



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

Notice Inviting e-Tender

For

SITC of Network Switch (POE)

For

Indian Institute of Corporate Affairs

M/o Corporate Affairs

Govt. Of India

[e-NIT No. IICA/15-21/2012/NIT- \(2\)](#)

[F. No. IICA/15-21/2012]

Indian Institute of Corporate Affairs
M/o Corporate Affairs
Government of India

No. IICA/15-21/2012/NIT - (2)

Plot No. 6, 7, 8, Sector – 5
IMT Manesar, Manesar
District -Gurugram, Haryana
PIN – 122052

Dated: 21st December, 2016

Sub: Notice inviting e-Tender for SITC of Network Switch – Reg

Indian Institute of Corporate Affairs, under Ministry of Corporate Affairs, invites offers/bids under two bid system (Technical & Financial Bid) from “OEM Company and their Delhi NCR region based authorized dealers/resellers/distributors/channel partners/franchisees/ASPs” for supply, installation, testing & commission (SITC) of Network Switch (POE) as per requirement stated below:

Requirements and Specifications

Sl. No.	ITEM	DESCRIPTION	QUANTITY (Nos.)
1	LAN active POE Switch	48 POE+ 100/1000 BASE-T Layer 3 Switch, 2 x Combo Ports, Min 2 x 10 Gigabit ports , Dedicated Stacking ports (Complete As per specifications in Part - B)	1
2	LC Connector	10GBASE-SR XFP, LC Connector (Complete As per specifications in Part - B)	

2. Interested authorized dealers/resellers/distributors/channel partners/franchisees ASPs, who are willing to meet the stated requirement, are requested to kindly submit their competitive bids/offers through e-procurement system of CPPP of Gol.

3. The competent authority in IICA reserves the right to amend any of the terms and conditions contained in the tender document or reject any or all the bids without giving any notice or assigning any reason thereof. The decision of competent authority in this regard will be final and binding.

4. All the prospective bidders are requested to read and understand the terms and conditions of the contract as detailed in the e-NIT document before submitting their bids, as no change or violation of the terms and conditions are permissible once the bid is accepted by this office.
5. The tenders are being invited through e-procurement system of Central Public Procurement Portal- CPPP (e-procure.gov.in) of Government of India. 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.
6. 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.
7. The deadline for submission of bid is 3:00 P.M. on 9th January, 2017. Tenders received after last date of submission will not be considered.
8. For further details, bidders may contact Sh. Debarun Kalita, Head, IT Department at +91-(0124)-2640174 / +91-(0124)-2290203 or e-mail at debarun.kalita@gov.in / sa-iica@gov.in .
9. The tenders will be opened 9th January, 2017 at 3:30 PM. within the e-procurement module of Central Public Procurement Portal of Govt. of India at www.eprocure.gov.in .

Sd/-

(D. Kalita)

Tender Inviting Authority
IICA, M/o Corporate Affairs
Tel: 0124-2640174

:: IMPORTANT INFORMATION SCHEDULE ::

SL. NO.	HEAD	DESCRIPTION
1.	Tender Submission Mode	<ul style="list-style-type: none"> The tenders are being invited through e-procurement system of Central Public Procurement Portal- CPPP (e-procure.gov.in) of Government of India. 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.
2.	SITC	<ul style="list-style-type: none"> Maximum 21 days from the date of award of contract /issue of work order.
3.	Date of Issue	21 st December, 2016
4.	Tender Document Availability	<ul style="list-style-type: none"> 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.
5.	Bid Submission - Deadline	3:00 P.M. on 9 th January, 2017
6.	Bid Opening	3:30 P.M. on 9 th January, 2017
7.	Venue (Bid Opening)	<ul style="list-style-type: none"> The tenders will be opened 9th January, 2017 at 3:30 PM. within the e-procurement module of Central Public Procurement Portal of Govt. of India at www.eprocure.gov.in.
8.	Tender Inviting Authority	<ul style="list-style-type: none"> Sh. D. Kalita Head, IT Department Indian Institute of Corporate Affairs, Plot No. :- P 6,7,8 Sec. 5, IMT, Manesar District-Gurugram, Haryana PIN Code - 122052

		<p>Phone No. : +91-(0124)- 2290203 / +91-(0124)- 2640174 Fax No. : +91-(0124)-2291036 Email : debarun.kalita@gov.in / sa-iica@gov.in</p>
9.	EMD	<ul style="list-style-type: none"> An earnest money (EMD) of Rs. 8,000.00 (Rupees Eight Thousand Only) in the form of bank draft in favour of Indian Institute of Corporate Affairs, payable at New Delhi may be submitted in original through Speed Post/Courier/Registered Post/By hand to the tender inviting authority. The earnest money will be refunded to the unsuccessful tenders after finalization of the contract.
10.	EMD Submission	<ul style="list-style-type: none"> The EMD (in original), enclosed in a sealed envelope and duly addressed to the Tender Inviting Authority by name, should invariably reach the tender inviting authority by 3:00 P.M. on 9th January, 2017 by all means.

