



**Indian Institute of
Corporate Affairs**
Partners in Knowledge. Governance. Transformation.

NOTICE INVITING e-TENDER

FOR

**RENEWAL OF UTM (FORTIGATE 600C)
SUBSCRIPTION SERVICES**

FOR

**INDIAN INSTITUTE OF CORPORATE AFFAIRS
MINISTRY OF CORPORATE AFFAIRS
GOVT. OF INDIA**

NIT No. IICA/15-4/2016

ORGANIZATION BRIEF

IICA has been established by the Ministry of Corporate Affairs for capacity building and training in various subjects and matters relevant to corporate regulation and governance such as corporate and competition law, accounting and auditing issues, compliance management, corporate governance, business sustainability through environmental sensitivity and social responsibility, e-Governance and enforcement etc.

The Institute has been designed with an eye on the future to provide a platform for dialogue, interaction and partnership between governments, corporate, investors, civil society, professionals, academicians and other stake holders in the emerging 21st century environment.

IMPORTANT INFORMATION

1.	Completion of Work	Maximum 7 days from the date of issue of Work Order
2.	Date of Issue of Notice Inviting tender	20 th May, 2016
3.	Place of Sale of Bidding Document.	<ul style="list-style-type: none">• The tenders are being invited through e-procurement module of Central Public Procurement Portal- CPPP (e-procure.gov.in). Bidders are requested to apprise themselves of the provisions of e-procurement system and submit their respective bids through e-procurement systems at www.eprocure.gov.in.• The tender document is also available for preview and download, free of cost from the website of the organization (www.iica.in), under “Tender Section” on the home page.
4.	Deadline - Bid Submission	3:00 P.M. on 31 st May, 2016
5.	Time & Date – Bid Opening	3:30 P.M. on 31 st May, 2016
6.	Venue – Bid Opening	<ul style="list-style-type: none">• The tenders are being invited through e-procurement module of Central Public Procurement Portal- CPPP (e-procure.gov.in). Bidders are requested to apprise themselves of the provisions of e-procurement system and submit their respective bids through e-procurement systems at www.eprocure.gov.in.
7.	Officer Inviting Bid	Sh. Debarun Kalita, Head, IT Department

8.	Officer to be contacted for any clarification before submission of Bid/Tender	<p>Sh. Debarun Kalita, Head, IT Department Indian Institute of Corporate Affairs, M/o Corporate Affairs Govt. of India Plot No. :- P 6,7,8 Sec. 5, IMT Manesar, District-Gurgaon, Haryana PIN Code - 122051</p> <p>Phone No. : +91-(0124)- 2290203 : +91-(0124)-2640174 : +91-9999595265 Fax No. : +91-(0124)-2291036 Email : sa-iica@gov.in</p>
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Notice Inviting Tender (NIT)

IICA, established by the Indian Ministry of Corporate Affairs, invites **E-Tenders** under single bid system from reputed IT/ITES Dealers, Suppliers, Agencies, Vendors, Channel Partners, and Franchisees etc. for renewal of subscription services of FortiGate 600C Unified Threat Management (UTM) device, as per requirement stated below:

Requirement

Sl. No.	Product Description (Type, Make & Model)	Subscription Service Required		Qty.
1	Type - UTM Device OEM - Fortinet Inc. Model - FortiGate 600C Product Sl. No.FG600C3914800803	Support Type/Subscription Service	Support Level	
		Virus Definitions Updates	Web/Online	1
		Next Generation Firewall	Web/Online	1
		FortiGuard Web Filtering	Web/Online	1

The Tender document can be previewed and downloaded from the e-procurement module of Central Public Procurement Portal of Govt. of India at www.eprocure.gov.in as well as from the website of the organization (www.iica.in) under “**Tender**” section, on the home page.

The deadline for submission of bid is 3:00 P.M. on 31st May, 2016. Tenders received after last date of submission will not be considered. For further details, bidders may contact **Sh. Debarun Kalita, Head, IT Department** at +91-(0124)-2640174 / +91-(0124)-2290203 or e-mail at sa-iica@gov.in / debarun.kalita@iica.in

The Tenders will be opened on 31st May, 2016 at 3:30 PM. within the e-procurement module of Central Public Procurement Portal of Govt. of India at www.eprocure.gov.in.

