## Appendix 05 : Confirmation of Eligibility Criteria

( on Company Letter Head)

Particulars to be provided by the bidder in the Pre-Qualification bid –

(A) Bidder’s Profile

RFP Reference no:

| **Sr. No.** | **Particulars** | **Response from the bidder** |
| --- | --- | --- |
| 1 | Name of the bidder |  |
| 2 | Year of establishment and constitution  Certified copy of “Partnership Deed” or “Certificate of Incorporation” should be submitted as the case may be. |  |
| 3 | Location of Registered office /Corporate office and address |  |
| 4 | Mailing address of the bidder |  |
| 5 | Names and designations of the persons authorized to make commitments to BOB Financial Solutions Ltd. |  |
| 6 | Telephone and fax numbers of contact persons |  |
| 7 | E-mail addresses of contact persons |  |
| 8 | Details of :  Description of business and business background  Service Profile  Domestic & International presence  Alliance and joint ventures |  |
| 9 | Gross revenue of the bidder  Year 2015-16  Year 2016–17  Year 2017-18 |  |
| 10 | Net Profit (after all taxes etc) of the bidder  Year 2015-16  Year 2016–17  Year 2017-18  Documentary proofs are to be enclosed |  |
| 11 | Net Worth of the bidder  Year 2015-16  Year 2016–17  Year 2017-18  Documentary proofs are to be enclosed |  |
| 12 | PAN Card & GST Number Details |  |

(B) Bidder Qualification Criteria

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. no** | **Bidder qualification criteria** | **Supporting Documents** | **Bidder’s document Reference** | **Remarks** |
| B1 | The bidder should be a Company Registered under Company act and should be in business for at least five (5) years as on March 31, 2019. | Copy of registration certificate to be submitted. |  |  |
| B2 | The bidder should have a minimum average annual turnover of at least Rs. 100 Crore over the last three (3) years i.e. FY 2016, 2017 and 2018. | Supporting the fact the bidder should furnish:  a) Audited annual reports for FY2015-16, FY 2016-17 and FY2017-18 and  b) CA certificate for FY2015-16,  FY 2016-17 and FY2017-18.  The certificate should provide the details of networth, cash profit and turnover for last three years. |  |  |
| B3 | The bidder should have positive networth and cash profit (i.e., no cash loss) in 2 years out of last 3 years. |  |  |
| B4 | The Bidder should have at least three years' experience in supplying, installing, commissioning and Managing of MPS in two Banks / Financial Institutions in India and one of them should be a BFSI Sector in India in the last 2 calendar years. | Copies of the purchase order issued by the Bank, Financial Institutions or a certificate/ letter from the Bank/ Financial Institutions for having undertaken/completed the project successfully and its satisfactory performance. |  |  |
| B5 | The Bidder (Service Provider) should have delivered MPS services at least 5 BFSI customer across India | Certification / Undertaking on company's letter head with details of customers to be submitted. |  |  |
| B6 | The bidder should have their own support centre existence in India for at least three years, with a centralized call logging facility to provide 9x6 customer support. | Certification / Undertaking on company's letter head from the bidder duly signed by authorized signatory with Company seal. |  |  |
| B7 | Bidder should have support team available in tier-I, tier-II cities / locations in India covering all the locations of the BFSL. | The list of support centers containing Office Address, Telephone nos., contact person etc. shall be submitted |  |  |
| B8 | The Bidder should produce letter of satisfaction on their existing MPS customers who have availed managed print services from them for at least 3 years continuously. | Letter of satisfaction from their existing customers |  |  |
| B9 | The bidder should not have been blacklisted by any Public Financial Institutions, Public Sector Bank, RBI or IBA or any other Government agencies as on the last date of tender submission. | Self-declaration to this effect on company's letter head signed by company’s authorized signatory **as per Appendix 04.** |  |  |

Note:

1. All self-certificates shall be signed by Authorized signatory unless specified otherwise.
2. Appropriate referencing needs to be provided for all the evidence documents. Each document should have a unique reference clearly marked.
3. All evidence documents should also be submitted on a CD with appropriate referencing corresponding to the hard copies.
4. The folder structure on the CD should correspond to the eligibility criteria.
5. In case the same document is provided for more than one eligibility clause, the document should be provided in each folder corresponding to the eligibility criteria clause.

Dated this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_, 20

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and designation of Authorized Signatory

Name of Company and Address

Note: This form has to be signed by authorized signatory