

Appendix - 5 - Pre Bid Query Format (Resonse)
BARODA GLOBAL SHARED SERVICES LIMITED

BARODA GLOBAL SHARED SERVICES LIMITED
RFP #: BGSSL/RFP/COLLECTION/2022-23/03 DATED 22-NOV-22

Sr. No	Section & Clause Ref. No./Appendix no/Annexure no	Page No.	RFP text	Query	Responses by BGSSL
1	Relevant credential letters / contract order/Agreement /Purchase order and supporting documents. Key client references for each service providing details such as name, address, e- mail address, phone no., fax no. and mobile	3		Sir if agrement copy /creential letters not available then what I submited on bihaf of belwo dox,we are recivd payout from concern compny regular in my bank account ,can I submit my bank statement	Documents should be in line with Annexure 1 of the RFP documents .
2	Annexure 1	Page 3/Point no 4	Blacklisting/Litigation	Is there any format for giving self declaration or we should use our own format/language	There is no specific format, You can use your self-declaration, where the purpose of self-declaration should be fulfilled and language should be English only.
3	Annexure 1	Page 4/Point no 6	Ownership (BOB/BGSSL relationship)	Is there any format for giving self declaration or we should use our own format/language	There is no specific format, You can use your self-declaration, where the purpose of self-declaration should be fulfilled.
4	RFP, Section 5.1	24	Numbering of Pages	1. What is the Meaning of Brochures here	Brochures means your company profile which should be a part of the RFP document, the page serial numbers of which should also be part of the RFP document.
5	RFP, Section 5.1	24	Numbering of Pages	2. What serial no to be given to Eligibility Bid and Technical bid since most of papers/Docs/agreements are part of Eligibily Bid format	Numbering sequence is common for all RFP Document, as per index prepared by bidder. No different sequence is required.
6	RFP, Section 5.8	26	Integrity Pact	Should be left blank or needs to fill any detail pertains to bidder	Need to fill appropriate company details in blank filled.
7	RFP, Section 5.8	26	Integrity Pact	Pls mention the First Party Name and Second Party Name	First Part is BGSSL & Second Part is respective Bidder.
8	RFP Document sign			sir do we need to attached whole RFP document of 44 page or some main pages?	Yes, Please refer document check list. Each page should be signed & stamped.
9	exisitng companies proof			sir do we need to attach whole agreement of other companies or any particular pages with bid?	Please submit all pages of contract/agreement/WO/PO.
10	technical bid or apeendix 1			sir please explain this point " Only Print of Appendix -01 & Self attested (Evaluation done by BGSS)"	Need to only sign and stamp and submit as blank, this is filled by office

Appendix - 5 - Pre Bid Query Format (Resonse)
BARODA GLOBAL SHARED SERVICES LIMITED

BARODA GLOBAL SHARED SERVICES LIMITED
RFP #: BGSSL/RFP/COLLECTION/2022-23/03 DATED 22-NOV-22

Sr. No	Section & Clause Ref. No./Appendix no/Annexure no	Page No.	RFP text	Query	Responses by BGSSL
11	Commercial Bid			Sincerely appreciate your response, in that case we shall we eligible to bid for Commercial once this empanelment process is completed Please confirm	Please refer RFP point no. 3.10 (commercial Bid) Page no. 19
12				For purchasing Bonds, Who Should be the First Party .	BGSSL is First Part. Stamp should be purchase on name respective bidders.
13				All documents have to send a courier or scan copies. Please mention address or email id.	All Documents need to courier (accept physical documents only).Refer RFP point no. 1.7 page no. 5 (Important Details) and RFP point no. 5.9 page no. 26 (Submission of Bids)
14				Before sending, will you check if all documents are correct or not if i send scan copies to this mail ID.	The document is not checked before the last date of the RFP. Bids will open after the last date of submission. If any related document is missing (minimum 1 or 2)then you may be informed by email to submit again.
15	Annexure 1	1	The purpose of thismandatory).	Whether it is printed on the letterhead? Or the Annexure started from the heading "Confirmation of Eligibility Criteria"	please print Annexure 1 on your letterhead, and it is very important to have the signature of the authorized person and the stamp of the company on it. Mandatory means you should compulsorily submit those details with required/attached supporting document.
16	Annexure 1, (A), Sl. No. 8	1	Details of : Description of business and business background Service Profile Domestic & International presence Alliance and joint ventures	Whether Company Profile document to be submitted ?	Yes

Appendix - 5 - Pre Bid Query Format (Resonse)
BARODA GLOBAL SHARED SERVICES LIMITED

BARODA GLOBAL SHARED SERVICES LIMITED
RFP #: BGSSE/RFP/COLLECTION/2022-23/03 DATED 22-NOV-22

Sr. No	Section & Clause Ref. No./Appendix no/Annexure no	Page No.	RFP text	Query	Responses by BGSSL
17	Annexure 1, (A), Sl. No. 12	2	Declaration of the number of organizations with whom the bidder company is currently working with i.e.Public Sector Banks, Private Sector Banks, NBFCs, other financial organizations.	Is any format for this declaration ? As it is already present in our company profile.	There is no specific format, You can use your self-declaration, where the purpose of self-declaration should be fulfilled.
18	Annexure 1, (B), Sl. No. 2	3	The Bidder should be in the business of collection of dues for at least 2 Banks/NBFC. Minimum of 2 years' experience required	What is to be appended in Bidder's response? Whether all details of client should be appended in this column or separate letter details of our clients required ?	Relevant credential letters / contract order/Agreement /Purchase order and supporting documents. Key client references for each service providing details such as name, address, e- mail address, phone no., fax no. and mobile no
19	Annexure 1,	4	Documentary evidence must be furnished against each of the above criteria along with an index.	Where to be index attached above the Annexure or below the annexure ?	Index should be First page of RFP document set.
20	Annexure 1.	1-4	Eligibility criteria	Whether all 4 pages printed on letterhead or only 1st page and remaining 3 on normal A4 paper ?	First page should be on letterhead, remain all page should be duly signed and stamped.
21	Appendix 1	1	Technical Bid	Whether it is printed only as it is to be evaluated by the BCCGL? Do the documents attached ?Where to be print on letterhead or a paper ?	Need to only sign and stamp and submit as blank, this is filled by office. Normal and letter head both is valid.
22	Appendix 2	1	Authorisation letter To be brought at the time of opening of Bids) (On your company Letter Head)	Does it submitted at the time of document submission or else to be brought at the time of opening of bids ?	Appendix 02 - Authorization Letter for Sign RFP document. Required with RFP document.

Appendix - 5 - Pre Bid Query Format (Resonse)
BARODA GLOBAL SHARED SERVICES LIMITED

BARODA GLOBAL SHARED SERVICES LIMITED
RFP #: BGSSL/RFP/COLLECTION/2022-23/03 DATED 22-NOV-22

Sr. No	Section & Clause Ref. No./Appendix no/Annexure no	Page No.	RFP text	Query	Responses by BGSSL
23	Appendix 4	1	INTEGRITY PACT (TO BE STAMPED Rs 300 STAMP PAPER AS AN AGREEMENT)	Whether stamp paper is purchased for agreement ? As for agreement it is mandatory to purchase 500/- stamp paper. Is it submitted along with all documents ?	It is submitted along with all documents with Rs. 300 stamp paper.
24	Appendix 4	1	BARODA GLOBAL SHARED SERVICES LIMITED, a wholly owned subsidiary of Bank of Baroda having its Registered office at 5TH Floor, Baroda Sun Tower, C-34,G Block , BKC, Bandra East, Mumbai - 400051 through its _____ Department / Office at _____ (hereinafter called the "COMPANY", which expression shall mean and include, unless the context otherwise requires, its successors) of the First Part	What is to be written in blanks for department / office at	Department is " Collection" office At details address of BGSSL"Baroda Global Shared Services Ltd. C/o Bank of Baroda 27th Floor, GIFT One Tower GIFT City, Gandhinagar 382355 Gujarat."
25	Appendix 4, Preamble (A)	1	A. WHEREAS the COMPANY proposes to procure _____ and the BIDDER is willing to offer/has offered the stores and	What is to be written in blanks ?	"Services for RFP for Empanelment of collection agencies/service providers relating to overdue credit collections of Bank of Baroda."
26	Document checklist	1	Indexing with Numbering details...	How to do it ? Pl. explore.	Please refer RFP point no. 5.1