



REQUEST FOR QUOTATION

**REQUEST FOR QUOTATION for EMPANELMENT of TEST LABS for TESTING of
RuPay CARDS MANUFACTURED & PERSONALISED by RuPay EMPANELED
VENDORS**

RFQ Reference Number: NPCI:RFQ:2014-15/0031 Dated 21.01.2015

National Payments Corporation of India

C-9, 8th Floor RBI Premises,

Bandra Kurla Complex, Bandra (East),

Mumbai – 400 051.

Tel: +91-022-26 57 31 50, Fax: +91-022 – 26 57 10 01

Website: www.npci.org.in

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The information contained in this Request for Quotation (RFQ) document or information provided subsequently to Bidder or applicants whether verbally or in documentary form by or on behalf of National Payments Corporation of India (NPCI), is provided to the Bidder on the terms and conditions set out in this RFQ document and all other terms and conditions subject to which such information is provided.

This RFQ document is not an agreement and is not an offer or invitation by NPCI to any party other than the applicants who are qualified to submit the bids ("Bidders"). The purpose of this RFQ document is to provide Bidder with information to assist the formulation of their proposals. This RFQ document does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFQ document and where necessary obtain independent advice. NPCI makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFQ document. NPCI may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFQ document. Further, NPCI shall select a laboratory to

- a) certify the Quality standards maintained by RuPay card manufacturing and personalization vendors and
- b) test and ascertain that the RuPay cards manufactured & personalized by RuPay empanelled vendors meet prescribed ISO standards for financial cards

Further, NPCI reserves the right to empanel more than one vendor for testing of RuPay cards manufactured & personalized by RuPay Empanelled vendors.

Important Detail about RFQ

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

Checklist

1. The eligibility Bids have been prepared in accordance with the document.
2. Demand Draft / Pay Order for INR 2,809/- (INR 2,500 + Service Tax @ 12.36%) in Envelope A – toward cost of RFQ
3. Demand Draft / Banker's Cheque / Bank Guarantee for INR 1,00,000 towards Bid Security in Envelope – 'A' Earnest Money Deposit (EMD)
4. The commercial Bids have been prepared in accordance with the document.
5. Envelope A – Eligibility Bid Response along with all annexures and declarations are as prescribed in the RFQ.
6. Envelope B - Commercial Bid Response along with all annexures and declarations are as prescribed in the RFQ.
7. Copy of the RFQ document signed by the Authorized signatory.
8. All relevant certifications, audit reports, to be enclosed to support claims made in the Bid must be in Envelope A.
9. All the pages and documents submitted as part of Bid must be duly sealed and signed by the authorized signatory.

Prices to be quoted only in Indian Rupees (INR)

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Abbreviations and Acronyms

“NPCI” means National Payments Corporation of India.

“RFQ” means Request for Quotation

“TAT” means Turnaround Time

“EMD” means Earnest Money Deposit

“PBG” means Performance Bank Guarantee

Section 1 – BID Schedule and Address

Contents

S.No.	Description	
1	Name of Project	REQUEST FOR QUOTATION FOR EMPANELMENT OF TEST LABS for TESTING of RuPay CARDS MANUFACTURED & PERSONALISED by RuPay EMPANELED VENDORS
2	Tender Reference Number	NPCI:RFQ:2014-15/0031 Dated 21.01.2015
3	Date of Publishing RFQ document on the website	21 st Jan 2015
4	Last date and time of receiving Bidders' Pre-Bid clarifications in writing	30 th Jan 2015
5	Pre Bid Response	2 nd Feb 2015
6	Last date and time for Submission Bids	6 th Feb 2015 1500 hrs
7	Date and Time of Eligibility Bid Opening	6 th Feb 2015 1530 hrs
8	Date and Time of Commercial Bid Opening	Qualified bidders will be intimated
9	Place of Bid Submission and opening of Bids	National Payments Corporation of India, 13 th Floor, R Tech Park, Off Western Express Highway, Nirlon Complex, Near HUB mall , Goregaon-East, Mumbai – 400063
10	Bid Related Queries	Ms Mona Kapoor Email ID mona.kapoor@npci.org.in Contact- 8108122892 Mr Rajesh Sakpal Email ID- rajesh.sakpal@npci.org.in Contact- 8108186560 Mr. Prashant Awale Email id: prashant.awale@npci.org.in Contact No:+91 8108108650
11	Bid Cost	INR 2,809 (INR 2,500 plus Service Tax@12.36%)
12	EMD	INR 1,00,000

REQUEST FOR QUOTATION for Empanelment of Test lab for testing of RuPay cards Manufactured & Personalised by
RuPay Empaneled vendors

Note:

- 1. Bids will be opened in the presence of the bidders' representatives who choose to attend the bid opening meeting.*
- 2. Bid Cost: DD shall be made in favor of "National Payments Corporation of India" of amount INR 2,809/- inclusive of taxes (Non-Refundable) payable at Mumbai*

Section 2– Introduction

2.1 About NPCI:

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

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

2.2 Objective of this RFQ:

To empanel an independent test laboratory to:

- a) Certify the quality standards maintained by RuPay card manufacturing and personalization vendors and
- b) Test and ascertain that the RuPay cards manufactured & personalized by RuPay empanelled vendors meet prescribed ISO standards for financial cards.

2.3 Cost of the RFQ:

The Bidder shall bear all costs associated with the preparation and submission of its bid and NPCI will in no case, be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

The Bidders shall submit the Bid document at NPCI's office at 13th Floor, R-Tech Park, off Western Express Highway, Nirlon Complex, Near Hub Mall, Goregaon-East, Mumbai– 400063, along with non-refundable amount of INR 2,809 (inclusive service tax) (INR Two Thousand Eight Hundred Nine only), payable in the form of Demand Draft / Pay order from any scheduled commercial bank in India favoring "NATIONAL PAYMENTS CORPORATION OF INDIA" payable at Mumbai along with Envelope A. This RFQ document is non-transferable and bid cost of RFQ is non-refundable.

2.4 Due Diligence

The Bidders are expected to examine all instructions, terms and specifications stated in this RFQ. The Bid shall be deemed to have been submitted after careful study and examination of this RFQ document. Failure to furnish all information or submission of a bid not responsive to this RFQ will be at the Bidders' risk and may result in rejection of the bid. NPCI is not bound to disclose the grounds for rejection of Bid. The decision of the NPCI regarding the final declaration of the successful Bidder shall be final.