Sd/-

(D. Kalita)

Tender Inviting Authority
IICA, M/o Corporate Affairs
Tel: 0124-2640174

PART A

:: INSTRUCTION TO BIDDERS ::

A. Eligibility Criteria

- i. Bidder should be a reputed firm/dealer having minimum of two years experience in the field of setting up IT/Electronics/ Electrical services.
- ii. Vendor should submit its PAN, and Tax/VAT/Regis. No's, List of past and present clients to be attached.
- iii. For after sales services the agency shall be available at all times and communication by Tele/E-Mail/Fax to agency shall be acknowledged immediately on the same day.
- iv. Minimum experience in the line: 02 Years.

B. Guidelines on Bid submission:

- i. The bid should be accompanied by an Earnest Money Deposit (EMD) by Demand Draft/Pay Order of Rs 8,000/- (Eight Thousand Only) in favor of Indian Institute of Corporate Affairs, Payable at New Delhi, drawn on any schedule Bank. Tenders without EMD will be rejected.
- ii. Bidders should sign at the bottom space of all pages of tender document. The technical bid shall be opened at IICA, Manesar.
- iii. EMD of the successful bidder shall be forfeited in the event of withdrawal of his bid before the bid validity period on non-completion of the task.
- iv. EMD of unsuccessful bidder shall be returned after a decision on the tender is taken. No interest will be paid by IICA on the EMD.
- v. No bidder shall contact the IICA on any matter relating to its bid, from the time of bid opening till the contract is awarded.
- vi. Any effort by a bidder to influence the IICA in the process bid evaluation, bid comparison or contract award decisions may result in rejection of the bidders bid.
- vii. The notification of award will constitute the formation of the contract.
- viii. Indian Institute of Corporate Affairs, reserves the right either to accept or reject any or all the tenders at any time prior to award of contract.

ix. **Technical Bid shall contain the following duly sealed & signed.**

- a. A brief description/profile on the bidder's firm.
- b. Signed and stamped complete tender document with unpriced bill of quantities mentioning make and model number of offered products in each category.
- c. A detailed compliance statement on the specification (point wise) of the proposed solution along with deviations, if any.
- d. Detailed Support Escalation Matrix, Maintenance Matrix and SLA details.
- e. Certification/Undertaking document from the OEM for providing ongoing product and software service support for next five years.
- f. Authorization to bid from all original Equipment Manufacturer.
- g. All products and solution offered should be reputed and standards brands.
- h. Country of Origin and manufacturing of each item should be mentioned in a separate sheet.

C. Special Conditions of Contract – Integration:

- i. The supplied components should be compatible with the existing network set-up.
- ii. Bidders are requested to study compatibility and understand the existing set-up prior to bidding.

PART B

:: TECHNICAL SPECIFICATIONS ::

Technical Specifications of LAN Active Switch

Sl. No.	Specifications
1	The switch should be Minimum 48 ports of 100/1000 POE with 2 Ports of SFP/SFP+ ports. The POE ports should 802.3af, 802.3at as per the requirement
2	The switch should have minimum performance of 101 Mbps at 64 byte and back-plane capacity of 136 GBPS
3	The switch should support min 16 K Mac address
4	The switch should have Basic L3 Routing (Static and RIP) from day 1
5	The switch should be upgradable for advance L3 routing OSPF, PIM and BGP in future
6	The Switch should support 6k IPv4 uni-cast routes
7	The switch should support combining 10 switches as one single logical switch with Optics limitations in terms of the distance for clustering. The feature should be available from Day 1 and any license or module required for this should be included
8	The switch should support Hardware based QOS with min 8 hardware queues per port
9	The switch should support Multicast capabilities like IGMP V1,V2,V3 and layer-3 like PIM-SM,SSM
10	The switch should support layer-2 capabilities like LLDP-MED , 802.1q,802.1s,802.1ag, 802.1w, 802.3ah, 802.1ab , Jumbo frames up to 9216 bytes
11	The switch should support min 4094 VLAN's with MAC based , Port Based ,Voice based
12	The switch should support security features like 802.1x with EAP, Control-plane DOS protection , MAC authentication, AAA authentication
13	The switch should support management capabilities like RADIUS, TACAS+, DHCP server, Client, Helper, Web based, out of band port -RJ45, Image/configuration roll back, NTP
14	The switch should have operating temperature 0 to 45 deg centigrade and should be 19" rack mountable
15	The switch should have modular OS
16	The switch should EAL3/ NDPP certified

