



Tender No: IICA 15-01/2015

Indian Institute of Corporate Affairs
Ministry of Corporate Affairs (Govt. of India)
Plot No. 6, 7 & 8, Sec. - 5, IMT Manesar, Gurgaon

TENDER DOCUMENT

FOR

Supply and Installation of Networking Equipments
including integration with existing LAN at IICA
Manesar Campus

Signature of Bidder with Company Seal

TENDER DOCUMENT

Sub: Request for Quotation for Supply and Installation of Networking Equipments including integration with existing LAN at IICA Manesar Campus

Dear Sir/Madam,

Indian Institute of Corporate Affairs Ministry of Corporate Affairs (Govt. of India) intends to extend the existing LAN setup of the Library Computer Lab procuring and installing Networking Equipments including its integration with the existing LAN setup as per the scope of work defined in Annexure -III. You are hereby requested to provide us the best rates as are offered to Govt. organization in the following format.

- 1 COVER A containing **EARNEST MONEY** should be sealed in a separate envelope subscribing "Earnest Money"
- 2 COVER B containing **TECHNICAL BID** should be sealed in a separate envelope subscribing "**Technical Bid**".

All the three envelopes containing Earnest Money, and Technical and Financial Bids should be kept and sealed in separate envelope subscribing the Tender Number and due date, addressed to CAO,IICA, Manesar so as to reach us on or before 26/03/15 by 14:30 Hrs. Opening of Technical Bids would take place on same day at 15:30 HRS. Bids received after the due date time and place shall not be considered and would be liable to be rejected without assigning any reason whatsoever. IICA shall not be responsible for late receipt of the Bids. The bidders may depute their authorized representatives at the time of opening of the bid.

Eligibility Criteria:

- A. Bidder should be a reputed dealer/ firm engaged in the business of setting up the IT Network and it's peripheral to Govt. Departments/ Educational Institutions/ Ministries.
- B. Bidder should have a minimum experience of 2 years in the field of supply of Network switches and IT Equipments to Govt. Departments/ Educational Institutions/ Reputed firms. Copy of the Certificate or at least one work order should be provided.
- C. Bidder should be registered with Sales Tax/Vat Department; copy of certificate must be provided with bid.
- D. Bidders shall give an undertaking that they have not been blacklisted by any Govt. Department and that no Criminal Case/Complaint is pending against them anywhere in India may be attached with bid.

Signature of Bidder with Company Seal

List of Clients of Similar Project

Sl. No	Client Contact Person, Email Id & Full Address	Designation	Contact Numbers/fax numbers	Current Status

Documents to be provided:1. **COVER A:** Earnest Money of Rs. 10,000/-

Demand Draft of required amount of Earnest Money issued from any leading Nationalized / Scheduled Bank in favour of "Indian Institute of Corporate Affairs" payable at New Delhi required to be placed. Following information should be marked on face the sealed envelope:

Name of Party.....

Enquiry No.....

Earnest Money Amount..... Issuing Bank.....Date.....

2. **COVER C:** Price sheet as per enclosed the Price Format in Annexure - II.

Cover B : Technical Bid:

- a. Bid form (As per the format given in Annexure - I)
- b. Compliance to the Terms and Conditions. (As per the format given in Annexure - II)
- c. Compliance to the Scope of Work (As per the format given in Annexure-III)
- d. Compliance to the Technical Specifications (As per the format given in Annexure-IV)
- e. Documents required as Per "Eligibility Criteria"

Signature of Bidder with Company Seal

Annexure-I

BID FORM

(Bidders are requested to furnish the Form of Bid in the Format given in this section, filling all the Blank)

**To,
CAO
IICA, Plop p 6, 7, 8 Sector 5,
IMT Manesar Gurgaon 122051,**

Dear Sir,

Having examined the Bidding documents we the undersigned offer to undertake the job of "Supply and Installation of Networking Equipments including integration with existing LAN setup at IICA Manesar Campus"

We agree to abide by this bid-offer for the current financial year (20014-15) i.e. till March 2015 and the conditions of this offer shall remain effective and binding upon us for acceptance at any time before the expiry of the said period.

We are submitting Earnest Money of Rs. 10,000.00 (Rupees Ten Thousand Only) through Demand Draft favouring "Indian Institute of Corporate Affairs" payable at New Delhi.

This bid, together with written acceptance thereof by IICA and Order/Notification of Award of Work, shall constitute a binding contract between us and the IICA.

