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Canara HSBC Oriental Bank of Commerce Life Insurance Company Limited

REQUEST FOR PROPOSAL

For

SUPPLY OF LAPTOPS AND DESKTOPS

Issue Date: 27th March, 2019

Last Date for submission of proposal: 9th, April 2019 (EOD)

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1. OVERVIEW

1.1 INTRODUCTION AND SCOPE

Canara HSBC Oriental Bank of Commerce Life Insurance Company Limited ("Company") is carrying on life insurance business in India. As part of supporting its operations and processes, the Company is looking for service provider who can supply Laptops and Desktops for which this RFP is being issued.

1.2 PURPOSE

The purpose of this RFP is to inform potential Bidders of a business opportunity and to solicit proposals for supply of Laptops and Desktops as per requirements of the Company. Based upon the review and evaluation of proposals offered in response to this RFP, Company may at its sole discretion negotiate and enter into contracts with one or more successful Bidders. As such there will be no volume commitment for the services to be delivered under this RFP by the shortlisted bidder.

Notwithstanding any other provision herein, Bidder participation in this process is voluntary and at Bidder's sole discretion. Company reserves the right to accept or reject any or all bids from a specific or multiple Bidders for any reason at any time. Company also reserves the right at its sole discretion to select or reject any or all Bidder(s) in this process and will not be responsible for any direct or indirect costs incurred by the Bidders in this process.

1.3 REQUEST FOR PROPOSAL DEFINITIONS

Throughout this Request for Proposal, the following definitions are used:

- "Bidder" means a company incorporated under the Companies Act 1956, or a partnership firm (or such other entities or body of individuals/association) that submits, or intends to submit, a proposal in response to this "Request for Proposal".
- "Service Provider" means the Bidder(s) awarded a Contract resulting from this RFP.
- "Contract" means the agreement formed between the Company and the successful bidder as evidenced by an Agreement issued to the Company.
- "Contract Documents" means the Agreement, the Bidders proposal document, the RFP and such other documents as listed in the Agreement, including all amendments or addenda agreed between the parties.
- "Must", "mandatory" or "required" means an absolute minimum function or capacity, which, if not satisfied in the proposal, may result in disqualification in the final evaluation.
- "RFP" means this request for proposal including any amendments, attachments, and/or clarifications pertaining to this RFP that may be issued prior to the closing date; and,
- "Should", "May" or "is desirable" means desirable but not mandatory functions or capacities. Bidders who are able to provide these functions or capacities may be evaluated more favorably than those who cannot. However the final decision shall rest with the company.

2. TERMS OF THE RFP

2.1 ACKNOWLEDGEMENT

Company is releasing this RFP for Supply of Laptop and Desktop (with rate agreement for 1 year) online on its website (www.canarahsbclife.com) and on e-procurement website (<https://canarahsbclife.procuretiger.com>) with the sole aim of making the process free, fair & transparent and user friendly.

The Bid (as per formats) duly sealed and super scribed "**Response to RFP for Supply of Laptop and Desktop**" should be addressed to **Anil Raina, Canara HSBC Oriental Bank of Commerce Life Insurance Company Ltd, 2nd Floor, Orchid Business Park, Sector-48, Sohna Road, Gurugram - 122018, Haryana (INDIA).**

Please note that the Technical bid & Commercial Bid has to be in separate sealed envelopes duly marked as **Technical Bid and Commercial Bid**. Company is not responsible for non-receipt of quotations by the specified date and time due to any reason including holidays. All questions/ clarifications should be communicated only on email ID raman.sharma@canarahsbclife.in, and anil.raina@canarahsbclife.in, procurement@canarahsbclife.in.

Last date for receipt of any query is 3-April-2019 end of day.

Quotations received after the stipulated time or the due date or incomplete in any respect are liable to be rejected without any prior notice.

