not limited to, any and all copyrights, patents, designs, trade secrets, trademarks or other Intellectual Property Rights, in connection with the Work Product.

36. Liquidated Damages:

If the Designing Agency fails to deliver and perform any or all the services within the stipulated time schedule as specified in this OTE/ Contract, the Bank may, without prejudice to its other remedies under the Contract, and unless otherwise extension of time is agreed upon without the application of Liquidated Damages, deduct from the Contract Price, as liquidated damages **mentioned in part II (Schedule of Events, Sl. No. 12).** Once the maximum deduction is reached, the Bank may consider termination of the Contract.

37. Conflict of Interest:

i. Bidder shall not have a conflict of interest (the “Conflict of Interest”) that affects the bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Bank shall be entitled to forfeit and appropriate the Bid Security (EMD), as the case may be, upon estimated loss and damage likely to be suffered and incurred by the Bank and not by way of penalty for, inter alia, the time, cost and effort of the Bank, including consideration of such Bidder’s proposal (the “Damages”), without prejudice to any other right or remedy that may be available to the Bank under the bidding Documents and/ or the Agreement or otherwise. It is further clarified that:
   (a) Bidder shall not receive any remuneration in connection with the assignment except as provided in the Contract.

(b) Bidder shall provide professional, objective and impartial advice and at all times hold the Bank's interests paramount, strictly avoiding conflicts with other assignment(s)/job(s) or their own corporate interests, and act without any expectation/ consideration for award of any future assignment(s) from the Bank. Bidder shall avoid any conflict of interest while discharging contractual obligations and bring, before-hand, any possible instance of conflict of interest to the knowledge of the Bank, while rendering Services under the Agreement.

ii. Without limiting the generality of the above, a Bidder shall be deemed to have a Conflict of Interest affecting the bidding Process, if:

(a) the Bidder, its Member or Associate (or any constituent thereof) and any other Bidder, its Member or any Associate thereof (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding of a Bidder, its Member or an Associate thereof (or any shareholder thereof having a shareholding of more than 5% (five percent) of the paid up and subscribed share capital of such Bidder, Member or Associate, as the case may be) in the other Bidder, its Member or Associate, has less than 5% (five per cent) of the subscribed and paid up equity share capital thereof; provided further that this disqualification shall not apply to any ownership by a Bank, insurance company, pension fund or a public financial institution referred to in 2(72) of the Companies Act, 2013. For the purposes of this Clause, indirect shareholding held through one or more intermediate persons shall be computed as follows:

(i) where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the "Subject Person") shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and

(ii) subject always to sub-clause (i) above, where a person does not exercise control over an intermediary, which has a shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis; provided, however, that no such shareholding shall be reckoned under this sub-clause if the shareholding of such person in the intermediary is less than 26% of the subscribed and paid up equity shareholding of such intermediary; or

(b) a constituent of such Bidder is also a constituent of another Bidder; or

(c) such Bidder, its Member or any Associate thereof receives or has received any direct or indirect subsidy, grant, concessional loan or subordinated debt from any other Bidder, its Member or Associate, or has provided any such subsidy, grant, concessional loan or subordinated debt to any other Bidder, its Member or any Associate thereof; or

(d) such Bidder has the same legal representative for purposes of this Bid as any other Bidder; or

(e) such Bidder, or any Associate thereof, has a relationship with another Bidder, or any Associate thereof, directly or through common third party/ parties, that puts either or both of them in a position to have access to each other's information about, or to influence the Bid of either or each other; or

(f) such Bidder or any of its affiliates thereof has participated as a Designing Agency to the Bank in the preparation of any documents, design, or technical specifications of the Project.

For the purposes of this OTE, Associate means, in relation to the Bidder, a person who controls, is controlled by, or is under the common control with such Bidder (the "Associate"). As used in this definition, the expression "control" means, with respect to a person which is a company or corporation, the ownership, directly or indirectly, of more than 50% (fifty per cent) of the voting shares of such person, and with respect to a person which is not a company or corporation, the power to direct the management and policies of such person by operation of law or by contract.