We understand that IICA reserves the right to accept/reject any bid, without assigning any explanation or reason and decision of IICA management on the subject shall be final and binding on all Bidders.

Dated, this dayof20014

.....
Signature
.....
(in capacity of)

duly Authorised to sign this bid
for and on behalf of
(Name and Address of the Bidder)

Encl.: 1. COVER A containing EARNEST MONEY
2. COVER B containing TECHNICAL BID

(Affix Official Seal)

Signature of Bidder with Company Seal

Terms and Conditions

1. The Tender submitted after the due date and time shall be rejected. Your quotation must be clearly legible, duly signed by authorized signatories. Any erasure or alteration must be signed by the signatory of the bid. Bidder may visit IICA for inspecting existing LAN setup, if required prior to submission of bid. No disputes regarding the form, nature or quality of infrastructure and site shall be entertained after submission of the Bid by the Bidder.
2. **Scope Of Work:** Pl. see **Annexure -III**
3. **Time Schedule**
 1. Issue of Acceptance Letter Date(D).
 2. Supply of materials D + 7 days
 3. Installation and commissioning of all items D + 10 days
 4. Fine tuning/testing/ Troubleshooting & stabilization D + 25 days
4. All necessary permissions and approvals (including statutory, regulatory permissions, approvals etc) required for carrying out the contract work shall be the responsibility of the bidder.
5. **Measurements:** For the purpose of payment , the measurement of cables would be carried out from end to end (measured from the I/O up to the Patch Panel).
6. **Bid Pricing:** Prices stated in the Bid-Offers submitted by bidders should be in accordance with Terms & Conditions in the bidding document. The Bidders should note that the quantities and scope of work as specified in this Tender may vary at the time of Award of Purchase Order as per the discretion and requirements of IICA.
7. **Payment terms:**

The payment will be released only after completion of 100% work to the entire satisfaction of IICA.
8. **Taxes/Duties/Etc.:** All applicable taxes should be clearly and separately mentioned in the financial bid.
10. **Bank Guarantee:** The successful bidder will be required to provide, a Performance Bank Guarantee (PBG) equivalent to 10% of the consideration mentioned in the Purchase Order. The PBG will be valid for the warranty period.
11. **Earnest Money**
 1. Bidders are required to deposit the Earnest Money of the specified rates or amount as specified on the tender documents in form of Demand Draft only, No other mode of payment is acceptable.
 2. The EMD shall be refundable to un-successful parties after placing Purchase Order.
 3. No interest shall be payable on Earnest Money by IICA.
 4. Fresh Earnest Money should be deposited in each case. No request for adjustment of Earnest money from any amount pending with the IICA shall be considered.
 5. The Earnest Money already submitted with earlier tender will not be transferred/ Adjusted. .

Signature of Bidder with Company Seal

12. **WARRANTY:** Onsite warranty for all Hardware delivered and installed for minimum for one year and extended as per OEM Guarantee/ Warrantee period. The equipment must be warranted against all manufacturing / installation defects for at least a period of 12 months (Please indicate Guarantee/ Warrantee period offered by you on the product in your quote) from the date of successful installation and acceptance.

13. **Settlements of Dispute - Please use the standard clause**

- x The language of proceedings, documents or communications shall be English and the award shall be made in English in writing.
- x The venue of Arbitration proceedings shall be New Delhi and parties would share the cost of arbitration proceedings including fees of the Ld. Arbitrators..
- x The fees and other charges of Arbitrators shall be as per the standard schedule of fees fixed by IICA and shall be shared equally between the IICA and the Supplier.

Jurisdiction of Courts

The courts of Delhi will have exclusive jurisdiction..

14. **IICA's Right:** The IICA reserves the right to reject any or all the bids without assigning any reason. Further BOM as indicated in this Tender Document is subject to change determined by the needs of the IICA.

15. The bidder/prospective Vendor shall indemnify IICA against all the losses, or damages to any property or injury caused or death of any person caused by the negligent act or omission of the bidder or prospective vendor / their Employees agent or sub- contractors.

16. IICA reserves the right to enter into a rate contract initially for a period of 6 months which may be extended further as per the future requirements.