Kindly note below the complete details of our organization

Name	- Canara HSBC Oriental Bank of Commerce Life Insurance Co. Ltd.
Corporate Identity no.	- U66010DL2007PLC248825
Telephone no.	- +91 0124 4535500
Fax no.	- +91 0124 4535999
E-mail	- customerservice@canarahsbclife.in
Website address	- www.canarahsbclife.com

2.2 PROPOSAL DEADLINES

Bid Submission: Company must receive duly completed and signed proposals in the manner prescribed no later than **9th April, 2019 End of Day.**

2.3 COMPANY'S OBLIGATIONS

The submission and receipt of proposals does not obligate the Company in any way to commit to any Bidder(s). The Company shall not be liable for any costs incurred by Bidders in the preparation, presentation or any other aspect of the proposals received by reason of this request, nor is Company obligated to negotiate separately with any sources whatsoever in any manner necessary to serve Bidder's best interests. Company makes no representation, implied or express, that it will accept and approve any proposal submitted. Any and all Contracts which result from this RFP shall be non-exclusive, non-commitment, as-ordered agreements. Company shall not have any liability to bidders for any interruption or delay in access to the website to obtain the RFP document/details irrespective of the cause. Company will also not be responsible for any damages, including damages that result from, but are not limited to negligence. Also Company will not be held responsible for consequential damages, including but not limited to systems problems, inability to use the system, loss of electronic information etc.

2.4 PROPOSAL EVALUATION

Proposals submitted may be reviewed and evaluated by any person at the discretion of Company's internal evaluation team, including non-allied and independent consultants retained by Company now or in the future for the sole purpose of obtaining evaluations to proposals.

Bidders may be asked to further explain or clarify areas of their proposal in writing during the evaluation process.

The evaluation will be done in following stages:-

Stage 1: - Technical Evaluation – Technical evaluation for the proposed requirement via documentation provided.

Stage 2: - Commercial evaluation - Commercials will be opened for technically shortlisted bidders post technical evaluation.

Bidders are expected to submit their best bid in response to the RFP. The bids quoted shall be according to the scope of work (Refer Annexure 1 for assets in annexure-3) in this document.

The only information regarding status of the evaluation of proposals that the team will give to any inquiring Bidder shall be whether or not that Bidder has been awarded a Contract. Company may, at its sole discretion, inform any inquiring Bidder of the reason(s) why it was not awarded the bid.

The Company reserves the right to conduct a reverse e-auction after the completion of the RFP process, the schedule of which will be intimated later to all the pre-qualified bidders. The company also reserves the right to seek clarifications basis which the bidder can be asked to submit the revised rate for any service (s).

2.5 RFP TERMS AND CONDITIONS APPLIED TO FINAL CONTRACT

The terms and conditions of the RFP, including the specifications and the completed proposal, will become, at Company's sole discretion, part of the final Contract (the "Contract") between Company and the selected Bidder. In the event that responses to the terms and conditions will materially impair a Bidder's ability to respond to the RFP, Bidder should notify Company in writing of the impairment. If Bidder fails to object to any condition incorporated herein, it shall mean that Bidder agrees with, and will comply with the conditions set forth herein.

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Any exceptions to the terms and conditions or any additions, which Bidder may wish to include in the RFP, should be made in writing and included in the form of an attachment to the applicable Section in the RFP.

2.6 TERMS BINDING ON BIDDER

Following the date for submission of proposals, and prior to Contract award, the RFP shall be binding upon Bidder in all respects for a period of 180 days.

2.7 HOLD HARMLESS

In submitting a proposal, Bidder understands that Company will determine at its sole discretion which proposal, if any, is accepted. Bidder waives any right to claim damages of any nature whatsoever based on the selection process, final selection, and any communications associated with the selection.

Company reserves the right to award the Contract to the Bidder(s) whose proposal is deemed to be the most advantageous in meeting the specifications of the RFP. In addition, Company reserves the right to add or waive any requirements contained in this RFP at its sole discretion with regard to proposals submitted. Company's decision on award of Contract shall be final and binding on all the Bidders.

Company shall be at liberty to cancel the RFP / reverse auction process at any time, before ordering, without assigning any reason.

2.8 CONFIDENTIALITY PROVISION

The terms of this RFP, the information provided by the Company herein and all other information provided by Bidder in connection with the services offered to be provided by the Bidder pursuant to this RFP, are to be treated by Bidder as strictly confidential and proprietary. Such materials are to be used solely for the purpose of responding to this request. Access shall not be granted to third parties except upon prior consent of Company and upon the written agreement of the intended recipient to treat the same as confidential. Company may request at any time that any of Company's material be returned or destroyed.

Should Bidder choose not to respond to this RFP, please return all materials and any duplicates thereof at:

Title: RFP for "Supply of Laptop and Desktop"

Kind Attn: Anil Raina

Canara HSBC Oriental Bank of Commerce Life Insurance Company Ltd.