PART C

FINANCIAL BID PROFORMA

PRICE – BID of LAN Active Switch (in INR)

Sl. No.	ITEM (Make & Model)	DESCRIPTION	UOM	QUANTITY (Units)	PRICE (per unit)	TAXES & LEVIES (per unit)	NET TOTAL QUOTE
				A	B	C	D = A * (B+C)
1	LAN active POE Switch	48 POE+ 100/1000 BASE-T Layer 3 Switch, 2 x Combo Ports, Min 2 x 10 Gigabit ports , Dedicated Stacking ports (Complete As per specifications in Part - B)	Nos.	1			
2	LC Connector	10GBASE-SR XFP, LC Connector (Complete As per specifications in Part - B)	Nos.				
3	One time installation & commissioning charge			1			
GRAND TOTAL COST							

Terms & Conditions:-

- Once quoted, the bidder shall not make any subsequent price changes. Such price changes shall render the bid liable for rejection.
- IICA may at its discretion ask for revision of bid(s).
- Prices quoted should be for IICA premises at Manesar, Haryana and should be inclusive of all charges.
- Prices quoted should be in Indian National Rupees (INR).
- Prices quoted should be in metric system format.
- All taxes, VAT, freight charges, cartages should be calculated and quoted. Also, the respective rates should also be stated.
- Bidder should indicate "Not Applicable (NA)", in the relevant cell/section of the "Financial Bid Proforma", if any section (in this format) is not applicable.
- Rates for any additional /optional features to be mentioned clearly and separately.

9. The rates quoted are for at destination and should be in Indian rupees only. Price must to be quoted both in figures and in words. In case of a discrepancy in the two, price quoted in words will be taken as valid.

Note:

1. The bid should be inclusive of all costs.
2. All documents submitted as part of bid shall be duly stamped and signed by the authorized signatory.
3. Unsealed bids and 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 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 bidder liable for all costs and damages.
5. IICA shall not be bound by any printed conditions or provisions in the bidder's bid.

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

Signature of Authorized Signatory of Bidder:

Date:

Place:

Name of Authorized Signatory:

Designation:

Direct Line:

Mobile:

E-Mail:

Name of Bidder:

Complete postal address of Bidder:

(Stamped with Corporate Seal/Company Seal)

PART D

ANNEXURES

ANNEXURE - I

BID COVER LETTER PROFORMA

(To be issued on official letter head of bidder)

To,

The Head

IT Department
Indian Institute of Corporate Affairs
M/o Corporate Affairs,
Government of India

Subject: Submission of Bid in response to e-NIT No. IICA/15-21/2012/NIT- (2) for SITC of Network Switch (POE) for IICA, M/o Corporate Affairs, Govt. of India.

Respected Sir,

With reference to your notification inviting e-tender for “SITC of Network Switch (POE) to IICA for IICA, Ministry of Corporate Affairs” and after having duly examined the Tender document, I/We the undersigned, offer to provide the said “items”, including all additional services and equipment/items/hardware/system/devices associated and related thereto, as detailed in the tender document in response to your Notice Inviting Tender No. dated.....

2. We are of the firm belief that we are competent to undertake and successfully execute the said supply work.
3. The necessary, relevant and requisite documents in support of our bid are enclosed herewith for your kind perusal and needful.
4. Sir, we undertake to:
 - i. Maintain validity of the Bid for a period of 120 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.
 - ii. Execute all contractual documents and provide all securities & guarantees as required in the bid/tender document (and as amended from time to time).
 - iii. 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

UNDERTAKING PROFORMA

(To be submitted on printed official company letterhead of the bidder and signed by an authorized signatory)

We understand that if the details submitted by us are found untenable or unsubstantiated, our bid is liable to be rejected without any reference or intimation to us.

2. We further clearly understand that “Indian Institute of Corporate Affairs” is not obliged to inform us of the reason of rejection of our bid.