The Bidder is requested to carefully examine the RFQ documents and the terms and conditions specified therein, and if there appears to be any ambiguity, contradictions, inconsistency, gap and/or discrepancy in the RFQ document, Bidder should seek necessary clarifications through Pre-Bid queries.

2.5 Ownership of this RFQ

The content of this RFQ is a copy right material of National Payments Corporation of India. No part or material of this RFQ document should be published in paper or electronic media without the prior written permission from NPCI.

Section 3– Scope of Work

3.1 In order to ensure that quality standards for RuPay cards are maintained by all card manufacturing and personalization vendors, NPCI is proposing to empanel a test laboratory with the following objectives:

- i) To ensure optimum card quality in line with prescribed ISO standards for Financial Cards as specified in ISO ISO/IEC 10373-1:2006 (E) / ISO / IEC 7810:2003 (E) / ISO / IEC 7811-6:2001(E) and ANSI INCITS 322-2002
- ii) To ensure that personalization standards are in line with prescribed ISO standards for Financial Cards as specified in ISO ISO/IEC 10373-1:2006 (E) / ISO / IEC 7810:2003 (E) / ISO / IEC 7811-6:2001(E) and ANSI INCITS 322-2002
- iii) To ensure Hologram adhesion conforms to ISO standards

3.2 In view of the above, it is proposed to empanel one or more independent test laboratories to perform an initial test for samples submitted by the empanelled vendors on the basis the sample submitted and thereafter 3 samples (50 financial cards in each sample) per quarter for testing purpose per vendor. The sample size can be increased or decreased at any point of time with /without any prior intimation.

3.3 Empanelled Test Laboratory must submit a detailed report as per the prescribed TATs to NPCI and vendor. Report format to be submitted by the bidder as a part of the Envelope A and will be finalized by the successful bidder in consultation with NPCI upon notification of award.

3.4 The price finalized under this RFQ will be valid for a period of 36 months from the date of fulfillment of testing of first sample lot.

3.5 The participating vendors should note that they will participate in the RFQ at their own cost. No obligation whatsoever arises on NPCI in this regard.

3.6 NPCI reserves the right to cancel / modify the RFQ without assigning any reason. The decision of NPCI will be final and binding on all participating in the RFQ.

3.7 In case, it is noticed at any point of time that a bidder has furnished incorrect information, such bidder will be liable to be delisted from panel as RuPay accredited vendor or penalized as decided by NPCI.

3.8 Below are the tests and their specifications which needs to be processed by the selected Bidder:

These are the basic test for financial cards -

1) **Peel Test**

Peel tester is used for performing the peel test. Component layer of material that form the card structure shall be bound to the extent that any layer shall possess minimum peel strength of 0.35 N/mm (2lbf/in). If the overlay tears during the test, this signifies that the bond is stronger than the overlay, which is automatically deemed acceptable. Please refer ISO/IEC 10373-1 (E).

2) **Width, Length & Thickness**

Digital Vernier Caliper is used for measuring the width and length of the card. Thickness Tester/ Thickness Guage is used for measuring the thickness of the card. Please refer ISO/IECC 7810:2003 (E).

3) **Bending Test**

Bending Stiffness Tester is used for measuring the bending strength of a card. Card shall return to 1.5mm of its original flat condition on removal of load. The deformation which occurs when the card is subjected to the test load described in ISO/IEC 10373-1 shall be 35mm (1.38 in) maximum and 13mm (0.51 in) minimum. The card shall return to within 1.5mm (0.60 in) of its original flat condition within one minute after the load is removed. Please refer ISO/IECC 7810:2003 (E)

4) **Hologram, Sig. Panel, Magnetic Stripe Adhesion Test**

Hologram Adhesion Tester, Sig. Panel Adhesion Tester, and Magnetic Stripe Adhesion Tester are used for performing respective test.

5) **Card Warpage Test**

Card Warpage Tester is used for performing the card warpage test. The maximum distance from a flat plate to any portion of the convex surface shall not be greater than 1.5mm (0.06in) including the card thickness. Please refer ISO/IECC 7810:2003 (E)

6) **Dynamic Bending Test**

Dynamic Bending Tester is used for it. The card shall remain testably functional and not show any cracks on its surface when subjected to a total of 1000 bending cycle. Please refer ISO/IEC 10373-1 (E).

7) **Dynamic Torsional Test**

Dynamic Torsional Tester is used for it. The card shall remain testably functional and not show any cracks on its surface when subjected to a total of 1000 bending cycle. Please refer ISO/IEC 10373-1 (E).

8) **Card Corner Radius**

Card corner radius is used to measure the radius of the card corner.

9) **Adhesion & Blocking Fixture**

When finished cards are stacked together, the cards shall show no effect such as:

- i. Delamination
- ii. Discolour or colour transfer
- iii. Change to surface finish
- iv. Transfer of material from one card to another
- v. Deformation

10) **Micro text Test**

Eye glass is used to see the Micro Text on Hologram

11) **Micro text & nano text**

Microscope (200x) is used to see the Micro Text and Nano Text on Hologram.

12) **Covert laser readable image/text**

CLR reader is used to read covert laser readable image/text on the Hologram.

Please note NPCI reserve the right to increase or reduce the number of tests (as mentioned above) to be performed for financial cards.

13) **Durability**

Durability of Personalisation data on RuPay Cards as per the prescribed by NPCI from time to time.

Single Point of Contact

The selected Bidder shall appoint a single point of contact, with whom NPCI will deal, for any activity pertaining to the requirements of this RFQ

Section 4- Eligibility Criteria

4.1 Pre-requisite:

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

4.2 Eligibility Criteria:

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

1. The bidder should be a Company registered under Companies Act 1956, Partnership Act or an LLP under Limited Liability Partnership Act or Societies Act 1860.
2. The bidder should have been a profit making company for one out of the last two financial years (2012-2013, 2013-2014) or calendar years (2012, 2013) or bidder's financial year and positive net worth as on March 2014.
3. The bidder should have a turnover of minimum INR 25 lakh from the polymer testing business in the financial year 2013-14 or calendar year 2013 or bidder's financial year.
4. The bidder must have had prior experience in performing test on PVC based financial cards or identity cards or security cards.
5. The bidder must be ISO certified organization in the field of polymer testing and quality control. Bidder should submit valid certificate as evidence.
6. The bidder should not be currently blacklisted by Government/Government Agency/Institution in India or abroad.
7. The bidder should have NABL (National Accreditation Board for Testing and Calibration Laboratory) certification. Bidder should submit valid certificate as evidence.

4.3 Eligibility Criteria Response Sheet

4.3.1 The Bidders should complete the Eligibility Criteria Response Sheet as given in Annexure - I.

4.3.2 Failure to provide the desired information and documents may lead to disqualification of the Bidder.

Section 5- Instruction to Bidders

A. The Bidding Document

5.1 RFQ:

RFQ shall mean Request for Quotation.

Bid, Tender and RFQ are used to mean the same.

The Bidder is expected to examine all instructions, forms, Terms and Conditions and technical specifications in the Bidding Document. Submission of a Bid not responsive to the Bidding Document in every respect will be at the Bidder's risk and may result in the rejection of its Bid without any further reference to the Bidder.

5.2 Cost of Bidding

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

5.3 Content of Bidding Document:

The Bid shall be in 2 separate envelopes, Envelope A and B. The contents of the Envelopes are mentioned in clause 5.13.

5.4 Clarifications of Bidding Documents:

A prospective Bidder requiring any clarification of the Bidding Documents may notify NPCI in writing at NPCI's address or through email any time prior to the deadline for receiving such queries as mentioned in Section 1. The replies/clarifications will be uploaded on NPCI's website.

Bidders should submit the queries only in the format given below:

Sr. No.	Document Reference	Page No.	Clause No.	Description in RFQ	Clarification Sought	Additional Remark (if any)

5.5 Amendment of Bidding Documents

5.5.1 At any time prior to the deadline for submission of Bids, NPCI may for any reason, whether at its own initiative or in response to a clarification requested by a Bidder, amend the Bidding Documents.

5.5.2 Amendments will be provided in the form of Addenda/ Corrigenda to the Bidding Documents, which will be posted in NPCI's website. Addenda will be binding on Bidders.

5.5.3 It will be assumed that the amendments contained in such Addenda/ Corrigenda had been taken into account by the Bidder in its Bid.

5.5.4 In order to afford Bidders reasonable time in which to take the amendment into account in preparing their bids, NPCI may, at its discretion, extend the deadline for the submission of Bids, in which case, the extended deadline will be posted in NPCI's website.

5.5.5 From the date of issue, the Addenda to the tender shall be deemed to form an integral part of the RFQ.

B Preparation of Bid

5.6 Bid Price

Prices quoted in the bid should include all costs including all applicable taxes, duties levies, VAT/Sales Tax/Service Tax and fees whatsoever, except Octroi.

The VAT/Sales Tax/Service Tax should be shown separately in the final Price Schedule.

5.7 Earnest Money Deposit (EMD) /Bid Security

The Bidder shall submit Earnest Money Deposit of INR 1,00,000/- (Rupees One lakh Only) in the form of a Demand Draft / Pay order from a scheduled commercial bank in India drawn in favor of "National Payments Corporation of India" payable at Mumbai or by way of a Bank Guarantee valid for 180 days, with claim period of 12 months from the date of expiry of the validity of the Bank Guarantee as per the statutory provisions in force, in the format in Annexure A1 or A2.

No interest shall be payable on the EMD.

5.8 Return of EMD

EMDs furnished by all unsuccessful Bidders will be returned on the expiration of the bid validity /finalization of successful Bidder, whichever is earlier.

The EMD of successful Bidder shall be returned / refunded after furnishing Performance Guarantee as required in this RFQ.

5.9 Forfeiture of EMD

The EMD made by the bidder will be forfeited if:

1. The Bidder withdraws its Bid before opening of the Bids.
2. The Bidder withdraws its Bid after opening of the Bids but before Notification of Award.

3. Selected Bidder fails to accept the order within 5 days from the date of receipt of the notification of Award. However, NPCI reserves its right to consider at its sole discretion the late acceptance of the order by selected Bidder.
4. The selected Bidder withdraws its Bid / proposal before furnishing Performance Guarantee.
5. The Bidder violates any of the provisions of the RFQ up to submission of Performance Bank Guarantee.
6. If a Bidder makes any statement or encloses any form which turns out to be false, incorrect and/or misleading or information submitted by the Bidder turns out to be incorrect and/or conceals or suppresses material information.

5.10 Period of Validity of Bids:

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

5.11 Signing of Bid:

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

The Bid shall be signed by a person or persons duly authorized to bind the Bidder to the contract. Such authority shall be either in the form of a written and duly stamped power of attorney (format given in Annexure H) or a Board Resolution duly certified by the company's competent authority, extract of which duly certified as true copy should accompany the Bid.

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

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

C Submission of Bid

5.12 Envelope Bidding Process:

The Bid shall be prepared in 2 different envelopes, Envelope A and Envelope B. Each of the 2 Envelopes shall then be sealed and put into an outer envelope marked as **REQUEST FOR QUOTATION for EMPANELMENT of TEST LABS for TESTING of RuPay CARDS MANUFACTURED & PERSONALISED by RuPay EMPANELLED VENDORS.**

The inner and outer envelopes shall:

1. be addressed to NPCI at the address mentioned in Section 1.
2. the inner envelopes shall indicate the name and address of the Bidder.
3. if the outer envelope is not sealed and marked as indicated, NPCI will assume no responsibility for the Bid's misplacement or premature opening.

5.13 Contents of the 2 Envelopes:

Envelope 'A': The following documents shall be inserted inside Envelope A:

REQUEST FOR QUOTATION for Empanelment of Test lab for testing of RuPay cards Manufactured & Personalised by
RuPay Empaneled vendors

1. Bid Cost in the form of Demand Draft
2. Bid Earnest Money in the form of Demand Draft – Annexure A1
OR
2. Bid Earnest Money in the form of Bank Guarantee – Annexure A2
3. Bid Offer form (without price) – Annexure B
4. Bidder's Information– Annexure D
5. Declaration regarding Clean Track by Bidder– Annexure E
6. Declaration of Acceptance of Terms and Conditions – Annexure F
7. Declaration of Acceptance of the Scope of Work – Annexure G
8. Power of Attorney format – Annexure H
9. Eligibility Criteria Matrix – Annexure I
10. Last three years audited Balance sheet and profit and loss statements.
11. RFQ document duly sealed and signed by the authorized signatory on every page
12. Test Lab Report Format
13. Masked commercial bid (without price)

Envelope 'B':

1. Commercial Bid– Annexure C1
2. Line item wise prices - Annexure C2

5.14 Bid Submission:

- Bids sealed in accordance with the Instructions to Bidders should be delivered at the address as mentioned in the Section 1.
- The offers should be made strictly as per the formats enclosed.