2nd Floor, Orchid Business Park,

Sector-48, Gurugram

Haryana (INDIA) 122018

2.9 SUB-CONTRACTING

The services offered to be undertaken in response to this RFP shall be undertaken to be provided by the Bidder directly employing their employees, and there shall not be any sub-contracting, franchisee, contract to hire, and consultant etc. arrangement done by the Bidder. The deputed person should be only on bidder rolls. Also, the services offered or device-management/Managed services should be provided by the bidder directly.

2.10 ACCEPTANCE OF PROPOSALS

Company reserves the right to modify the terms of the RFP at any time at its sole discretion and the same will be uploaded on the website <http://www.canarahsbclife.com>. The bidders have to remain updated about the same from the website and Company will not be responsible for such information not being downloaded by the bidder. Subsequent to the submission of proposals, interviews and negotiations may be conducted with one or more Bidders, but there will be no obligation to receive further information, whether written or oral, from any Bidder not to disclose the nature of any proposal received.

This RFP should not be construed as an agreement to purchase products or services. Company is not bound to accept the lowest price or any proposal of those submitted. Proposals will be assessed in accordance with the evaluation criteria.

a) The bidder is required to voluntarily disclose at the time of bidding if any of its sister concerns/group companies/relatives are directly or indirectly participating in this RFP.

b) All quotes to be supported by Copy of Pan Card, Certificate of incorporation, GST registration No.

c) Company reserves the right to terminate the Agreement/ Contract in case Service Provider gets blacklisted by any other organization/Department of Government of India or State Governments during the course of supply of material or services, if Service Provider is convicted in a legal/tax evasion case or on account of any other legal misconduct of the Service Provider, unsatisfactory past performance, corrupt or fraudulent

practices, any other unethical business practices.

d) The bidder shall disclose if any of the bidder(s) are sister concerns/group companies/associates/affiliate entities or any of such entities employees/directors/shareholders are applying for this RFP/RFP process. Further the Service Provider shall disclose if any of its sister concerns/group companies/associates/affiliate entities or any of such entities employees/directors/shareholders are related to the Company and/or to its employees/directors/shareholders.

e) Please submit the flowing document along with proposal.

Annexure–5: Service Provider Profile form. Duly filled Service Provider profile form along with the document mentioned above in point no. b. The bidder is required to voluntarily disclose at the time of bidding if any of its sister concerns/group companies/relatives are directly or indirectly participating in this RFP.

2.11 EVALUATION AND SELECTION

A committee will evaluate proposals against the mandatory criteria as detailed herein. Proposals meeting all the mandatory criteria will then be assessed and scored against the evaluation criteria. Company's decision on evaluation shall be final and binding on all the bidders. Bidders who qualify the evaluation criteria will be empanelled for services. Commercial bids will be opened for qualified bidders post technical evaluation. Any deviations from the skill set / experience / prerequisites/ requirements and/or the terms and conditions of the Tender Document shall be submitted explicitly along with convincing reasons in the format attached (refer Clause 5.1). Company will not provide any justification in case it rejects the deviation and Company reserves all rights to reject or accept any deviation.

In case the Bidder intends to notify any grievance or concerns pertaining to the fairness of the complete process including but not limiting to bid submission or selection of Service Provider then the Bidder may send an e-mail at **whistleblower@canarahsbclife** giving requisite details for seeking any clarification.

2.12 LIABILITY FOR ERRORS

While Company has used considerable efforts to ensure an accurate representation of all the details as is required for the proposed services, the information contained in this RFP is supplied only as a guideline for Bidders. The information is not guaranteed or warranted accurate by Company, nor is it necessarily comprehensive or exhaustive.. In the event Company finds that the objectives of the intended outsourcing is better achieved by processes/procedures other than those mentioned in this document, Company shall have the right irrespective of the fact whether it has already received proposals from intending bidders or not, to effect such changes and enter into negotiations with one or more Bidders at its sole discretion for such changed/modified processes.

2.13 ACCEPTANCE OF TERMS

All the terms and conditions of this RFP shall be deemed to be accepted by the Bidder and incorporated in its proposal unless specifically notified otherwise.

2.14 OWNERSHIP OF PROPOSALS

All documentation, including proposals, submitted to Company will become the property of Company.

2.15 USE OF REQUEST FOR PROPOSAL

This document or any portion thereof, is the property of Company and may not be used or copied for any purpose other than the submission of the Bidder's proposal.