3. The decision taken by the Director General and CEO, IICA will be final and binding on all bidders.

4. I hereby declare that our company has not been debarred / black listed by any Government /Semi Government organizations. I further certify that I am the competent authority in my company authorized to make this declaration.

(Authorized Signatory)

(Seal of the Company)

ANNEXURE – III

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)

F.Y. 20013-14	F.Y. 2014-15	F.Y. 2015-16	Total Turnover

h) Support Document Submission Schedule:

Sl. No.	Description	Submitted (Yes/No)	Please indicate the page no. of the attached support document
1.	Earnest Money Deposit		
2.	Name, address & telephone No. of the firm/Agency on the letter head of firm.		
3.	Documents for work experience in any three Central/ State Govt. Department/ Ministries or Government undertaking in last three years (not before October, 2014)		
4.	Registration certificate for VAT and Service Tax		
5.	Latest VAT/ Service Tax clearance Certificate		
6.	Copy of Permanent Account Number (PAN)/Tax Identification Number (TIN)		
7.	Annual Turnover Certificate by Chartered Accountant in last three financial years i.e. F.Y. 2013-14, F.Y. 2014-15 & F.Y. 2015-16.		
8.	Certificate from respective OEM(s)		
9.	Undertaking regarding the firm not having been blacklisted or terminated or debarred till date.		
10.	Token of acceptance of the terms and conditions as specified in the tender notice.		
11.	Undertaking of no legal suit/criminal/ tax evasion fraud case pending against its partners/ proprietors.		

Dated this _____ day of _____, 2016 at _____

Authorized Signatory

(Name, Designation & Address)

(In the capacity of)

Duly authorized to sign bid for and on behalf of

ANNEXURE - IV

ACCEPTANCE CERTIFICATE PROFORMA

I, ___ (name), ___ (designation), of ___ (name of company/bidder), hereby accept the Terms & Conditions as mentioned in the Tender document bearing No. ___ dated ___ __, 2016 for 'SITC of Network Switch (POE)' for Indian Institute of Corporate Affairs (IICA), Ministry of Corporate Affairs, Govt. of India.

(Signature of Authorized Signatory of Bidder)

Date:

Place:

Name of Authorized Signatory:

Designation:

Direct Line:

Mobile:

E-Mail:

Name of Bidder:

Complete postal address of Bidder:

(Stamped with Corporate Seal/Company Seal)

ANNEXURE - V

LOG BOOK FOR CORRECTIVE MAINTENANCE

(SITC – Network Switch - POE)

Period: From _____ to _____

IN CHARGE Name:

Designation:

(A) Details of Fault during Period: Following are the details of faults and fault responses, observed during the above mentioned period.

Sl. No.	Docket No.	Problem Description	Effect on Service (No/ Degrade/ Down)	Fault Category/ Major/ Minor / Non Service affecting	Date Time of Fault reporting by IICA	Attended fault on Date & Time by Bidder's Engineer	Completion of fault rectification Date & Time	Total Time taken for Fault rectification	Call status (Pending) /Attended /completed)	Solution provided	Remarks.

(B) The number of repeat faults attended for the same equipment/same site.

(C) It is also certified that No Faults are pending against these equipments at the end of above mentioned period.

(Cross if any fault is pending)

Signature
Bidder Representative
Name:
Location:
Date:

Signature
Authorized Officer, IICA
Name:
Location
Date:

ANNEXURE – VI

CONTACT DETAILS

Contact details (name, address, phone, fax, mobile, email) of support personnel are to be given below:

(To be filled in by the bidder)

S.No.	Name	Designation	Address	Mobile No.	e-mail
1					
2					
3					

ANNEXURE - VII

FAULT ESCALATION MATRIX

Contact details (name, address, phone, fax, mobile, email) for L1, L2 & L3 escalation support personnel are to be given below:

(To be filled by the bidder)

S.No.	Level	Name	Address	Direct Line	e-mail	Mobile
	L1					
	L2					
	L3					

ANNEXURE- VIII

EXPERIENCE CERTIFICATE PROFORMA

This is to certify that M/s-----, ----- has executed the works related to ----- and ----- during the past three financial years as per the details given below.

S.No.	Year	Description of work carried out	Amount	Remarks

NOTE - Bidder should have successfully executed minimum three "Work Order" for SITC of switching and other IT infrastructure projects or any such similar work of IT/ICT nature in any Central Government Ministry, Department, Attached Office, Subordinate office, Statutory Body, Regulatory Body, Central University, Autonomous Body, CPSEs or State Government Department, Attached Office, Subordinate office, Regulatory Body, State University, Autonomous Body, State