Signature of Bidder

Name & Designation:

Company Seal

Signature of Bidder with Company Seal

Annexure-III**SCOPE OF WORK**

New installation and integration with existing LAN setup includes but not limited to the following tentative work:

1. Indoor UTP Cable Laying through PVC Pipe, Casing including all materials
2. Preparation of Actual Bill of Material based on Survey and IICA's requirements.
3. Installation of IO/Crimping/Patch Panel/ Rack/ Switch and System Integration
4. Laying and Termination of CAT6 UTP Cable. All cabling must be "structured"
5. Network Documentation (on Paper and CD)
6. All the CD's, operational manuals, stationery and similar accessories made available by Equipment vendor would be handed over by the Contractor to IICA after installation work is over.
7. Labelling of Cables, I/Os, Jack Panel, Switches for new connections
8. Repair/Refurnishing work owing to damage caused due to cabling or any other work related to this Project. There should not be any hanging or uncovered wire.
9. Equipment furnished shall be complete in every respect with all mountings, fittings, fixtures and standard accessories normally provided with such equipment's and/or needed for erection, completion and safe operation of the equipment's as required by applicable codes though they may not have been specifically detailed in the tender document, unless included in the list of exclusions. All similar standard components/parts of similar standard equipment's provided, shall be inter-changeable with one another.
11. The Bidder shall be responsible for providing all materials, equipment's, and services, specified or otherwise, which are required to fulfill the intent of ensuring operability, maintainability, and reliability of the complete equipment covered under this specification within his quoted price. This work shall be in compliance with all applicable standards, statutory regulations and safety requirements in force of the date of award of this contract.
12. The bidder shall also be responsible for deputing qualified personnel for installation, testing, commissioning and other services under his scope of work as per this specification. All required tools and tackles for completing the scope of work as per the specification is also the responsibility of the bidder.
13. The installation of equipments shall be accepted only after installation tests are over.
14. The bidder should ensure while installation of LAN, day-to-day functioning of official work and existing network setup/connectivity/internet connectivity should not get disrupted.
15. The bidders proposal shall include the list of tools (such as crimping tool, Krone punch tool) and other accessories, which are required for installation of the connection. No separate charges for fixing/crimping/other connection charges would be paid by IICA.
16. The switches proposed by the bidders must be compatible to the existing network.

Signature of Bidder with Company Seal

17. The scope covers design/development of a suitable architecture/layout of the proposed networking system, preparation of bill of materials, pre-dispatch inspection / testing, packing and forwarding, transportation, insurance and carrying out further activities at sites viz. unloading, storage, (space to be provided by the owner) further handling, erection, testing and commissioning including successful completion of acceptance tests and any other services specified.
18. IICA reserves the right for quantity variation due to increase/decrease in requirements. The bidder shall also provide all required equipment which may not be specifically stated herein but are required to meet the intent of ensuring completeness, maintainability and reliability of the total system covered under this specification, including integration and interoperability with the existing LAN.
19. Scope of Work shall also include
 - a. Powering on equipment after ensuring correctness of terminations interfaces and power supply and making the system ready for testing and commissioning.
 - b. Testing of LAN Cables after laying, terminations and ferruling at both the ends. All testing tools and instruments shall be brought by the bidder and taken back after the testing.
 - c. Configuration of the equipment as per the requirements of IICA including Network segmentation and Network Monitoring though network management s/w.
 - d. Site acceptance tests to establish satisfactory performance of the equipment's as per specs.
 - E. Onsite warranty for all Installation and Hardware delivered for minimum one year and extended as per OEM guarantee/warranty offered.
20. In case, the quantity of laying cables or fixing wall mount sockets etc. exceeds or is less than the quantity in bid price schedule, the payment for the executed quantity shall be paid on pro-rata basis, for the actual quantities consumed / for which the installation is carried out through the Bidder on Certification by IICA's Engineer.
21. Any other work required for making the network functional up to the satisfaction of IICA.

Signature of Bidder

Name & Designation:

Company Seal

Signature of Bidder with Company Seal

Annexure - IV

TECHNICAL SPECIFICATIONS FOR NETWORK EQUIPMENTS

Sl. No	Item Description	Specification / OEM brands
1.	CAT 6 UTP Cable (each box containing 305 Mtrs)	CAT6 UTP Ethernet Cable / HCL, DLink
2.	Conduit pipe (30 X 25 mm) 1 ½ " (ISI Mark)	ISI / ISO approved
3.	Conduit pipe (45 X 25 mm) 2" (ISI Mark)	ISI / ISO approved
4.	Channel 1" (ISI Mark)	ISI / ISO approved
5.	48 port 10/100/1000 Mbps switch POE FEATURED	Manageable switch or higher Rack-mountable Networking Ports : Qty 48 x Ethernet 10Base-T, Ethernet 100Base-TX, Ethernet 1000Base-T Data Transfer Rate :1 Gbps Data Link Protocol : Ethernet, Fast Ethernet, Gigabit Ethernet; preferably: cisco WS- C2960X-48TD-L.
6.	48 Port Jack Panel (Cat 6)	Supports UTP CAT6 HCL / Systimax or equivalent
7.	Patch cord 1 mtr (Cat 6)	OEM brand with factory crimped
8.	Patch cord 2 mtr. (Cat 6)	OEM brand with factory crimped
9.	Rack (19" Rack, 6 U Rack Height) for Switch	Wall mount, front glass door (lockable), AC power distribution channel with power sockets & spike suppressor etc. of reputed brand like President/DLink or equivalent
10.	Rack (19" Rack, 9 U Rack Height) for Power Circuit	Wall mount, front glass door (lockable), AC power distribution channel with power sockets & spike suppressor etc. of reputed brand like HCL/DLink or equivalent
11.	Wire Manager (ISI mark)	ISI / ISO approved
12.	RJ 45 Connector	Good Quality
13.	Information Outlets (Cat 6)	HCL, Dlink, Avaya or equivalent
14.	Power Cable Wire 6mm 4core(Asper Site)	ISI / ISO approved
15.	Power Socket/ Input-Output/MCB	ISI / ISO approved
16.	Wi-Fi Access Point	OEM: Cisco; Compatible with Switch.
17.	Optical Fibre multi-mode LC	OEM brand
18.	L.I.U	OEM brand
19.	Pig Tail	OEM brand
20.	OFC Patch Cords	OEM brand
21.	Power Junction Box	OEM brand
22.	Transceiver	OEM Brand.

Signature of Bidder with Company Seal

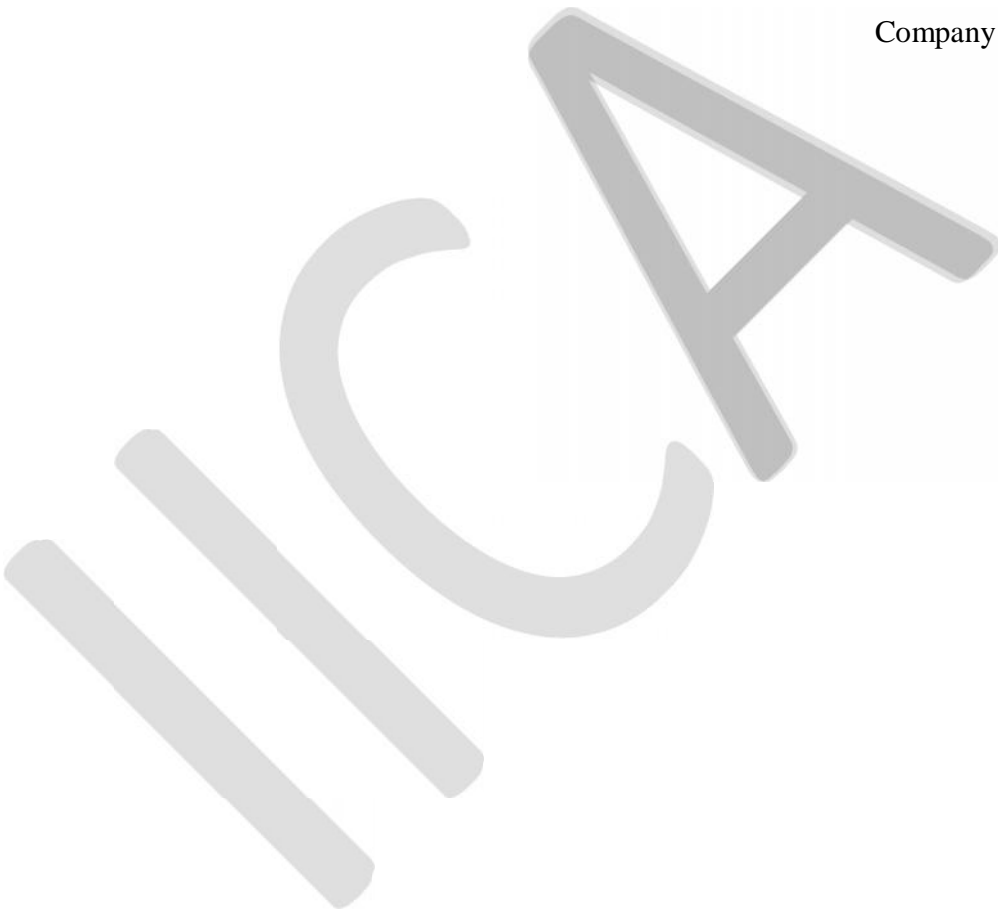
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Note: Bidder should quote all passive network component of same OEM make.

Signature of Bidder

Name & Designation:

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Signature of Bidder with Company Seal

Annexure - V

FINANCIAL BID FOR NETWORK EQUIPMENTS (IN INDIAN RUPEES)

Sl. No	Item Description	Unit	Quantity APS= as per site	Item Rate	
				Unit rate as per unit in column 'c' (Rs.)	Total (Rs.)
a	B	c	d	E	g=f+(d*e)
1.	CAT 6 UTP Cable (each box containing 305 Mtrs)**	Mtr	Aps		
2.	Conduit pipe (30 X 25 mm) 1 ½" (ISI Mark)**	Mtr	Aps		
3.	Conduit pipe (45 X 25 mm) 2" (ISI Mark)**	Mtr	Aps		
4.	Channel 1" (ISI Mark)**	Mtr	Aps		
5.	48 port 10/100/1000 Mbps switch	No.	1		
6.	48 Port Jack Panel (Cat 6)	No.	1		
7.	Rack (19" Rack, 6 U Rack Height + 2 Fan)	No.	1		
8.	Rack (19" Rack, 9 U Rack Height + 2 Fan)	No.	1		
9.	Wire Manager (ISI mark)**	No.	4		
10.	RJ 45 Connector**	No.	100		
11.	Information Outlets (Cat 6)**	No.	Aps		
12.	Wi-Fi Access Point	No.	4		
13.	Power Cable Wire 6mm 4core(As per Site)	No.	Apr		
14.	L.I.U	No.	1		
15.	PIG Tail	No.	6		
16.	OFC Patch Cord	No.	6		
17.	Power Junction Box	No.	1		
18.	Optical Fibre multi-mode LC	No.	300mtr.		

Signature of Bidder with Company Seal

19.	Power Socket/ Input-Output/ MCB	No.	Aps		
20.	Transceiver	No.	Aps		
21.	Patch cord 1 mtr (Cat 6)	No.	2		
22.	Patch cord 2 mtr. (Cat 6)				
					Sub Total (Rs.):
					GRAND TOTAL (Rs. in figures):
GRAND TOTAL (Words):					

Networking Job Work only.

S. No.	System's Description	Qty.	Rate	Amount (Rs.)
	SERVICES.			
01.	Fitting of Batten.	Each		
02.	Laying of UTP CAT6 Cable	Meter		
03.	Laying of Power Cable.	Each		
04.	Fixing of I/O Assembly / Face Plate.	Meter		
05.	Punching of RJ-45 Connectors.	Each		
06.	Fitting of Switch & Punching of Jack Panel.	Meter		
07.	Fixing up of W.M. Rack.	Each No.		
08.	Laying, Splicing of Multi Mode Optical Fiber Cable	Each No. Each No. Each No. Each Meter		

**The payment for these items would be based on actual measurement wherever required.

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Note: The bidders are required to fill all the columns in the price schedule in numeric INR only.

- x Vendor has to quote rates in Indian rupees for all items and installation with all civil work as per scope of work mention in bid document.
- x Indoor UTP Cable Laying through PVC Pipe, Casing including all materials.
- x Installation of IO/Patch Panel/ Rack/ Switch and System Integration
- x All Installation should be with proper fitting.
- x All equipments quoted should be of reputed brand/make.
- x All sealed envelopes should be dropped at the Reception at IICA, Manesar Campus Plot P- 6,7,8 Sector-5, IMT Manesar.
- x The lowest quote bidder will be arrived by evaluating the Grand Total and REC may use quantity, unit rate, and tax to recalculate the Sub Total/Grand Total.
- x The above quantities are indicative and may vary based on actual requirement while execution of work. The payment would be made as per actual.
- x Vendors are required to quote for all items along with installation. In case of not quoting any line item, the highest price quoted for the line item will be taken for the purpose of commercial evaluation, but the lowest price quoted in the line item will be taken for the purpose of issuing of order and payment.

Signature of Bidder

Name & Designation:

Company Seal

Signature of Bidder with Company Seal



Signature of Bidder with Company Seal