2.16 RFP SCHEDULE

- | | |
|---|------------------------------------|
| • Company advertises RFP on its website | 27th March 2019 |
| • All inquiries/clarifications regarding RFP | 3rd April 2019 |
| • Bidders' deadline for submitting responses to RFP | 9th April 2019 (END OF DAY) |

2.17 DELAY IN PERFORMANCE OF THE OBLIGATIONS BY THE BIDDER

The short listed Bidder(s) must strictly adhere to the schedule, specified in the agreement to be executed between the Company and the Bidder(s) for performance of the obligations arising out of the agreement and any delay will enable Company to resort to any or all of the following:

- i. Time and date stipulated for completion of work is the essence of the contract.
- ii. If any part of the contract is not satisfactorily remedied within reasonable time, Company may proceed to

do the work at Bidder's risk and expenses without prejudice to any other contractual rights, which Company may have against Bidder in respect of any such non performance.

- iii. Poor quality of execution and non completion of task to the desired timelines can attract penalty.

3. PROPOSAL PREPARATION

This section defines the proposal preparation and submission procedures, which are to be followed by all Bidders. Bidders are cautioned to carefully read and follow the procedures required by this RFP. Please note that deviations may be cause for rejection of your proposal.

3.1 PROPOSAL FORMAT

As part of the Bid documents, the Bidder shall provide among other details, the following information and shall also adhere to the instructions mentioned below:

- a) Bidder's name and address, Bidder's telephone number, email address and a contact person.
- b) One page letter of introduction identifying the Bidder and signed by the person or persons authorised to sign and bind the Bidder to statements made in the proposal. The returned RFP will be referenced as an attachment if/when a contractual agreement is executed. This document has to be uploaded and mapped with this corresponding schedule.
- c) Please follow the format of this RFP, placing answers in the text box immediately after sections requiring responses. Please do not enter any information into any part of this document other than the boxes provided. The boxes will expand to accommodate responses of any length.
- d) No Changes to the lines, format or structure is permitted. Changing the format or structure in any way, other than inserting the required information, shall be considered cause for your company's disqualification from further analysis and participation in the RFP Process.
- e) Any additional information, brochures, etc., can be provided at the discretion of the Bidder and should be clearly labelled and uploaded.
- f) Bidders are requested to submit the draft agreement copy along with the RFP response.

3.2 NOTIFICATION OF CHANGES

All recipients of this RFP will be notified of any changes if any made to this document prior to the due date of submission of proposals.

3.3 CHANGES TO PROPOSED WORDING

The Bidder will not be permitted to change the wording of its proposal after submission to Company. No words or comments will be added to the general conditions or detailed specifications unless requested by Company for the purposes of clarification.

3.4 BIDDER'S EXPENSES

Bidders are solely responsible for their own expenses in preparing and submitting a proposal to Company, if any.

3.5 COMPLETENESS OF PROPOSAL

By submission of a proposal, the Bidder warrants that all components required to manage the program have been identified in the proposal or will be provided by the Company at no charge.

3.6 SUB CONTRACTING

The services offered to be undertaken in response to this RFP shall be undertaken to be provided by the Bidder directly employing their employees, and there shall be no sub-contracting done by the Bidder. Also, the services offered or device-management/Managed services should be provided by the bidder directly.

4. SCOPE OF WORK

Details specification shall be as per inputs given in **Annexure-I**

4.1 CRITERIA

The purpose of this section is for Bidders to provide information to demonstrate to Company that its services offering satisfy Company's requirements. Bidder is expected to provide the details **as per Annexure-2**

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The bidder should also demonstrate that it has the financial and organizational infrastructure to fulfil the fundamental requirements set out in this RFP. Bidders not meeting them or not demonstrating that they do meet them may not receive further consideration during the evaluation process.

4.2 PRICING MODEL

The commercials have to be mentioned against each Inventory given in **Annexure 3**:

4.3 DEVIATION SHEET

Deviations from Technical Specifications and Terms and Conditions of the Tender

S.No	RFP Document Clause	Technical Specification or Terms and Condition in the RFP document	Deviation offered	Reasons and whether deviation adds to the operational efficiency in case of the systems
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Note: Deviations from any of the terms and conditions of the tender document should be specified

If any deviations from the technical specifications are warranted, reasons for such variations should be specified and if such deviations/ variations add to improvement of the overall performance of the systems, those should be specifically mentioned and supported by relevant technical documentation as specified above.

4.4 COMPLIANCE

If there is any deviation reported in managing IT Software & Hardware inventory, 100% software or hardware cost would be charge from the monthly payment.