38. Fraud & Corrupt Practices:

i. The Bidder and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding Process. Notwithstanding anything to the contrary contained herein, the Bank shall reject an Application 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/fraudulent/coercive/undesirable or restrictive practices in the bidding Process.

ii. Bidders are obliged to Suo-moto proactively declare any conflicts of interest (pre-existing or as and as soon as these arise at any stage) in the OTE

iii. process or execution of the contract. Failure to do so would amount to violation.

iv. Without prejudice to the rights of the Bank under Clause 21.1 hereinabove, if a Bidder is found by the Bank to have directly or indirectly or through an agent, engaged or indulged in any corrupt/fraudulent/coercive/undesirable or restrictive practices during the bidding Process, such Bidder shall not be eligible to participate in any EOI/OTE issued by the Bank during a period of 2 (two) years from the date if such Bidder is found by the Bank to have directly or indirectly or through an agent, engaged or indulged in any corrupt/ fraudulent/ coercive/ undesirable or restrictive practices, as the case may be.

v. For the purposes of this Clause, the following terms shall have the meaning hereinafter, respectively assigned to them:

(a) “**corrupt practice**” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the bidding Process (for the avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Bank who is or has been associated in any manner, directly or indirectly with the bidding Process or the Letter of Authority or has dealt with matters concerning the Concession Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Bank, shall be deemed to constitute influencing the actions of a person connected with the bidding Process); or (ii) engaging in any manner whatsoever, whether during the bidding Process or after the issue of the Letter of Authority or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the Letter of Authority or the Agreement, who at any time has been or is a legal, financial or technical adviser of the Bank in relation to any matter concerning the Project;

(b) **“Fraudulent practice”** means any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefits may be obtained or an obligation avoided. This includes making false declarations or providing false information for participation in a OTE process or to secure a contract or in execution of the contract;

(c) **“Coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the bidding Process;

(d) **“Undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by the Bank with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the bidding Process; or (ii) having a Conflict of Interest; and

(e) **“Restrictive practice”**/ **“Anti-competitive practice”** means any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of the Competition Act, 2002, between two or more bidders, with or without the knowledge of the Bank, that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels;

(f) **“Obstructive practice”** means materially impede the Bank’s or Government agencies investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation;

or by making false statements to investigators and/or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding the Bank's rights of audit or access to information;

(g) Debarment/Banning

Empanelment/participation of Bidders and their eligibility to participate in the Bank's procurements is subject to compliance with code of integrity and performance in contracts as per terms and conditions of contracts. Following grades of debarment from empanelment/participation in the Bank's procurement process shall be considered against delinquent Vendors/Bidders:

(a) Holiday Listing (Temporary Debarment - suspension):

Whenever a Vendor is found lacking in performance, in case of less frequent and less serious misdemeanors, the vendors may be put on a holiday listing (temporary debarment) for a period upto 12 (twelve) months. When a Vendor is on the holiday listing, he is neither invited to bid nor are his bids considered for evaluation during the period of the holiday. The Vendor is, however, not removed from the list of empaneled vendors, if any. Performance issues which may justify holiday listing of the Vendor are:

- Vendors who have not responded to requests for quotation/tenders consecutively three times without furnishing valid reasons, if mandated in the empanelment contract (if applicable);
- Repeated non-performance or performance below specified standards (including after sales services and maintenance services etc.);
- Vendors undergoing process for removal from empanelment/participation in the procurement process or banning/debarment may also be put on a holiday listing during such proceedings.

(b) Debarment from participation including removal from empaneled list

Debarment of a delinquent Vendor (including their related entities) for a period (one to two years) from the Bank's procurements including removal from empanelment, wherever such Vendor is empaneled, due to severe deficiencies in performance or other serious transgressions. Reasons which may justify debarment and/or removal of the Vendor from the list of empaneled vendors are:

- Without prejudice to the rights of the Bank under Clause 40(i) hereinabove, if a Bidder is found by the Bank to have directly or indirectly or through an agent, engaged or indulged in any corrupt/fraudulent/coercive/undesirable or restrictive practices during the bidding Process, such Bidder shall not be eligible to participate in any EOI/OTE issued by the Bank during a period of 2 (two) years from the date of debarment.
- Vendor fails to abide by the terms and conditions or to maintain the required technical/operational staff/equipment or there is change in its production/service line affecting its performance adversely, or fails to cooperate or qualify in the review for empanelment;
- If Vendor ceases to exist or ceases to operate in the category of requirements for which it is empaneled;
- Bankruptcy or insolvency on the part of the vendor as declared by a court of law; or
- Banning by Ministry/Department or any other Government agency;
- Other than in situations of force majeure, technically qualified Bidder withdraws from the procurement process or after being declared as successful bidder: (i) withdraws from the process; (ii) fails to enter into a Contract; or (iii) fails to provide performance guarantee or any other document or security required in terms of the OTE documents;
- If the Central Bureau of Investigation/CVC/C&AG or Vigilance Department of the Bank or any other investigating agency recommends such a course in respect of a case under investigation;
- Employs a Government servant or the Bank's Officer within two years of his retirement, who has had business dealings with him in an official capacity before retirement; or
- Any other ground, based on which the Bank considers, that continuation of Contract is not in the public interest.
- If there is strong justification for believing that the partners/directors/proprietor/agents of the firm/company have been guilty of violation of the code of integrity or Integrity Pact (wherever applicable), evasion or habitual default in payment of any tax levied by law; etc.

(c) Banning from Ministry/Country-wide procurements

For serious transgression of code of integrity, a delinquent Vendor (including their related entities) may be banned / debarred from participation in a procurement process of the Bank including procurement process of any procuring entity of Government of India for a period not exceeding three years commencing from the date of debarment.

39. Termination for Default:

i. The Bank, without prejudice to any other remedy for breach of Contract/OTE, by a written notice of not less than 30 (thirty) days sent to the Designing Agency, may terminate the Contract in whole or in part for any of the following reasons:

a. If the Designing Agency fails to deliver and perform any or all the Services within the period(s) specified in the OTE/ Contract/ SLA, or within any extension thereof granted by the Bank pursuant to conditions of contract or

b. If the Designing Agency fails to perform any other obligation(s) under the OTE/contract; or

c. Laxity in adherence to standards laid down by the Bank; or

d. Material discrepancies/deviations in the agreed processes and/or Services.; or

e. Violations of terms and conditions stipulated in this OTE.

f. On the happening of any termination event mentioned in the OTE/Contract.

ii. In the event the Bank terminates the Contract in whole or in part for the breaches attributable to the Designing Agency, the Bank may procure, upon such terms and in such manner as it deems appropriate, Services similar to those undelivered, and the Designing Agency shall be liable to the Bank for any increase in cost for such similar Services. However, the Designing Agency shall continue performance of the Contract to the extent not terminated.

iii. If the contract is terminated under any termination clause, the Designing Agency shall handover all documents/ executable/ Bank's data or any other relevant information to the Bank in a timely manner and in proper format as per the scope of this OTE and shall also support the orderly transition to another Designing Agency or to the Bank.

iv. During the transition, the Designing Agency shall also support the Bank on technical queries/support on process implementation or in case of software provision for future upgrades.

v. The Bank’s right to terminate the Contract will be in addition to the penalties / liquidated damages and other actions as specified in this OTE/Contract.

vi. In the event of failure of the Designing Agency to render the Services or in the event of termination of contract or expiry of the term or otherwise, without prejudice to any other right, the Bank at its sole discretion may make alternate arrangements for getting the Services contracted with another Designing Agency. In such a case, the Bank shall give prior notice to the existing Designing Agency. The existing Designing Agency shall continue to provide services as per the terms of the contract until a ‘New Designing Agency’ completely takes over the work. During the transition phase, the existing Designing Agency shall render all reasonable assistance to the new Designing Agency within such period prescribed by the Bank, at no extra cost to the Bank, for ensuring smooth switch over and continuity of services. If existing Designing Agency is in breach of this obligation, they shall be liable for paying a penalty **as provided in Schedule of Events, Sl. No. 12** on demand to the Bank, which may be settled from the payment of invoices or EMD for the contracted period.

40. Force Majeure:

i. Notwithstanding the provisions of terms and conditions contained in this OTE, the Designing Agency shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default, if any, and to the extent that the delay in the performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

ii. For the purposes of this clause, 'Force Majeure' means and includes wars, insurrections, revolution, civil disturbance, riots, terrorist acts, public strikes, hartal, bundh, fires(unless caused by negligence of Designing Agency), floods, epidemic, pandemic, lockdown, quarantine restrictions, freight embargoes, declared general strikes in relevant industries, Vis Major Act of Government, impeding reasonable performance of the Designing Agency but does not include any foreseeable events, commercial considerations or those involving fault or negligence on the part of the party claiming Force Majeure.

iii. If a Force Majeure situation arises, the Designing Agency shall promptly notify the Bank in writing of such condition and the cause thereof. Unless otherwise directed by the Bank in writing, the Designing Agency shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

iv. If the Force Majeure situation continues beyond 30 (thirty) days, either party shall have the right to terminate the Contract by giving a notice to the other party. Neither party shall have any penal liability to the other in respect of the termination of the Agreement as a result of an event of Force Majeure. However, Designing Agency shall be entitled to receive payments for all services actually rendered up to the date of the termination of the Contract.