5.15 Bid Currency:

All prices shall be expressed in Indian Rupees (INR) only.

5.16 Bid Language:

The bid shall be in English Language.

5.17 Rejection of Bid

The Bid is liable to be rejected if:

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

5.18 Deadline for Submission:

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

5.19 Extension of Deadline for submission of Bid:

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

5.20 Late Bid:

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

5.21 Modifications and Withdrawal of Bids:

1. Bids once submitted will be treated, as final and no further correspondence will be entertained on this.
2. No bid will be modified after the deadline for submission of bids.

5.22 Right to Reject, Accept/Cancel the bid:

1. NPCI reserves the right to accept or reject, in full or in part, any or all the offers without assigning any reason whatsoever.
2. NPCI does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the Tender without assigning any reason whatsoever. NPCI also has the right to re-issue the Tender without the Vendors having the right to object such re-issue

5.23 RFQ Abandonment:

NPCI may at its discretion abandon the RFQ process for the selection of vendor for **EMPANELMENT of TEST LABS for TESTING of RuPay CARDS MANUFACTURED & PERSONALISED by RuPay EMPANELED VENDORS.**

5.24 Bid Evaluation Process:

The Bid Evaluation will be carried out in 2 stages:

Stage 1 – Envelope A: Eligibility Criteria will be evaluated. Only those Bidders, who have submitted all the required forms and papers, duly signed and comply with the eligibility criteria will be considered for further evaluation.

Stage 2 – Envelope B: Only those Bidders who are eligible and have submitted all the required forms and papers will be eligible for opening of commercial bids i.e. Envelope “B”. Those Bidders who are eligible will be intimated the date, time and address for opening of Commercial Bids.

5.25 Contacting NPCI

From the time of Bid opening to the time of Purchase Order or Notification of Award, if any Bidder wishes to contact NPCI for seeking any clarification on any matter related to the Bid, it should do so in writing by seeking such clarification/s from an authorized person. Any attempt to contact NPCI with a view to canvas for a Bid or put any pressure on any official of the NPCI may entail disqualification of the concerned Bidder or his Bid.

Section 6- Bid Opening

Opening of Bids

Bids will be opened in 2 stages:

Stage 1 – In this first stage, the Eligibility Criteria i.e. Envelope A will be opened.

Stage 2 – In the second stage, the Commercial Bids i.e. Envelope B will be opened.

6.1 Opening of Envelope A - Eligibility Criteria

NPCI will open Envelope A in presence of Bidder's representative(s) who choose to be present on the date, time and address mentioned in Section 1 or as amended by NPCI from time to time.

The representatives of the Bidders have to produce an authorization letter from the Bidders/ Identity Card to represent them at the time of opening of Eligibility bid. Only one representative will be allowed to represent each Bidder. In case the Bidders representative is not present at the time of opening of bids, the bids will still be opened at the scheduled time at the sole discretion of the NPCI.

The bidder's representatives who are present shall sign the register evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for NPCI, the bids shall be opened at the appointed time and place on next working day.

6.2 Opening of Envelope B - Commercial Bids

Only those Bids of bidders who qualify as per eligibility criteria will be eligible for opening of commercial bids i.e. Envelope "B" date time and address will be intimated for opening of commercial Bids. Further, it may be noted that all such bidders' bids that comply with all the required forms and papers as prescribed under this RFQ will be considered for commercial evaluation.

Section 7– Bid Evaluation

7.1 Preliminary Examination of Eligibility Bids:

NPCI will examine the Bids to determine whether they are complete, whether required information have been provided as underlined in the Bid document, whether the documents have been properly signed, and whether Bids are generally in order.

Eligibility and compliance to all the forms and Annexure would be the first level of evaluation. Only those Bids which comply to the eligibility criteria will be taken up for further commercial evaluation.

NPCI may waive any minor informality, non-conformity or irregularity in a bid that does not constitute a material deviation provided such waiver does not prejudice or affect the relative ranking of any Bidder.

If a Bid is not substantially responsive, it will be rejected by NPCI and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

Envelope A will be evaluated first and those who fulfill the eligibility criteria will be eligible for commercial evaluation.

NPCI may interact with the Customer references submitted by Bidder, if required.

7.2 Successful Evaluated Bidder:

Bidder who has quoted the lowest bid on the basis of the assessment made by NPCI will be declared as the successful evaluated bidder who will be called L1 Bidder. NPCI reserves the right to place the Order with the L2 bidder, in case the L1 bidder refuses to accept the Order or otherwise gets disqualified as per the terms of the RFP, provided the L2 bidder matches the price quoted by the L1 bidder.

NPCI reserves the right to empanel more than one vendor for testing of RuPay cards manufactured & personalised by RuPay Empanelled vendors.

In case only one vendor qualifies as per the RFQ terms and conditions then NPCI reserves the right to empanel only one vendor.

Section 8- Terms and Conditions

8.1 Notification of Award/Purchase Order:

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

Once the selected Bidder accepts the Notification of Award the selected Bidder shall furnish the Performance Bank Guarantee to NPCI.

Upon the successful Bidder furnishing the Performance Bank Guarantee, NPCI will promptly notify each unsuccessful Bidder and will discharge all remaining EMDs, if any.

8.2 Acceptance of the Purchase Order:

Within 5 days of receipt of Notification of Award/Purchase Order the successful Bidder shall send the acceptance.

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

Once the selected bidder accepts the Notification of Award the selected Bidder shall furnish Performance Bank Guarantee to NPCI.

Upon the successful Bidder furnishing the Performance Bank Guarantee, NPCI will promptly notify each unsuccessful Bidder and will discharge all remaining EMDs, if any.

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

8.3 Performance Bank Guarantee:

Performance Bank Guarantee shall be INR 5 lacs valid for 3 years from the date of acceptance of the Purchase Order or Notification of Award, with claim period of 12 months from the date of expiry of the validity period of the Bank Guarantee, as per the statutory provisions in force. Successful Bidder will submit Performance Bank Guarantee as per NPCI format, within 14 days of receipt of the Notification of Award or Purchase Order. The Bank Guarantee shall be renewed effective from the date of expiry, for an amount equal to 5 Lacs.

8.4 Taxes and Duties:

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

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

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

8.5 TAT and Penalty for default in delivery:

If the Bidder does not submit the report as per the TAT or authorized extension of delivery period as may be permitted in writing by NPCI, NPCI shall impose a penalty @ 5% of the total value of the Invoice for each week's (5 working days) delay.

In the case of delay in compliance with the above TAT beyond 10 days of the stipulated time period, NPCI will have the right to delist the empanelled bidder.

Selected bidder shall submit the Test Lab Report to NPCI as per the below TAT:

Samples*	Turn Around Time (working days)
500	7 days
1000 to 2500	10 days
Above 2501	15 days

* Samples – multiple samples of 50 cards per lot.

8.6 Price:

There shall be no increase in price for any reason whatsoever during the period of 36 months from the date of fulfillment of testing of first sample lot.

8.7 Confidentiality:

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

8.8 Indemnity

The Bidders shall indemnify, protect and save NPCI and hold NPCI harmless from and against all claims, losses, costs, damages, expenses, action suits and other proceedings, (including reasonable attorney fees), relating to or resulting directly or indirectly from

- (i) an act of omission or commission of the Bidder, its employees, its agents, or employees of its sub-contractors in the performance of the services provided by the Purchase Order,
- (ii) breach of any of the terms of the Purchase Order or breach of any representation or warranty or false statement or false representation or inaccurate statement or assurance or covenant by the Bidder,
- (iii) bonafide use of the deliverables and or services provided by the Bidder,
- (iv) misappropriation or violation of any third party trade secrets or infringement of any patent, trademarks, copyrights etc. or such other statutory infringements in respect of all components provided to fulfill the scope of this project,
- (v) employment claims made by the employees, sub-contractor, sub-contractor's employees, who are deployed by the Bidder, under this Purchase Order,
- (vi) breach of confidentiality obligations of the Bidder,

(vii) gross negligence or gross misconduct solely attributable to the Bidder or by any agency, contractor, subcontractor or any of their employees engaged by the bidder for the purpose of any or all of the obligations under this contract.

The Bidder shall further indemnify NPCI against any loss or damage arising out of loss of data, claims of infringement of third-party copyright, patent, or other intellectual property, and third-party claims on NPCI for malfunctioning of the equipment or software or deliverables at all points of time, provided however,

(i) NPCI notifies the Bidder in writing immediately on being aware of such claim,

(ii) The Bidder has sole control of defense and all related settlement negotiations.

Bidder shall be responsible for any loss of data, loss of life, etc. due to willful misconduct of Bidder's representatives, and not just arising out of gross negligence or misconduct, etc., as such liabilities pose significant risk.

The Bidder shall indemnify NPCI (including its employees, directors or representatives) from and against claims, losses, and liabilities arising from:

- a) Non-compliance of the Bidder with Laws / Governmental Requirements.
- b) Intellectual Property infringement or misappropriation.
- c) Negligence and misconduct of the Bidder, its employees, sub-contractor and agents.
- d) Breach of any terms of Agreement, Representation or Warranty.
- e) Act of omission or commission in performance of service.
- f) Loss of data.

Indemnity would be limited to court awarded damages and shall exclude indirect, consequential and incidental damages. However, indemnity would cover damages, loss or liabilities, compensation suffered by NPCI arising out of claims made by its customers and/or regulatory authorities.

Bidder shall indemnify, protect and save NPCI against all claims, losses, costs, damages, expenses, action, suits and other proceedings, resulting from misappropriation of any third party trade secrets or infringement of any patent, trademark, copyright etc. or such other statutory infringements under any laws including the Copyright Act, 1957 or Information Technology Act 2000 in respect of all the hardware, software and network equipment's or other systems supplied by them to NPCI from whatsoever source, provided NPCI notifies the Bidder in writing as soon as practicable when NPCI becomes aware of the claim however,

(i) the Bidder has sole control of the defense and all related settlement negotiations

(ii) NPCI provides the Bidder with the assistance, information and authority reasonably necessary to perform the above and

(iii) NPCI does not make any statements or comments or representations about the claim without the prior written consent of the Bidder, except where NPCI is required by any authority/ regulator to make a

comment / statement/ representation. Indemnity would be limited to court or arbitration awarded damages and shall exclude indirect, consequential and incidental damages and compensations. However indemnity would cover damages, loss or liabilities suffered by NPCI arising out of claims made by its customers and/or regulatory authorities.

8.9 Bidder's Liability

The selected Bidder will be liable for all the deliverables.

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

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

The parties hereby agree that due to negligence act of the Bidder or non-fulfillment of contract obligations, if NPCI suffers losses, damages the Bidder would be fully liable to the total value of the contract.

8.10 Force Majeure

Notwithstanding the provisions of the RFQ, the successful bidder or NPCI shall not be liable for penalty or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. For purposes of this clause, "Force Majeure" means an event beyond the control of the Bidder and not involving NPCI or Bidder's fault or negligence and not foreseeable. Such events may include, but not restricted to wars, revolutions, epidemics, natural disasters etc.

If force majeure situation arises, the Bidder shall promptly notify NPCI in writing of such condition and cause thereof. Unless otherwise directed by NPCI in writing, the Bidder shall continue to perform its obligations under the contract as far as possible. If the Event of Force Majeure shall continue for more than twenty (20) days either party shall be entitled to terminate the Contract at any time thereafter without notice. Neither party shall have any liability to the other in respect of the termination of this Contract as a result of an Event of Force Majeure.

8.11 Resolution of Disputes

All disputes or differences arising out of or in connection with the Contract between NPCI and the Bidder shall be settled amicably through good-faith negotiation between senior management of both parties. If, however, the parties are not able to resolve them, the same shall be settled by Arbitration in accordance with the applicable Indian Laws, and the award made in pursuance thereof shall be binding on the parties. Any appeal shall be subject to the exclusive jurisdiction of courts at Mumbai. The Governing Law is of India.

NPCI and the Bidder shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract/Purchase Order. If, NPCI and the Bidder are unable to resolve amicably a Contract dispute even after a reasonably long

period, either party may require that the dispute be referred for resolution to the formal mechanisms specified herein below. These mechanisms may include, but are not restricted to, conciliation mediated by a third party and/or adjudication in an agreed national forum.

The dispute resolution mechanism to be applied shall be as follows:

1. In case of disputes or difference arising between NPCI and the Bidder relating to any matter arising out of or connected with this Contract, such disputes or difference shall be settled in accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof and rules framed thereunder from time to time. Where the value of the Contract is above ₹1.00 Crore, the arbitral tribunal shall consist of 3 arbitrators, one each to be appointed by NPCI and the Bidder. The third Arbitrator shall be chosen by mutual discussion between NPCI and the Bidder. The third arbitrator shall act as the presiding arbitrator.
2. Arbitration proceedings shall be held at Mumbai, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.
3. The decision of the majority of arbitrators shall be final and binding upon both parties. The cost and expenses of Arbitration proceedings will be paid as determined by the arbitral tribunal. However, the expenses incurred by each party in connection with the preparation, presentation, etc., of its proceedings as also the fees and expenses paid to the arbitrator appointed by such party or on its behalf shall be borne by each party itself.
4. Where the value of the contract is Rs 1 Crore and below, the disputes or differences arising shall be referred to the Sole Arbitrator. The Sole Arbitrator should be appointed by agreement between the parties.
5. In case, during the Arbitration proceedings, the parties hereto mutually settle, compromise or compound their dispute/s or difference/s, the reference to the arbitrator and the appointment of the arbitrator or the arbitrators or the presiding arbitrator, as the case may be, shall stand withdrawn or terminated with effect from the date on which the parties hereto file a joint memorandum of settlement thereof with the arbitrator or the arbitrators and the presiding arbitrator, as the case may be.

8.12 Compliance with Applicable Laws of India

The Bidder shall undertake to observe, adhere to, abide by, comply with and notify NPCI about all laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this Contract and shall indemnify, keep indemnified, hold harmless, defend and protect NPCI /officers/staff/personnel/representatives/agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from.

The Bidder shall promptly and timely obtain all such consents, permissions, approvals, licenses, etc., as may be necessary or required for any of the purposes of this project or for the conduct of their own business under any applicable Law, Government Regulation/Guidelines and shall keep the same valid and in force during the term of the project, and in the event of any failure or omission to do so, shall indemnify,

keep indemnified, hold harmless, defend, protect and fully compensate NPCI and its employees/officers/staff/personnel/ representatives/agents from and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from and NPCI will give notice of any such claim or demand of liability within reasonable time to the Bidder.

8.13 Legal Compliances:

The Bidder confirms to NPCI that its personnel/ employees/staff are covered under the provision of various Acts enacted for the protection and benefits of workmen /employees /staff or otherwise such as Employees State Insurance Act and Employees Provident Fund Miscellaneous Provision Act etc. and such other Acts like Profession Tax Act etc. as applicable and that Bidder is duly registered under the provisions of the said Acts and is complying with the provisions of the Acts.

The Bidder shall allow NPCI as well as regulatory authorities to verify books in so far as they relate to compliance with the provisions of these Acts and shall provide on demand by NPCI & regulatory authorities such documentary proof as may be necessary to confirm compliance in this regard. NPCI shall not be responsible in any event to the employees of Bidder for any of their outstanding claims or liability in that regard. NPCI shall not be responsible for any claim or demand made by such personnel for their dues outstanding against Bidder.

8.14 Compliance of Labour and other Law:

The Bidder shall comply with all the statutory requirements as are applicable from time to time and shall be solely responsible for fulfilment of all legal obligations under various statutes including Contract Labour (Regulation and Abolition) Act 1970, Minimum Wages Act, Employees Compensation Act, Employees Provident Fund & Miscellaneous Provisions Act, Shop and Establishment Act etc. Bidder shall keep NPCI indemnified against any dues/compensation or any other liability of any nature whatsoever due to non-fulfilment of any of the statutory provision under any statute/byelaws/ notification etc. including industrial laws. NPCI shall have full right to recover any claim and liability incurred towards payment of any dues, compensation or cost from Bidder and deducts it from its outstanding subsequent bills.

8.15 Intellectual Property Rights:

All rights, title and interest of NPCI in and to the trade names, trademark, service marks, logos, products, copy rights and other intellectual property rights shall remain the exclusive property of NPCI and Bidder shall not be entitled to use the same without the express prior written consent of NPCI. Nothing in contract including any discoveries, improvements or inventions made upon with/by the use of the Bidder or its respectively employed resources pursuant to contract shall either vest or shall be construed so that to vest any proprietary rights to the Bidder. Notwithstanding, anything contained in Contract, this clause shall survive indefinitely, even after termination of this Purchase Order.

8.16 Statutory Compliance:

Bidder shall comply and ensure strict compliance by his employees and agents of all applicable Central, State, Municipal and Local laws and Regulations and undertake to indemnify NPCI from and against all levies, damages, penalties and payments whatsoever as may be imposed by reason of any breach or violation of any law, rule, including but not limited to the claims against NPCI under Workmen Compensation Act, 1923, The Employees Provident Fund Act, 1952, The Purchase Order Labour (Abolition

and Regulation) Act 1970, Factories Act, 1948, Minimum Wages Act and Regulations, etc. Shop and Establishment Act and any Labour Laws which would be amended/modified or any new act if it comes in force whatsoever, and all actions claim and demand arising therefrom and/or related thereto.

Bidder shall ensure to keep and maintain all the statutory registers, records as required under provisions of contract of Labour(R&A) Act,1970, Minimum Wages Act and the rules made thereunder, Employees Provident Fund Act, 1952 and keep the same available for inspection by NPCI and Government Authorities.

8.17 Governing Law

The Contract shall be governed by and interpreted in accordance with the laws of the Union of India. The jurisdiction and venue of any action with respect to the subject-matter of this Contract shall be the Courts of Mumbai in India and each of the parties hereto submits itself to the exclusive jurisdiction and venue of such courts for the purpose of any such action.