4.5 CONTRACT

The Contract / Agreement to be signed with the selected bidder(s) for a period of 1 years shall be as per the format of the Company.

APPENDIX

ANNEXURE - 1: SCOPE OF SERVICES

Detailed requirement for Laptop and Desktop if given below

Scope of Work:

Bidders are required to Supply Laptops and Desktops at Company's Head Office in Gurugram.

The broad scope of work would include the following:

1. Laptop and Desktop manufactured by Acer, Dell, HP and Lenovo would be considered.
2. The responsibility of obtaining necessary permission, Road Transport etc. to Supply Laptop and Desktop and their peripheral hardware and software will be with Successful bidder.
3. Provide SLAs that guarantee complaint resolution for Assets during warranty period.
4. Bidder OEM should have 24 X 7 facilities to raise trouble tickets and customer support on Remote.
5. Company may take the additional asset as per the rate card/rate contract provided by the Successful bidder. The Successful bidder has to Provide asset within 2 weeks post confirmation from Company.
6. Escalation matrix along with contact details to be provided within 3 days of contract awarded.
7. Laptops and Desktops configuration required. Mention specifically if there is any deviation.

Asset	Laptop	Laptop	Laptop	Desktop with keyboard and mouse
Processor	Intel i7 8th Gen	Intel i5 8th Gen	Intel i3 8th Gen	Intel i5 8th Gen
RAM	8 GB DDR4			12 GB DDR4
Storage	1 TB @ 7200 RPM & 500 GB @ 7200 RPM		500 GB @ 7200 RPM	500 GB @ 7200 RPM
Screen	13 inch Anti-Glare, Non-Touch			18.5 to 19.5 inch
OS	Windows 10 Pro (64 bit)			
Display port	HDMI and VGA			
Weight	<=1.8 Kg			NA
CD Drive	Not Required			Not Required
Battery Backup	4 Hours			NA
Estimated Quantity	350			200
Warranty	5 Yrs with NBD Onsite Support			
Bluetooth	Yes			NA
Backpack	Yes			NA
LAN Port	RJ-45 Connector without lid			
Fingerprint Scanner	Not Required			NA

Tenure:

The tenure of the contract initially would be for one year from the date of the issuance of first purchase order by the Company. Company can further extend this at its discretion at mutually agreed terms. However all supplied parts of Laptop/Desktop should be available for five years (warranty period).

Supply of Assets:

Supply of requisite quantity of Laptops and Desktops should be completed within 4 weeks on issuance of purchase order.

Annexure - 2 (Technical Evaluation Inputs)

Technical evaluation sheet

Sr. No	Description	Bidder Response	Remarks
1	a. Input \ Output Ports - HDMI, USB, VGA & Ethernet port (RJ45) without Shutter or Lid. b. Easy Battery replacement - replacement should be possible from outside.		
2	a. Response time : 04hrs b. Resolution time : Next Business Day Onsite Support, Monday to Saturday (0900 to 1800hrs) c. In case of physical damage cases repair \ resolution to be provided on Email approval basis. Rest PO & payment will be processed in parallel.		
3	a. Direct vendor support or Associate will support. b. Single point of contact provided for all type of support. c. Helpdesk support model.		
4	a. Warranty cover for 5 year. b. Damage part not visible with naked Eye should be covered in warranty.		
5	Comprehensive Coverage for Laptops - may include liquid spills, fire, and accidental damage along with electrical and mechanical breakdown		


ANNEXURE - 3 (PRICE FORMAT)

Kindly share the commercial proposal on your letter head.

- **The prices have to be valid for a period of 1 years from the date of first order.**
- Delivery shall be made on staggered basis and as per the requirement of the Company from time to time
- Warranty - Prices should be quoted with 5 years on-site warranty
- Taxes shall be paid extra as applicable
- Delivery - Bidder is expected to ensure delivery within 4 week from the date of PO
- Prices shall be on FOR-site basis.