41. Termination for Insolvency:

The Bank may, at any time, terminate the Contract by giving written notice to the Designing Agency, if the Designing Agency becomes Bankrupt or insolvent or any application for Bankruptcy, insolvency or winding up has been filed against it by any person. In this event, termination will be without compensation to the Designing Agency, 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.

42. Termination for Convenience:

i. The Bank, by a written notice of not less than 90 (ninety) days sent to the Designing Agency, may terminate the Contract, in whole or in part, at any time for its convenience without assigning any reasons. The notice of termination shall specify that termination is for the Bank's convenience, the extent to which performance of the Designing Agency under the Contract is terminated, and the date upon which such termination becomes effective.

ii. In the event of termination of the Agreement for the Bank's convenience, Designing Agency shall be entitled to receive pro rata payment for the Services rendered (delivered) up to the effective date of termination.

43. Disputes / Arbitration (applicable in case of successful Bidder only):

All disputes or differences whatsoever arising between the parties out of or in connection with this contract or in discharge of any obligation arising out of the Contract (whether during the progress of work or after completion of such work and whether before or after the termination of this contract, abandonment, or breach of this contract), shall be settled amicably. If however, the parties are not able to solve them amicably, either party (Bank or Designing Agency), may seek appropriate civil remedy with the competent civil courts located at Mumbai, India. The Designing Agency shall continue the work under the Contract during the pendency of the civil proceedings unless otherwise directed by the Bank or unless the matter is such that the work cannot possibly be continued until the decision of the civil court is obtained.

44. Governing Language:

The governing language shall be English.

45. Applicable Law & Jurisdiction:

The Contract/OTE shall be interpreted in accordance with the laws of the Union of India and shall be subjected to the exclusive jurisdiction of the competent civil courts at Mumbai.

46. Taxes and Duties;

a. The selected Designing Agency shall be liable to pay all corporate taxes and income tax that shall be levied according to the laws and regulations applicable from time to time in India and the price Bid by the Designing Agency shall include all such taxes in the quoted price.

b. Prices quoted should be exclusive of all Central / State Government taxes/duties and levies but inclusive of Custom duty as also cost of incidental services such as transportation, road permits, insurance etc. The quoted prices and taxes/duties and statutory levies such as GST etc. should be specified in the separate sheet **(Annexure-F).**

c. Income / Corporate Taxes in India: The Bidder shall be liable to pay all corporate taxes and income tax that shall be levied according to the laws and regulations applicable from time to time in India and the price Bid by the Bidder shall include all such taxes in the contract price.

d. All expenses, stamp duty and other charges/ expenses in connection with the execution of the Agreement as a result of this OTE process shall be borne by the Designing Agency alone. The Agreement/ Contract would be stamped as per Maharashtra Stamp Act, 1958 and any amendment thereto.

47. Tax deduction at Source:

i. Wherever the laws and regulations require deduction of such taxes at the source of payment, the Bank shall affect such deductions from the payment due to the Designing Agency. The remittance of amounts so deducted and issuance of certificate for such deductions shall be made by the Bank as per the laws and regulations for the time being in force. Nothing in the Contract shall relieve the Selected Designing Agency from his responsibility to pay any tax that may be levied in India on income and profits made by the Selected Designing Agency in respect of this contract.

ii. The Selected Designing Agency staff, personnel and labour will be liable to pay personal income taxes in India in respect of such of their salaries and wages as are chargeable under the laws and regulations for the time being in force, and the Selected Designing Agency shall perform such duties in regard to such deductions thereof as may be imposed on him by such laws and regulations.

48. Notices:

Any notice given by one party to the other pursuant to this OTE/contract shall be sent to other party in writing or by Fax and confirmed in writing to other Party's address. The notice shall be effective when delivered or on the notice's effective date whichever is later.

49. Terms of Payment:

i. The Designing Agency will submit invoices on the completion of the activity for necessary settlement. The invoices should be submitted along with a list of work initiated /completed, along-with all supporting documents and bills as well as copies of the supplier bills where relevant.

ii. Bank will pay to the Designing Agency only.

iii. The Tax and GST/VAT component shall be payable as applicable.

iv. The Bank will make the payment within the period of 60 days after receiving the bill from the Designing Agency drawn as per terms of contract and completed in all respect.

50. Other Information:

i. Photographs/ creative will be the property of Bank and the same are required to be handed over to the Bank.

ii. The Designing Agency will be responsible for copy right issues concerning usage of images, footage, text material, etc. obtained through various sources. Bank will not be a party to any disputes arising out of copyright violation by the Designing Agency.

iii. The Designing Agency will be responsible for obtaining any permission that may be required for undertaking work as detailed in this OTE document. Bank may assist the Designing Agency in this regard, wherever possible.

iv. The Designing Agency will at no time resort to plagiarism. Bank will not be a party to any dispute arising on account of plagiarism resorted to by the Designing Agency. The Designing Agency will indemnify Bank against any claim, laws, damages, etc. arising out of the Designing Agency having resorted to plagiarism or violation & IPR of any third party.

(CHANDRAKANT BHAGWAT)
COMPANY SECRETARY

BID FORM – (TECHNICAL BID)
[On Company's letter head]
(to be included in Technical Bid Envelope)

ANNEXURE-A

Date: XX.XX.XXXX

To:
General Manager
Central Bank of India
09th Floor, Chandermukhi Building
Investors Relation Division,
Nariman Point, Mumbai -400021

Dear Sir/ Madam,

Ref: OTE No. CO/MBD/2025-26/01 Dated: 26.02.2026

We have examined the above OTE, the receipt of which is hereby duly acknowledged and subsequent pre-Bid clarifications/ modifications / revisions, if any, furnished by the Bank and we offer to provide Services detailed in this OTE. We shall abide by the terms and conditions spelt out in the OTE.

2. While submitting this Bid, we certify that:
   - The undersigned is authorized to sign on behalf of the Designing Agency and the necessary support document delegating this authority is enclosed to this letter.
   - We declare that we are not in contravention of conflict of interest obligation mentioned in this OTE.
   - The prices submitted by us have been arrived at without agreement with any other Bidder of this OTE for the purpose of restricting competition.
   - The prices submitted by us have not been disclosed and will not be disclosed to any other Bidder responding to this OTE.
   - We have not induced or attempted to induce any other Bidder to submit or not to submit a Bid for restricting competition.
   - We have quoted for all the services/items mentioned in this OTE in our price Bid.
   - The rate quoted in the *Price Bids are as per the OTE* and subsequent pre-Bid clarifications/ modifications/ revisions furnished by the Bank, without any exception.

3. If our offer is accepted, we undertake to complete the formalities for providing

   Services within the period specified in the OTE/Contract.

4. We agree to abide by all the Bid terms and conditions of this document and the rates quoted therein for the orders awarded by the Bank up to the period prescribed in the Bid, which shall remain binding upon us.
5. Until a formal Service Level Agreement (SLA)/ Non-Disclosure Agreement (NDA) contract is executed, this Bid together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

6. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988, as amended”.

7. We undertake that we 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 the Bank, 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, contracting and implementation of the contract.

8. We undertake that we will not resort to canvassing with any official of the Bank, connected directly or indirectly with the bidding process to derive any undue advantage. We also understand that any violation in this regard, will result in disqualification of bidder from the further bidding process.

9. We certify that we have not made any changes in the contents of the OTE document read with its amendments/clarifications provided by the Bank submitted by us in our Bid document.

10. It is further certified that the contents of our Bid are factually correct. We also accept that in the event of any information / data / particulars proving to be incorrect, the Bank will have the right to disqualify us from the Bid. We shall make available to the Bank any additional information it may find necessary or require to supplement or authenticate the Qualification statement. We also acknowledge the right of the Bank to reject our Bid/Application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever

11. We understand that you may cancel the bidding process at any time and that you are neither bound to accept any Application that you may receive nor to invite that Applicants without incurring any liability to the Applicants. We further understand that you are not bound to accept the lowest or any Bid you may receive and you may reject all or any Bid without assigning any reason or giving any explanation whatsoever.

12. We hereby undertake that our name does not appear in any “Caution” list of RBI / IBA/ SEBI or any other regulatory body for outsourcing activity.

13. If our Bid is accepted, we undertake to enter into and execute at our cost, when called upon by the Bank to do so, a Service Level Agreement (SLA)/ Non-Disclosure Agreement (NDA) in the prescribed form and we shall be jointly and severally responsible for the due performance of the contract.

14. The name(s) of successful Bidder to whom the contract is finally awarded after the completion of the bidding process shall be displayed on the website of the Bank and/or communicated to the successful Bidder(s).
15. We certify that in regard to matters of security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.

16. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or

convicted by a Court of Law for any offence committed by us or by any of our Associates.

17. We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers/ employees.
18. We hereby certify that on the date of submission of Bid for this OTE, we do not have any past/ present litigation which adversely affects our participation in this OTE or we are not under any debarment/blacklist period for breach of contract/fraud/corrupt practices by any Scheduled Commercial Bank/ Public Sector Undertaking/ State or Central Government or their agencies/departments.
19. We hereby certify that on the date of submission of Bid, we do not have any Service Level Agreement pending to be signed with the Bank for more than 6 months from the date of issue of work order.
20. We hereby certify that we have read the clauses contained in O.M. No. 6/18/2019-PPD, dated 23.07.2020 order (Public Procurement No. 1), order (Public Procurement No.2) dated 23.07.2020 and order (Public Procurement No. 3) dated 24.07.2020 regarding restrictions on procurement from a bidder of a country which shares a land border with India. We further certify that we and our OEM are not from such a country or if from a country, has been registered with competent authority. We certify that we and our OEM fulfil all the requirements in this regard and are eligible to participate in this OTE.
21. If our Bid is accepted, we undertake to enter into and execute at our cost, when called upon by the Bank to do so, a contract in the prescribed form and we shall be solely responsible for the due performance of the contract.
22. We hereby certify that none of ours and/or our partner's /Directors are convicted of any criminal offence related to their professional conduct or making false statements or misrepresentations as to their qualifications to enter into a Procurement Contract within a period of two years preceding the date of the OTE. If a bidder chooses not to disclose any such issue, and the same comes to Bank's notice at a later date, the Bank will be free to revoke any contract entered with the Designing Agency /Designing Agency and forfeit EMD at its discretion.
23. We hereby understand that any of the mentioned services can be withdrawn by the Bank by giving a notice of 15 days, any time during the contract period and no commercials for the service as per price discovery, will be paid by the Bank, subsequent to withdrawal of service.

We hereby undertake and agree to abide by all the terms and conditions stipulated by the Bank in the OTE document.

Dated this .... day of 2026

____

(Signature) *(Name)*
(In the capacity of)

Duly authorized to sign Bid for and on behalf of

____

Seal of the company/ Firm.

Note: Company to provide copy of the board resolution authorizing the signatory to sign the bid documents.

[On Company's letter head]

Annexure-B

Date: XX.XX.XXXX

To:
General Manager
Central Bank of India
09th Floor, Chandermukhi Building
Investors Relation Division,
Nariman Point, Mumbai -400021

Dear Sir,

Subject: Submission of Bid documents
Ref: OTE No. CO/MBD/2025-26/01 Dated: 26.02.2026

We hereby submit the required documents in respect of RFP:

S. No.	Eligibility	Supportive documents required
1	The Bidder should be a Company /Partnership Firm/LLP/ firm of national / international repute / standing and should have its office at Mumbai.	A write up about the company / firm, its standing and past work done (not exceeding 2 pages). Copy of the Certificate of Incorporation issued by Registrar of Companies / firms and full address of the Registered office.
2	The bidder should be in existence for a minimum period of 07 years in India. Relaxation will be given to start ups in respect of turnover and prior experience subject to meeting quality and technical specifications.	Certificate of Business Commencement or any other certification related to the establishment of the business.
3	The bidder should have relevant experience of providing consulting assignments related to the preparation of Integrated Annual Reports and BRSR of at least three reputed Company/ Bank out of top 500 listed companies and should have undertaken the work of preparation of Integrated Annual Reports of at least one Banking company or BFSI during the last Seven years.	Letters from clients/ Copy of engagement letters/ contracts.
4	Bidder to have at least 6 (Six) nos. of qualified manpower for the assignment, each with a minimum of 3 (Three) years of experience in writing/preparing the Integrated Annual Reports. The bidder shall provide along with the technical bid, CVs of Team leader and other Team members/experts to be deployed for the assigned job.	CVs to be submitted.

5	The business operations of the company/firm should be based at Mumbai.	Supporting document.
6	The bidder should not be under debarment /blacklist period for breach of contract/fraud/corrupt practices by any Scheduled Commercial Bank/IBA/RBI/SEBI/ Public Sector Undertaking/State or Central government or their agencies/ Departments or other statutory bodies as on date of submission of the response to OTE.	Self-declaration
7	All bidders are required to submit an earnest bid money amount of Indian Rupees 1.00 Lakh only with their response to OTE.	Through online mode in Central Bank of India, Current Account No. 1787420976, IFSC: CBIN0281067.
8	Past/present litigations, disputes, if any (Adverse litigations could result in disqualification, at the sole discretion of the Bank)	Brief details of litigations, disputes, if any are to be given on Company's letter head.
9	Bidders should not be under debarment/blacklist period for breach of contract/fraud/corrupt practices by any Scheduled Commercial Bank/ Public Sector Undertaking / any regulatory body etc., IBA, RBI, SEBI, TRAI, DOT, or regulator of any other country/ State or Central Government or their agencies/ departments on the date of submission of bid for this OTE and anytime during the last three years. In case of merger /acquisition / purchase / takeover, this clause would apply to both the organizations. i.e., in case any one of the organizations is blacklisted, then the same would be applicable to both organizations. Any instance of non-completion of the project or termination of SLA by any entity due to non-performance of the	Bidder should specifically confirm on their letter head in this regard.

	Designing Agency for the reasons attributable to the Designing Agency/bidder or their respective partner, during last 3 years prior to the date of OTE, shall be treated as non-performance on the part of the bidder and its partner and such bidders shall not be considered eligible for implementation of the project.	

Documentary evidence must be furnished against each of the above criteria along with an index. 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. False compliances with respect to any of the minimum Eligibility/Technical criteria would disqualify the bidder from the OTE process. If a bidder is finally selected and at any stage during the term of the contract, if Bank finds the false certification for meeting the minimum eligibility/technical criteria, or the bidder is not eligible as per the minimum eligibility and technical evaluation criteria, Bank may debar/expel and blacklist the bidder and reassign the orders to other Designing Agency and Bank has right to forfeit Earnest Money Deposit (EMD).

Name & Signature of authorized signatory

Seal of Company/Firm

Annexure-C

Technical Evaluation Criteria

Company/ Firm should be engaged in business of designing, drafting, preparation of ARs and allied activities in India and engaged with leading entities.

Parameters for technical evaluation are as under:

Sl. No	Parameter for evaluation	Marking Criteria	Minimum Marks	Maximum Marks
1.	Experience in designing, drafting, preparing of Integrated Annual Reports and allied activities for at least three reputed Company/ Bank out of top 500 listed companies.	5 Marks for each such company	5	40
2.	Experience in designing, drafting, preparing of Integrated Annual Reports, developing Interactive site for the same and allied activities for at least one or more Public Sector Banks/ Private Sector Bank/ BFSI.	5 Marks for each Public Sector Banks/ Private Sector Bank/ BFSI.	5	30
	Total		10	70

Proof of engagement should be submitted.

[On Company’s letter head]

Annexure-C-1

DETAILS OF KEY PERSONNEL

The team of professionals shall be comprised of experts and specialists (the “**Professional Personnel**”) in their respective areas of expertise and managerial/support staff (the “**Support Personnel**”) such that the Designing Agency should be able to complete the services within the specified time schedule. The Key Personnel shall be included in the proposed team of Professional Personnel. Other competent and experienced Professional Personnel in the relevant areas of expertise must be added as required for successful completion of the services subject to the approval of the Bank. The CV of each such Professionals, if any, should also be submitted.

The details of Key Personnel of agency are as under:

Key Personnel	Educational Qualification	Length of Professional experience (No. of years)	Association with Agency (No. of years)	Contact No.

The Bank shall examine the CVs of all Professional Personnel and those not found suitable shall be replaced by the Applicant to the satisfaction of the Bank.

(Signature of Authorized Signatory)

Name of the Authorized Signatory:

Company/ Firm Name:

[On Company's letter head]

Annexure-D

Bidder Details

Details of the Bidder

S. No.	Particulars	Details
1.	Name and address of the bidder	
	Name, Mobile number and email of the bidder Designing Agency's contact official	
2.	Address of Head office of the Designing Agency	
3.	Date of Incorporation and/or commencement of business	
4.	Certificate of incorporation (Yes/No)	
5.	Brief description of the Bidder including details of its main line of business	
6.	Company website URL	
7.	Particulars of the Authorized Signatory of the Bidder a. Name b. Designation c. Address d. Phone Number (Landline) e. Mobile Number f. Fax Number g. Email Address	
8.	Details of Statutory registrations of the Designing Agency	

Signature and Seal of Company/ Firm

Annexure-E

Scope of Work

The non-inclusive indicative scope of work is furnished below:

1. Preparation of Integrated Annual Report both in Hindi & English.

2. The non-exclusive scope of work for two versions (size 27 cm x 21 cm) & is furnished below:

   i) Design of the cover pages.
   ii) Identify the theme and presentation structure of the Integrated Annual Report and its relevant chapters including IR framework/ principles, BRSR etc.
   iii) Copy-write, edit, typeset, refine content towards uniformity and continuity of tone and style (except the Financial Result section).
   iv) Proof-read for both in English and Hindi version of report.
   v) Provide full time three designers in our premises exclusively till the completion of all versions of Integrated Annual Reports, whichever is later, for completing the work of compiling the draft report/Hindi Translation/ Proof reading in Hindi & English/setting of financials in INR and all the corrections noticed by the concerned departments from time to time to be sent to our office
   vi) Artwork, graphics, photographs, design and layout of the Integrated Annual Report.
   vii) End-to-end/concept-to-delivery coordination and supervision of the Bank's Integrated Annual Report.
   viii) Perform all other responsibilities and render all assistance as may be required for timely drafting & printing of Integrated Annual Report.
   ix) Any other work which may arise in relation to the timely drafting and printing of Integrated Annual Report as required by the Bank.

3. **The assignments will be completed in compliance with regulatory prescription.**

[On Company's letter head]

Annexure-F

Commercial/ Financial Bid

The Commercial Bid needs to contain the information listed hereunder in a sealed envelope bearing the identification – **"Commercial Bid for Designing of Bank's Integrated Annual Report (IAR)".**

To:
General Manager
Central Bank of India
09th Floor, Chandermukhi Building
Investors Relation Division,
Nariman Point, Mumbai -400021

Dear Sir/Madam,

Subject: Submission of Commercial /Financial Bid
Ref. No. OTE No. CO/IRD/2025-26/01, Dated: 26.02.2026

We hereby submit the Commercial/ Financial bid for RFP/ OTE on engagement of designing agency for designing the Bank's Integrated Annual Report for 03 years as under:

Sr. No.	Amount quoted towards	Amount in (₹)
1	Professional Fees for FY 2025-26 FY 2026-27 FY 2027-28	
	Total	

Note: The charges quoted as inclusive of all taxes.

Commercial bids will be evaluated on the basis of consolidated amount quoted above and applicable taxes will be paid on an actual basis.

Name & Signature of authorized signatory

Seal of Company

Annexure-G

TECHNO-COMMERCIAL EVALUATION

Commercial/ Price bid of the bidder who qualifies the criteria of Technical Evaluation will only be opened and evaluated as under:

Parameters	Maximum Marks
Technical Proposal	70
Commercial/ Price Proposal	30
Total	100

For example:

Three Applicants namely A, B and C participated in the selection process and their technical scores are as under:
A=49/70
B=63/70
C=56/70

The quoted prices by Applicants are as under:
A= Rs 8000, B=Rs 9000, C=Rs10000

Where more than one bid is received, the final cost (lower cost quoted in price bid, in this case it Rs 8000) quoted by the applicants converted into a percentile score shall be as under:
A= (8000/8000)*30 = 30
B= (8000/9000)*30 = 26.67
C= 8000/10000)*30 = 24

As the weightage for technical parameter and cost are 70 and 30 respectively, the final scores shall be calculated as under:
A= 49 + 30.00 = 79.00
B= 63 + 26.67 = 89.67
C= 56 + 24.00 = 80.00

Hence, the offer of ‘B’ (being the highest score) would be considered as a Selected offer/selected bidder.