INSTRUCTION TO BIDDERS (ITB)

A. Eligibility Criteria

General Eligibility Criteria

The bidder should satisfy the below mentioned criteria and should submit valid documentary evidence (through e-procurement system) to support the eligibility claim:

1. The bidder should be a partnership firm, single proprietorship firm, society or a company registered under the Companies Act, 1956/2013 and should have been in the business for more than 3 years. The following documents may be submitted in support:
 - a. Copy of Certificate of Incorporation,
 - b. Copy of Memorandum & Articles of Association
2. The bidder should have an average turnover of INR 10 Lacs or above during financial years 2013-14, 2014-15 and 2015-16 and submit the following:
 - a. Copy of Service Tax Registration Certificate.
 - b. Copy of PAN Card.
 - c. Copy of VAT Certificate.
3. The bidder shall provide a certificate with the bid that the firm and OEM has not been debarred/ blacklisted for any reason for any period by any Central/ State Govt. Dept. / CPSE/PSB/Statutory Authority/Regulatory Authority/Central Universities etc. during last 3 years. If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the bid/order, but may also warrant legal action. Bidder debarred/ blacklisted by any Central or State Govt. / Quasi – Govt. Departments or organizations as on bid calling date for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices shall not be eligible.

B. Guidelines on Bid submission:

1. The language of the documentation & details in the Bids must be in standard Indian Official English.
2. **All bids are to be submitted under single bid system**, containing the following.
 - a. Earnest money (prescribed hereinafter).
 - b. Rate quoted by the party duly signed by authorized representative.
3. The Bidder shall submit only one financial option as per the prescribed format.
4. The e-bid/tender are to be submitted in prescribed format, as per provisions of the e-procurement system of CPPP of Govt. of India at www.eprocure.gov.in, digitally signed and dated using authenticated and validated Digital Signature Certificate (DSC), issued by a authorized CA, indicating their unconditional acceptance to the terms prescribed by IICA. Details/supporting documents wherever applicable, if attached with the bid should be duly authenticated by the bidder, as per provisions of the e-procurement system.
5. Individual signing the tender and or other documents connected with this bid must specify whether he signs as:-
 - i. A "sole proprietor" of the concern or constituted attorney of such sole proprietor.
 - ii. A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm. A scanned copy attached with the tender.
 - iii. Director or principal office duly authorized by the Board or Directors of the Company, if it is a Company.
6. IICA shall not be bound by any printed conditions or provisions in the Bidder's Bid/tender Form.
7. Bid received after the stipulated date and time shall not be entertained. IICA shall not be liable for any delay, technical faults, glitches, lags etc. whatsoever arising on account of the e-procurement system of CPPP of Govt. of India.
8. The seal of the company must be affixed on all pages of the bid.
9. All papers comprising of the bid must be serially numbered. The page number(s) of each document in support of the eligibility criteria should be clearly mentioned at the appropriate place
10. Any deviation of any sort shall be categorically mentioned and specifically indicated in the tender document itself.

11. Silence or use of the word "Noted" against any of the Bid conditions, as outlined in the tender document, shall be construed as acceptance of the same.
12. The contract shall be for the full quantity as described in the tender. Corrections, if any, shall be made by crossing out, initialling, dating and re-writing.
13. All duties, taxes and other levies payable by the vendor shall be included in the total price.
14. The rates quoted by the bidder shall be fixed for the entire duration of the contract and shall be included in the total price.
15. The prices should be quoted in Indian Rupees only.
16. Packing, forwarding, insurance etc, if any, will be to vendors account.
17. Price bids are to be essentially signed by the bidder or person authorized by him.
18. Each bidder shall submit only one quotation. Alternatives offer option, if any, must be quoted in independent/separate tender schedule.
19. **I. Bid should compulsorily consist of:**
 - *Bid Letter (Annexure-1)*
 - *Income tax registration details*
 - *Certificate of Registration of firm (As applicable)*
 - *Certificate of Value Added Tax/Central Sales Tax/Local Sales Tax Registration No.*
 - *Photocopy of Warrantee Agreement between the Bidder and the Service Provider (if applicable)*
 - *Technical Literatures/Brochures/Catalogues of the quoted products.*

Commercial Terms:-

- *Percentage rate of Value Added Tax / Central Sales Tax / Local Sales Tax, Octroi, and any other tax / charge as applicable should be clearly mentioned.*
- *Validity period of Quotation*
- *Payment Terms*
- *Warranty*

II. Financial Bid should consist of:

- *Basic Price, Chargeable amount of Taxes, Transportation charges, installation charges, Octroi and handling charges etc. if any.*
- *Price Schedule Warranty.*

****Note: Bids submitted by any mode other than e-procurement will not be accepted and shall be summarily rejected.**

20. **Earnest Money Deposit:** Rs. 10,000/- (Rupees Ten Thousand), only by way of demand draft (D.D.)/pay order in favour of Indian Institute of Corporate Affairs, payable at Delhi, to be submitted directly to Sh. Debarun Kalita, Head, IT Department by Speed Post/Courier/Hand at the address mentioned below. Bid without earnest money shall be rejected and shall not be considered further. Earnest Money shall be forfeited if the supplier backs out after the placement of order. The bidder can also be proceeded against for other actions such as blacklisting, recovery of loss, etc.

***Exemption of Earnest Money Deposit:** Firms registered with Directorate General of Supplies & Disposals and National Small Scale Industries Corporation may be exempted from payment of EMD if the product being quoted is actually manufactured by them and the same quoted product is registered with these agencies. Firms registered with these agencies selling products of other companies and not manufacturing the products being quoted by them are not allowed exemption from payment of EMD. Firms are to submit a legible photocopy duly attested, of Registration Certification of the products manufactured and registered with DGS&D and NSIC for availing EMD exemption before opening of Techno-commercial Bids, otherwise tender submitted by them may not be considered.*

21. **EMDs, addressed to Sh. D. Kalita, Head, IT Department by name should be submitted/delivered by Speed Post/Courier/Hand, latest by 31st May, 2016 up to 1:00 P.M. at the following address.**

**IT Department
Right Wing, IIIrd Floor
Main Building
Indian Institute of Corporate Affairs,
Ministry of Corporate Affairs,
Govt. of India
Plot No. : - P 6, 7, 8
Sec. 5, IMT, Manesar
District-Gurgaon, Haryana
PIN Code - 122051**

C. Scope of Work:

1. The Scope of work shall consist of renewal of subscription service(s), of Unified Threat Management (UTM) - FortiGate 600C (Product Serial Number: FG600C3914800803), installed at IICA's premises, as per details entailed below.

Sl. No.	Product Description (Type, Make & Model)	Subscription Service Required		Qty.
1	Type - UTM Device	Support Type/Subscription Service	Support Level	
	OEM - Fortinet Inc.	Virus Definitions Updates	Web/Online	1
	Model - FortiGate 600C	Next Generation Firewall	Web/Online	1
	Product Sl. No.FG600C3914800803	FortiGuard Web Filtering	Web/Online	1

2. IICA has a FortiGate 600C UTM of the following Fortinet make.
 - FortiGate 600C Firewall
 - Forti Analyzer 200D
3. Bidder should be responsible for provisioning end-to-end solution.
4. The vendor has to provide onsite support, when required.
5. Installation and pre- and post-configuration of the equipment shall be the responsibility of the successful bidder.
6. The scope of work shall also necessarily include the following, if required.
 - *System integration.*
7. All the Software packages mentioned should be supplied in Original pack in CDROM media along with original license and manuals.
8. **Completeness of Scope:** Only such Bidders who have quoted their prices for the complete scope under the specification in all respects shall be considered. The Bidder must furnish complete information sought for in this specification. Incomplete information may lead to the rejection of the Tender.
9. **Warranty (If Any):** Vendor shall provide warranty of trouble free operation of whole system during the Warranty period after successful renewal of the subscription services. During this period it will be the responsibility of the vendor to maintain and support the system fully and ensure the availability of the system, providing of all supplies, spares and services necessary for the maintenance at no extra cost. All calls should be attended immediate and 24x7 services should be provided.