SI No	Description	Unit Rate (INR)
1	Laptop (Intel i7 8th Gen) as per specification in Annexure-1	
2	Laptop (Intel i5 8th Gen) as per specification in Annexure-1	
3	Laptop (Intel i3 8th Gen) as per specification in Annexure-1	
4	Desktop with keyboard and mouse (Intel i5 8th Gen) as per specification in Annexure-1	

ANNEXURE - 4 (VENDOR REGISTRATION FORM)

		Canara HSBC Oriental Bank of Commerce Life Insurance Company Limited 2nd Floor, Orchid Business Park, Sector-48, Sohna Road, Gurugram - 122018 India	
Vendor Registration Form			
Company Details			
Entity Name			
Registered Address			
State		PIN Code	
Phone #		Fax#	
Correspondence Address			
State		PIN Code	
Tele No. (O):	Country Code	STD Code	Nos.
Fax No. (O):			
Mobile No. (O):			
Country of Company Incorporation / Headquarters			
Company Business Operation (List of Countries)			
Name & Designation of Principal Officers/Persons to be contacted			
No.	Name of the Person	Designation	Contact No.
1			
2			
Nature of Business (Please Tick any One)			
<input type="checkbox"/>	Manufacturing	<input type="checkbox"/>	Sole Selling Agent
<input type="checkbox"/>	Hotel	<input type="checkbox"/>	Dealer
<input type="checkbox"/>		<input checked="" type="checkbox"/>	Trader
<input type="checkbox"/>		<input checked="" type="checkbox"/>	Service Provider
Nature of Company (Please Tick any One)			
<input type="checkbox"/>	Proprietary	<input checked="" type="checkbox"/>	Partnership
<input type="checkbox"/>	Small Scale Industry	<input type="checkbox"/>	Non - Small Scale Industry
<input type="checkbox"/>		<input type="checkbox"/>	Private Ltd
<input type="checkbox"/>		<input type="checkbox"/>	Public Ltd. / Govt
PAN No		Entity Name as per PAN	
GSTIN *		State	PIN
HSN Code			
Address as per GST Registration			
Email ID for Correspondance on GST			
* In case of multiple GSTIN please provide details in Annexure-I of this document			
Bank Details			
Bank Name			
Address			
State		PIN Code	
Bank Account No		Swift /IFSC Code:	
DECLARATION			
The above information is true in all respects and we undertake to inform you if any change in the above particulars regarding our business from time to time.			
Place :		Signature of Authorised Representative	
Date :		of the Firm under proper seal	

Supporting Documents to be submitted along with this Form :

- 1) PAN Card
- 2) Certificate of Incorporation
- 3) Address Proof(Same as mentioned on Vendor form)
- 4) Copy Of GST Registration No
- 5) Cancelled Cheque

ANNEXURE-4.1 (DECLARATIONS)

RELATED PARTY DECLARATION FORM (BY VENDOR)

Vendor Name _____

Registered Address _____

State _____ PIN _____

Details of Proposed contract to be entered into:

Does the Vendor (including its directors/employees/shareholders/sisters concerns/group companies) have any relationship or engagement (directly or indirectly) with the Company or any of its employees/directors?

☐ Yes ☒ No

If Yes, please provide the following details:

Please describe the relationship/engagement with the Company or any of its employees/directors

If the relationship/engagement is with a particular employee, Name of the Employee

Employee ID

Department

Designation

Nature of interest, if any in the proposed transaction

Declaration by the vendor–

We hereby confirm that the involvement of any of the above mentioned persons with the Company or with any of its employees/directors will not in any manner unduly benefit us or the employee(s) of the Company and further confirm that no benefit/advantage have been exchanged between the Vendor and the employees/directors of the Company in respect of the proposed transaction.

We further confirm that the terms and conditions of the proposed contract will be at market rate and on an arms length basis.

Place :

Date :

Signature of Authorised Representative
of the Firm under proper seal

ANTI BRIBERY&CORRUPTION DECLARATION

a) Parties represents to each other that they have not and agree that they shall not in connection with the transactions contemplated by this declaration make any payment or transfer anything of value, offer, promise or give a financial or other advantage or request, agree to receive or accept a financial or other advantage either directly or indirectly:

(i) to any government official or employee (including employees of a government corporation or public international organization) or to any political party or candidate for public office; or

(ii) to any other person or entity, if to do so would violate or cause the Company to be in violation of the applicable legislations pertaining to bribery/ corruption.

b) It is the intention of the Company and the Vendor/ third party service provider that in the course of their respective negotiations and performance of this declaration no payments or transfers of value offers, promises or giving of any financial or other advantage or requests, agreements to receive or acceptances of any financial or other advantage shall be made either directly or indirectly which have the purpose or effect of public or commercial bribery or acceptance of or acquiescence in bribery, extortion, kickbacks, greasing or other unlawful or improper means of obtaining or retaining business, commercial advantage or the improper performance of any function or activity.

Authorised Signatory

Name:

Designation:

Date: