

**RFP for “Empanelment of vendor for providing Rental IT Assets”.**

RFP NO: BGSSL/RFP/IT/2021-22/01 Dated: 01/05/2021

Due to the current COVID 19 or Corona Virus Outbreak not only in India but whole world, and due to current lockdown in certain COVID containment zones, few bidders will not be able to submit the physical bid at our office.

Hence, considering the criticality of the said RFP and business requirement, bidders who are not able to submit the physical bid copy in office can submit their bids electronically over email.

BGSSL wants and invites bidders to submit their Eligibility and Technical bid as mentioned in RFP over below mentioned email in a PDF format. But bidder will be required to submit commercial bids when called from BGSSL. If possible, bidders can submit physical copy of bid at our address mentioned in the RFP document.

Below are the guidelines to submit the bid:

- I) **Application Money:** Amount must be submitted at below account and acknowledgement receipt to be shared on email.

<b>Account Name: BARODA GLOBAL SHARED SERVICES LIMITED</b>
<b>Account Number : 29040200000658</b>
<b>Bank Name : Bank Of Baroda</b>
<b>Branch Name : BKC Branch, Bandra, Mumbai</b>
<b>IFSC Code : BARBOBANEAS</b>

II) **Documents Clarification:**

1. It is preferred that all the soft copy documents submitted by bidder to have digital signature OR approval from the VP or above grade on submitted documents and authorized person from the organization sending the email to BGSSL.
2. Self-Declaration can be provided over email / PDF soft copy.
3. Annexure and Appendix must be acknowledged by bidder and submitted in form of softcopy.
4. Documents towards Eligibility & Technical criteria must be categorized accordingly for our better understanding.
5. All the documents (in parts for bigger size) must be submitted to [vendormgmt@bgss.in](mailto:vendormgmt@bgss.in)
6. Please try to provide a smaller size file. Max size of email 10mb.
7. Documents must be as per requirement mentioned in the RFP and rest all the terms and conditions will be as per RFP document.
8. The bidder will be required to submit commercial bids when called from BGSSL.



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**Baroda Global Shared Services**

- III) Since physical acknowledgement of documents is not possible, BGSSL will email all participated bidders about the updates on RFP.

S/d  
**Authorized Signatory**