10. While quoting, the vendor will have to propose the Renewal Plan, which should include the type and quantity of subscription services being renewed.
11. **Supply & Installation:** The subscription services are to be renewed within one week maximum from the receipt of confirmation of Work Order (W.O.) to the successful bidder and should be executed/carried out in complete manner at IICA within stipulated time period, failing which liquidated damages may be imposed. The bidder will provide all the documentation and testing reports of the renewed subscription services.
12. The responsibility lies with the successful bidder, if any damage or loss to the property of the Institute occurs while undertaking and executing the Contract even any mishap in which the life of a person gets affected. In any of these circumstances IICA is not responsible.

D. Payment Terms and Conditions:

1. Payment for successful execution of the work will be made within one week from the date of satisfactory completion of the work awarded.
2. No advance payment will be made.
3. Delivery, installation and commissioning/Execution, as applicable, should be done within 1 week of issue of confirmed Work Order by IICA
4. Acceptance of the successful completion of the work/job is subject to necessary testing, inspection by IICA or its authorized representatives and subsequent due confirmation from the OEM i.e. M/s Fortinet Inc.
5. The Vendor shall raise the invoice to this office for payment, after successful and satisfactory execution of the work/job (Renewal of Subscription Services), duly certified and testified by the competent authority at IICA. IICA shall make the payment within 1 week from the date of submission of invoice, if the invoice(s) is/are found in order and inspection report found satisfactory.
6. Service Tax and any other statutory tax / cess / levy shall be deducted at source as per rules prevalent at the time, and deposited with the quarter concerned.
7. Costs/charges not mentioned in the quotation/tender shall not be paid.
8. Bank charges, if any, shall be borne by the supplier.

E. Amendment of Bidding Documents

1. At any time prior to the deadline for submission of bid/tenders, IICA, for any reason, whether at its own initiative or in response to the clarifications requested by prospective Bidders may modify the Bidding documents by issuing amendment(s)/corrigendum(s).
2. Any amendment(s)/modification(s) shall be published on e-procurement module of CPPP (www.eprocure.gov.in) as well as IICA's website www.iica.in, and these will be binding on the prospective Bidders.
3. In order to allow eligible Bidders a reasonable time to take the amendment into account in preparing their bid/tenders, IICA, at its discretion, may extend the deadline for the submission of bid/tenders, which shall accordingly be published on e-procurement module of CPPP (www.eprocure.gov.in) as well as IICA's website.

F. Period of Validity of Bid

1. Bid shall remain valid for a period of **90 days**, from the due date of bid/tender submission. Any Bid/tender valid for a shorter period shall be rejected as non-responsive.

G. Opening of Bid/Tender by IICA

1. Bid/tenders will be opened on **31st May, 2016 at 3:30 P.M.** on e-procurement module of CPPP (www.eprocure.gov.in)
2. In case due to any reason Govt. Of India/IICA declares holiday on date of opening of bid then the bids will be opened on the next working day at the same time and venue.

H. Examination and Evaluation of Bid/tenders

1. Bid/tenders without a valid EMD in the prescribed format will be rejected.
2. Vague, conditional, incomplete and bids received after the last date shall be out rightly rejected.
3. Bid/tenders not meeting eligibility requirements as specified will be rejected.
4. Only those Bid/tenders meeting eligibility requirements as per specification in bid/tender document will be further evaluated.

5. IICA may ask Bidder(s) for additional information, visit to Bidder's site and/ or arrange discussions with their professional, technical faculties to verify claims made in Bid/tender documentation.
6. The Financial Bid will be strictly as per the prescribed format. Only the price quoted in the Financial Bid will be considered. Any conditions / terms and conditions inserted in the Financial Bid will be ignored.
7. If there is a discrepancy between the unit price & the total price, the unit price shall prevail and IICA shall correct the total price. If there is a discrepancy between words & figures, the amount in words shall prevail.
8. From the time the Bid is opened to the time the Contract is awarded, the Bidders should not contact IICA on any matter related to its Qualification, Technical and/or Financial Proposal.
9. Any attempt at negotiation direct or indirect on the part of a bidder with the authority to whom he has submitted the tender or the authority who is competent finally to accept it after he has submitted his tender or any endeavour to secure any interest for an actual or prospective bidder or to influence by any means the acceptance of a particular tender will render the tender liable to exclusion from consideration. Any effort by bidders to influence IICA in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the bid.
10. The Tender Evaluation Committee (TEC) constituted for the purpose reserves the right to accept or reject any or all the bids or negotiate on any of the tender conditions/ items and to annul the bidding process and reject all the bids at any time prior to placement of order without assigning any reason thereto and without any obligation to inform the affected bidders.
11. The TEC reserves the right to assess the capacity / capability of the suppliers in the overall interest of the Institute without assigning any reason.

I. Clarification of Bids

To assist the examination, evaluation, assessment and comparison of the submitted bids, Head, IT Department may constitute a Technical Evaluation Committee and may ask the bidder for clarification of its bids. The request for clarification shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.

J. Taxes and Duties

Bidder awarded the tender shall be responsible for all taxes, duties, license, fees etc. incurred until delivery of the contracted services to IICA. No tax or duty shall be payable by IICA unless specified by the bidder in the price bid.

K. Award of Contract

IICA will award the contract to successful Bidder whose bid/tender has been determined to be responsive and competitive, provided further that the Bidder is determined to be qualified to perform the project satisfactorily. **IICA shall however not bind itself to accept the lowest or any bid/tender and reserves the right to accept any bid/tender wholly or in part.**

L. IICA's Right to Vary Quantities, Quantum/Scope of Work

IICA reserves the right to increase or decrease, on need base basis, the requirements and duration of services originally specified in the tender document at the time of award or subsequently during execution of the project.

M. IICA's right to reject any or All Bid/tenders

IICA reserves the right to reject any Bid/tender, and to cancel the Bidding process and reject all bid/tenders at any time, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.

N. Disqualification / Annulment of Contract.

IICA, may at its own sole discretion, at any time during the tender process, disqualify any applicant from the process, if:

1. The Applicant has made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
2. The Applicant has exhibited a record of poor performance such as abandoning works, not properly completing the contract, inordinately delaying completion, being involved in litigation, or financial failures, etc.
3. The bid/tender is not accompanied by required documentation. The Bidder failed to provide clarifications related thereto, when sought.
4. Information which would have entitled IICA to reject or disqualify the bid/tender becomes known after the Applicant has been qualified; IICA reserves the right to reject the Applicant at that time or at any time after such information becomes known.
5. The Applicant is found to canvass, influence or attempt to influence in any manner the qualification or selection process.
6. IICA reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient grounds.

7. Any attempt at negotiation direct or indirect on the part of a bidder with the authority to whom he has submitted the tender or the authority who is competent finally to accept it after he has submitted his tender or any endeavour to secure any interest for an actual or prospective bidder or to influence by any means the acceptance of a particular tender will render the tender liable to exclusion from consideration.
8. Failure of the successful bidder to comply with the requirements of any or all Clause(s) as mentioned in the Tender Document shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which event IICA may make the award to any other bidder at the discretion of IICA or call for new bids.
9. While all the conditions specified in the Bid documents are critical and are to be complied, special attention of bidder is invited to the following clauses of the bid documents.

Non-compliance of any one of the following clauses shall result in outright rejection of the bid.

- a. The bids will be rejected at opening stage if EMD is not submitted and bid validity is less than the period prescribed and mentioned above.
- b. Compliance if given using ambiguous words like "Noted", "Understood" and "Noted & Understood" shall not be accepted as complied. Mere "Complied" will also be not sufficient, reference to the enclosed documents showing compliances must be given.
- c. Prices are not filled in as prescribed in price Schedule.
- d. Discount, if any, offered by the bidder shall not be considered unless specifically indicated in the price schedule. Bidders desiring to offer discount shall therefore modify their offer suitably while quoting and shall quote clearly net price taking all such factors like Discount, free supply etc. into account.

O. Inspection & Tests

The IICA's representative shall have the right to inspect the premises of the prospective bidders' facility.

P. Notice

Any notice given by one party to the other pursuant to this bid/tender shall be sent to the other party in writing to the other party's address. A notice shall be effective from the date when Notice in writing is delivered or bid/tender/tendered or affixed at a conspicuous place whichever is earlier.

Q. Indemnification

1. The Vendor shall indemnify IICA and hold it harmless from all suits, actions, debts, accounts, costs, losses, and expenses of all kinds (including legal expenses and professional advisory service expenses) arising from or out of any adverse claims of any and all persons related to the execution of services.
2. Notwithstanding any of the other provisions contained in this Tender/Contract, the Bidder shall protect, defend, indemnify and hold harmless, IICA and its employees, officers, Directors, agents, or representatives from and against any and all liabilities, damages, fines, penalties and costs(including legal costs and disbursement) arising from 'or' relating to:
:-
 - a. Any breach of any statute, regulation, direction, orders or standards from any governmental body, agency, or regulator.
 - b. Any claim made by third parties arising out of use of the services of IICA being provided using the equipment supplied under the Tender.
 - c. Claims arising in connection with interruptions 'or' degradation of services to IICA customers 'or' to other service providers whatsoever shall be the cause 'or' duration thereof; and
 - d. Any claim that the equipment/services/'or' any value addition component offered and supplied by the bidder in this tender, infringe any patent, trademarks or copyright of any third party.
 - e. The parties shall indemnify, defend and hold the other harmless against any and all third party claims.
 - f. Such indemnity shall not extend to any loss, death or injury or any expenses relating thereto to the extent that it was caused by any act or omission of either party or the failure of either party to take reasonable steps in mitigation thereof.
 - g. Such indemnity shall not be applicable to any loss, damage, cost or expense in respect of, and to the extent that either party is compensated pursuant to the terms of any other Contract or under any policy of insurance.

For the purpose of this Article:-

- a. Nothing in this Article whether expressed or implied shall relieve either Party of any express obligation to make any payment due to the other Party under this Bid/tender.
- b. The bidder shall furnish an unequivocal, unqualified and irrecoverable undertaking along with the Bid Document to the effect that; During the Bidding process 'or' during the course of execution of the Contractor 'or' at any stage thereafter, if it is found that the Bidder has fraudulently misrepresented any of the facts about the product/services etc being offered under the Tender/Contract, the Purchaser (IICA) shall be free to claim a sum equivalent to damage as assessed by it subject to a maximum of the Value of the Tendered services from the Bidder for such misrepresentation. The Bidder shall immediately on being told by IICA pay such sum of money to IICA. Quantum of damages under this clause assessed and levied by the Purchaser (IICA) shall be final and not challengeable by the Bidder/supplier.

R. Default and Termination

IICA may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the bidder, terminate the Contract for services in whole or in parts:

1. If the Supplier fails to deliver either the whole or part of the services.
2. If the Supplier fails to perform any other obligation(s) and,
3. If the Supplier, in either of the above circumstances, does not cure its failure within a period of 15 days (or such longer period as IICA may authorize in writing) after receipt of the default notice from IICA.
4. On a notice period of 30 days.

All data /reports collected by the Bidder shall be returned to IICA in its original form upon such terminations. Bidder shall not have any right on this database, which is proprietary to IICA.

S. Termination for Insolvency

IICA may at any time terminate the Contract by giving 30 (thirty) days written notice to the bidder without compensation to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action which has accrued or will accrue thereafter to IICA.

T. Disclaimer

All the information contained in this document is stated only for the purpose expressed in the document. It is amply made clear that any indications given by the IICA about the future plans if any are only broad indicators and are subject to change without any notice. There is no commitment or obligation, whatsoever on the part of the issuer of this document, or officials associated, regarding the implementation of this or any future plans. Any assumptions made by Applicants, on the basis of information shared herein, will be at their own risk and responsibility.

FINANCIAL BID

Sl. No.	Subscription Service Required		Qty.	Price/unit (INR)	Taxes/unit (INR)	Quote/subscription	Total Quote
			A	B	C	$D = A * (B+C)$	$E = D1 + D2 + D3$
1	Subscription Service Type	Support Level					
	Virus Definitions Updates	Web/Online	1			D1	
	Next Generation Firewall	Web/Online	1			D2	
	FortiGuard Web Filtering	Web/Online	1			D3	

Terms & Conditions:-

1. Once quoted, the Bidder shall not make any subsequent price changes. Such price changes shall render the bid/tender liable for rejection.
2. IICA may at its discretion ask for revision of bid/tender(s).
3. Prices quoted should be for Institute premises at Manesar, Haryana and should be inclusive of all charges.
4. Prices quoted should be in Indian National Rupees (INR).
5. Prices quoted should be in metric system format.
6. All taxes, VAT, freight charges, cartages should be calculated and quoted. Also, the respective rates should also be stated.

Note:

1. The bid/tender should be inclusive of all costs.
2. All documents submitted as part of bid/tender shall be duly stamped and signed by the authorized signatory.
3. Bids without full signatures and stamp of Bidder will not be accepted.
4. A person signing the bid or any other document forming part of the contract on behalf of the firm shall be deemed to warranty that he has the authority to bind the firm for all purposes/conditions/clauses of the contract/bid/tender and if in any state it is found that the person so signing had no authority to do so, IICA may, without prejudice to other civil and criminal remedies against the contract, hold the signatory and the firm liable for all costs and damages.
5. IICA shall not be bound by any printed conditions or provisions in the Bidder's Bid Forms.

The above rates shall remain valid for a period of one year from the date of award of the contract.

Dated this _____ day of this _____ month of this year 2015

**Signature of Bidder
Name of Bidder**

(With Corporate Seal and Mobile No.)

ANNEXURE - I

BID LETTER FORM **(To be issued on official letter head of bidder)**

To,

The Head, IT Department
Indian Institute of Corporate Affairs
M/o Corporate Affairs,
Govt. Of India

Subject: Submission of Bid in response to NIT No. IICA/15-4/2016 for Renewal of UTM
Subscription Services

Respected Sir,

With reference to your notification inviting e-tender for “**Renewal of UTM Subscription Services for IICA, Ministry of Corporate Affairs**” and after having duly examined the Tender document, I/We the undersigned, offer to provide the said “**Renewal Services**”, including all additional services associated and related thereto, also called the “**Services**” as detailed in the Tender document in response to your Notice Inviting Tender No. dated.....

We are of the firm belief that we are competent to undertake and successfully execute the said work.

The necessary, relevant and requisite documents in support of our bid are enclosed herewith for your kind perusal and needful.

Sir, we undertake to:

1. Maintain validity of the Bid for a period of 90 days from the date of Bid/tender opening as specified in the Tender document, which shall remain binding upon us and may be accepted at any time before the expiration of that period.
2. Execute all contractual documents and provide all securities & guarantees as required in the bid/tender document (and as amended from time to time).
3. Until a formal Contract is prepared and executed, this bid/tender, together with your written acceptance thereof and your notification of award shall constitute a binding Contract on us.

Dated this _____ day of _____, 2016 at _____

Signature
(Name, Designation & Address)

(In the capacity of)
Duly authorized to sign bid for and on behalf of

Witness:
(Signatures Name, Designation & Address)

**** (Format for covering letter to be submitted on printed letterhead of the firm and duly signed by an authorized signatory)**

Enclosed: List of documents (may be given separately)

ANNEXURE – II

TECHNICAL DETAILS FORM

a) Name of the Bidder:

b) Incorporated as _____ in the year _____ at _____
(State Registered Firm, Co-operative Society or Partnership Firm)

c) Whether any Legal Arbitration/Proceeding is instituted/pending against the Bidder in any court of Law in India or the Bidder has lodged any claim in connection with works carried out by them. If yes, please give details.

d) Whether the Bidder complies with the requirement of Registration under the Contract Labour (Regulation and Abolition) Act: Yes/No

e) Agency profile (*)

- Address:
- Name of the top executive(s) with designation:
- Telephone No:
- Mobile:
- E-mail:
- Service Tax No:
- PAN:
- Office Strength: Technical: ____ Nos. Administrative: ____

f) Officer authorized to submit the bid/tender & represent the Bidder in all means:

- Name
- Designation
- Mobile No.
- Direct Line No
- Official E-Mail
- Address

g) Average Annual Turnover :(In Rs. Crores)

20013-14	2014-15	2015-16	Total Turnover

Dated this _____ day of _____, 2016 at _____

Signature

.....

(Name, Designation & Address)

(In the capacity of)

Duly authorized to sign bid for and on behalf of