8.18 Fraudulent and Corrupt Practice

“Fraudulent Practice” means a misrepresentation of facts in order to influence a procurement process or the execution of the project and includes collusive practice among Bidder’s (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the NPCI of the benefits of free and open competition.

“Corrupt Practice” means the offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of project execution.

NPCI will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, the project.

8.19 Delisting from the panel

NPCI reserves its right to delist an empanelled bidder from the panel in the event of one or more of the following situations, that are not occasioned due to reasons solely and directly attributable to NPCI alone;

- i. Delay in customization / implementation / installation, delivery of service beyond the specified period as set out in the Purchase Order before acceptance of the product; or,
- ii. Serious discrepancy in the quality of service / hardware / functionality of software expected during the implementation, rollout and subsequent maintenance process.
- iii. If a Bidder makes any statement or encloses any form which turns out to be false, incorrect and/or misleading or information submitted by the bidder turns out to be incorrect and/or conceals or suppresses material information.

In case of order cancellation, any payments made by NPCI to the Bidder for the particular product would necessarily have to be returned to NPCI with interest @ 15% per annum from the date of each such payment. Further the Bidder would also be required to compensate NPCI for any direct loss incurred by NPCI due to the cancellation of the Purchase Order and any additional expenditure to be incurred by NPCI to appoint any other Bidder. This is after repaying the original amount paid. The Bidder should treat the details of the documents as secret and confidential. Responses submitted by

REQUEST FOR QUOTATION for Empanelment of Test lab for testing of RuPay cards Manufactured & Personalised by
RuPay Empaneled vendors

the bidder to this RFQ represent a firm offer to contract on the terms and conditions described in the RFQ document.

8.20 Addresses for Notices

Following shall be address of NPCI and Bidder
NPCI address for notice purpose:

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

BIDDER's address for notice purpose: (To be filled by BIDDER)

Documents forms to be put in Envelope 'A'

Annexure A1

Bidder's Letter for EMD/Bid Security

To

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

Subject: NPCI: RFQ: 2014-15/0031 Dated 21.01.2015 for "REQUEST FOR QUOTATION for EMPANELMENT of TEST LABS for TESTING of RuPay CARDS MANUFACTURED & PERSONALISED by RuPay EMPANELED VENDORS

We have enclosed an EMD in the form of a Demand Draft No. _____ issued by the branch of the _____ Bank, for the sum of One Lakh only (Rupees One Lakh only). This EMD is as required by clauses 5.7 of the Instructions to Bidders of the above referred RFQ.

Thanking you,

Yours faithfully,

(Signature of the Bidder)

Printed Name:

Designation:

Seal:

Date:

Business Address:

Annexure A2

Bid Security (Bank Guarantee)

[Bank's Name, and Address of Issuing Branch or Office]

National Payments Corporation of India: _____

Date: _____

BID GUARANTEE No.: _____

We have been informed that _____ (hereinafter called "the Bidder") has submitted to you its bid dated (hereinafter called "the Bid") for the execution of _____ under RFQ No.

Furthermore, we understand that, according to your conditions, bids must be supported by a bank guarantee.

At the request of the Bidder, we _____ hereby irrevocably undertake to pay you without any demur or protest, any sum or sums not exceeding in total an amount of Rs.1, 00,000/- (Rupees One lakh only) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) Has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) having been notified of the acceptance of its Bid by NPCI during the period of bid validity, (i) fails or refuses to execute the Contract Form; or (ii) fails or refuses to furnish the performance security, if required, in accordance with the Instructions to Bidders.

This guarantee will expire:

- (a) If the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or
- (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) twelve months after the expiration of the Bidder's Bid.

Consequently, any demand for payment under this guarantee must be received by us at the Office on or before that date.

[Signature]

Annexure B

Bid Offer Forms (without Price) (Bidder's Letter Head)

OFFER LETTER

Date:

To

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

Dear Sir,

Subject: NPCI: RFQ: 2014-15/0031 Dated 21.01.2015 for "REQUEST FOR QUOTATION for EMPANELMENT of TEST LABS for TESTING of RuPay CARDS MANUFACTURED & PERSONALISED by RuPay EMPANELED VENDORS"

We have examined the above referred RFQ document. As per the terms and conditions specified in the RFQ document, and in accordance with the schedule of prices indicated in the commercial bid and made part of this offer.

We acknowledge having received the following addenda / corrigenda to the RFQ document.

Addendum No. / Corrigendum No.	Dated

While submitting this bid, we certify that:

1. Prices have been quoted in INR.
2. The prices in the bid have not been disclosed and will not be disclosed to any other bidder of this RFQ.
3. We have not induced nor attempted to induce any other bidder to submit or not submit a bid for restricting competition.
4. We agree that the rates / quotes, terms and conditions furnished in this RFQ are for NPCI and its Associates.

If our offer is accepted, we undertake, to start the assignment under the scope immediately after receipt of your order. We have taken note of Penalty clauses in the RFQ and agree to abide by the same. We also note that NPCI reserves the right to cancel the order and order cancellation clause as per terms and condition would be applicable. We understand that for delays not attributable to us or on account of

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uncontrollable circumstances, penalties will not be levied and that the decision of NPCI will be final and binding on us.

We agree to abide by this offer till 180 days from the last date stipulated by NPCI for submission of bid, and our offer shall remain binding upon us and may be accepted by NPCI any time before the expiry of that period.

Until a formal contract is prepared and executed with the selected bidder, this offer will be binding on us. We also certify that the information/data/particulars furnished in our bid are factually correct. We also accept that in the event of any information / data / particulars are found to be incorrect, NPCI will have the right to disqualify /blacklist us and forfeit bid security.

We undertake to comply with the terms and conditions of the bid document. We understand that NPCI may reject any or all of the offers without assigning any reason whatsoever.

As security for the due performance and observance of the undertaking and obligation of the bid we submit herewith Demand Draft bearing no. _____ dated _____ drawn in favor of "National Payments Corporation of India" or Bank Guarantee valid for ____days for an amount of INR 1,00,000 (Rs. One Lakh Only) payable at Mumbai.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Company/Firm:

Address

Annexure- D

Bidder's Information

Details of the Bidder			
1	Name of the Bidder (Prime)		
2	Address of the Bidder		
3	Constitution of the Company (Public Ltd/ Pvt. Ltd / Partnership / LLP, Societies Act 1860)		
4	Details of Incorporation / Registration of the Company. Relevant Certificate to be submitted	Date:	
		Ref#	
5	Details of Commencement of Business, if applicable	Date:	
		Ref#	
6	Valid Sales tax registration no.		
7	Valid Service tax registration no.		
8	Permanent Account Number (PAN)		
9	Name & Designation of the contact person to whom all references shall be made regarding this tender		
10	Telephone No. (with STD Code)		
11	E-Mail of the contact person:		
12	Fax No. (with STD Code)		
13	Website		
Financial Details (as per audited Balance Sheets) (in Cr)			
14	Year	2012-13	2013-14
15	Net worth		
16	Turn Over		
17	PAT		

Annexure-E

Declaration regarding Clean Track by Bidder

(On Company/firm's Letterhead)

To

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

Subject: NPCI: RFQ: 2014-15/0031 Dated 21.01.2015 for “REQUEST FOR QUOTATION for EMPANELMENT of TEST LABS for TESTING of RuPay CARDS MANUFACTURED & PERSONALISED by RuPay EMPANELED VENDORS”

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

Or

I declare the following

Sr. No.	Country in which the company is debarred/blacklisted/case pending	Black listed/debarred by Government / Semi Government organizations/ Institutions	Reason	Since when and for how long

(NOTE: In case the company/firm was blacklisted previously, please provide the details regarding Period for which the company/firm was blacklisted and the reason/s for the same)

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Annexure F

Declaration for Acceptance of RFQ Terms and Conditions

To,

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

Sir,

I have carefully gone through the Terms & Conditions contained in the RFQ document for Selection of vendor for **NPCI: RFQ: 2014-15/0031 Dated 21.01.2015** for **“REQUEST FOR QUOTATION for EMPANELMENT of TEST LABS for TESTING of RuPay CARDS MANUFACTURED & PERSONALISED by RuPay EMPANELED VENDORS.** I declare that all the provisions of this RFQ/Tender Document are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Annexure G

Declaration for Acceptance of Scope of Work

To

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

Sir,

I have carefully gone through the Scope of Work contained in the RFQ document for Selection of vendor for **NPCI: RFQ: 2014-15/0031 Dated 21.01.2015 for "REQUEST FOR QUOTATION for EMPANELMENT of TEST LABS for TESTING of RuPay CARDS MANUFACTURED & PERSONALISED by RuPay EMPANELED VENDORS.**

I declare that all the provisions of this RFQ / Tender Document are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Annexure H

Format Power of Attorney

(On Stamp paper of relevant value)

Know all men by the present, we _____ (name of the company and address of the registered office) do hereby appoint and authorize _____ (full name and residential address) who is presently employed with us holding the position of _____ as our attorney, to do in our name and on our behalf, deed and things necessary in connection with or incidental to our proposal for **NPCI: RFQ: 2014-15/0031 Dated 21.01.2015 for "REQUEST FOR QUOTATION for EMPANELMENT of TEST LABS for TESTING of RuPay CARDS MANUFACTURED & PERSONALISED by RuPay EMPANELED VENDORS** in response to the RFQ by NPCI, including signing and submission of all the documents and providing information/responses to NPCI in all the matter in connection with our bid. We hereby agree to ratify all deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all deeds and things done by our aforesaid attorney shall always be deemed to have been done by us.

Dated this _____ day of _____ 2015.

For _____.

(Signature)

(Name Designation and Address)

Accepted

Signature)

(Name Designation)

Date:

Business Address:

Annexure I

Eligibility Criteria Matrix

Sr. No.	Description	Complied with statements	Proof attached
1	The bidder should be a Company registered under Companies act 1956, Partnership Act, or an LLP under Limited Liability Partnership Act or Societies Act 1860.		Proof should be submitted
2	The Bidder should have a turnover of minimum Rs.25 lakh from the polymer based testing business in the financial year 2013-14 or calendar year 2013 or Bidder's financial Year.		Audited balance sheets & Profit /loss statement to be submitted. Auditor's certificate certifying turnover from the polymer based testing business required.
3	The bidder should have been a profit making company for one out of the last two financial years (2012-2013, 2013-2014) or calendar years 2012, 2013, or bidder's financial year and positive net worth as on March 2014.		Audited balance sheets & Profit /loss statement to be submitted.
4.	The bidder must have had prior experience in performing test on PVC based financial cards or identity cards or security cards.		Proof should be submitted. Reference of one or more existing client(s) details to be provided
5.	The bidder must be ISO certified organization in the field of polymer testing and quality control		ISO certificate
6	The Bidder should not be currently blacklisted by any Government / Government Agency/ Institution in India or Abroad.		Proof should be submitted in format as per Annexure-E
7	The bidder should have NABL (National Accreditation Board for Testing and Calibration Laboratory) Certificate		Proof should be submitted

Documents forms to be put in Envelope 'B'

Annexure C1

Commercial Bid Form

(To be included in Commercial Bid Envelope)

To: _____ Date: _____

NPCI

Dear Sir,

Re: NPCI: RFQ: 2014-15/0031 Dated 21.01.2015 for "REQUEST FOR QUOTATION for EMPANELMENT of TEST LABS for TESTING of RuPay CARDS MANUFACTURED & PERSONALISED by RuPay EMPANELED VENDORS.

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

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

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

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India.

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

Dated this..... Day of.....2015

(Signature)

(Name) _____ (In the capacity of)

Duly authorized to sign Bid for and on behalf of

Annexure –C2

**REQUEST FOR QUOTATION for EMPANELMENT of TEST LABS for TESTING of RuPay CARDS
MANUFACTURED & PERSONALISED by RuPay EMPANELED VENDORS**

Commercial Bid

Sr. No.	Test	Test Charge (In INR) A	Tax (In INR) B	Total (A+B)
1	Peel Test			
2	Width, Length & Thickness			
3	Bending Test			
4	Hologram, Signature & Magnetic Stripe Adhesion Test			
5	Card Warpage Test			
6	Dynamic Bending Test			
7	Dynamic Torsional Test			
8	Card Corner Radius			
9	Adhesion & Blocking Fixture			
10	Micro Text Test			
11	Micro Text & nano text test			
12	Covert laser readable image/text			
13	Durability Test –Personalisation on RuPay Cards			
	Total			