

Tender No. 60(15) 2013-NIELIT-HQ-Part-1
National Institute of Electronics and Information Technology (NIELIT)
(An Autonomous Scientific Society under Department of Electronics and Information
Technology (DeitY), Ministry of Communications and Information Technology,
Electronics Niketan, 6, CGO complex, Lodhi Road, New Delhi-110003)

Tender Document
For
Supply, Installation, Testing and Commissioning of
Managed Switches

Price of this Tender Document: Rs. 1000/- Only by DD (non-refundable).

Tender Publishing Date	21-Dec-2016 (04:30 PM)
Tender Document Download Date	21-Dec-2016 (04:30 PM)
Last date of receipt of Pre-Bid queries by e-mail(in prescribed format at Annexure-E)	Queries related to pre-bid may be sent through e-mail at akash@nielit.gov.in latest by 27th December 2016; 1700 hrs.
Pre bid Meeting	28-Dec-2016 (11:00AM)
Date & Time of publishing the Minutes of Pre-Bid Meeting and Tender Submission Start Date	30-Dec-2016 (2:00 PM)
Tender Submission closing Date & Time	11-Jan-2017 (03:00 PM)
Tender Opening Date & Time	13-Jan-2017 (03:30 PM)
Estimated Tender Value	₹ 7 Lakh
Tender Document Cost	₹ 1000/-

IMPORTANT NOTE

1) Tender documents may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> . Aspiring Bidders/ Suppliers who have not enrolled/registered in e-procurement should enroll/register before participating through the website <https://eprocure.gov.in/eprocure/app> . The portal enrollment is free of cost. Bidders are advised to go through instructions provided at Annexure-1 regarding 'Instructions for online Bid Submission ' .

2) Bidders can access tender documents on the website, fill them with all relevant information and submit the completed tender document into electronic tender on the website <https://eprocure.gov.in/eprocure/app> .

3) Tenders and supporting documents should be uploaded through e-procurement. Hard copy of the tender documents will not be accepted.

TENDER DOCUMENT

NIELIT, invites Online Tenders through e-Procure Portal (<http://eprocure.gov.in/eprocure/app>) from the OEMs/Authorised Dealers/Channel Partners for Supply, Installation, Testing and Commissioning of CISCO make Managed Switches as listed in Annexure 'A' for setting up a LAN at National Institute of Electronics and Information Technology (NIELIT), Electronics Niketan, 6 CGO Complex Lodhi Road, New Delhi-110003. Detailed Technical Specifications of the items to be supplied is given in Annexure 'B'. **Manual bids shall not be accepted.** Following instructions should be carefully noted and followed by the bidders:

GENERAL TERMS & CONDITIONS

1. Equipment Make & Model/Software Version must be clearly stated by the bidder in both the bids – technical and commercial.
2. The licenses for any Software should be procured by the qualified bidder in the name of National Institute of Electronics and Information Technology (NIELIT), Ministry of Communication and Information Technology, Electronics Niketan, 6 CGO Complex, New Delhi-110003 and relevant document(s) for the same is also required to be delivered to NIELIT along with the media with installable software.
3. **Eligibility Criteria**

Legal Requirements/ Compliance

- A. a) The Bidder must be either a Sole proprietor or individual Company/ HUF/ Partnership Firm/ Cooperative Society/ Corporation.
b) Consortium of Companies is not allowed.
- B. The Bidder must possess a valid: -
 - VAT/ Sales Tax Registration Certificate.
 - Service Tax Registration Certificate.
 - Income Tax Registration/ PAN Number.
- C. CA Certificate clearly indicating the turnover (from Networking/LAN activities) of last 3 year (2013-14,2014-15,2015-16)
- D. Signed copy of Tender Document.
- E. Bidder should provide an attested & valid copy of all the above-mentioned certificates along with the Technical bid.

Technical Requirements/Compliance

- A. The bidder should have at least 5 years of experience in setting up of LAN using CISCO Managed Switches in Government Organisation / Semi Govt. Org. / PSU in India.
 - B. The bidder should be in business during last 5 years.
 - C. The turnover of the Networking/LAN activities should be at least ₹ 35.00 Lakh each during last 3 year (2013-14, 2014-15, 2015-16). The bidder has to submit audited balance sheet of the said 3 Financial Years.
4. The Bidder should have domain experience in Supply, Installation and Commissioning in setting up Local Area Network (LAN) with CISCO managed switches. The bidder must have implemented
 - One similar assignment having value of 80% of the estimated value or
 - Two similar assignments, each assignment having value of 60% of the estimated value or

- Three similar assignments, each assignment having value of 40% of the estimated value
in last 5 years for any Government organization / Semi-Government organization / PSU in India (Copy of purchase order along with Completion Certificate from Client/Self Certified shall be enclosed with Technical bid)
5. Only OEMs or authorized dealers/channel partners of OEMs can participate in the tender. In case the bidder is an authorized dealer/channel partner then it has to upload scanned copy of a certificate of their authorized dealership/channel partnership issued from the OEM. For the same product OEM and dealer/channel partner cannot submit their bid.
 6. The equipment / item / software to be supplied should be supported by a Service / Support centre manned by the technical service / support engineers authorised by OEM in Delhi/NCR.
 7. The estimated value of the items is ₹ 7 Lakh.
 8. The qualified bidder shall supply all the spares and accessories for installation & Commissioning, as may be required during erection, initial operation of the facility till successful commissioning at NIELIT. The bidder will have to arrange / provide for all the testing equipment & tools required for successful installation, testing & acceptance, maintenance etc.
 9. The Bidders should give clause-by-clause compliance for the detailed technical specification of the equipments /Tools in their technical bids as per Annexure 'B'. Compliance of all the terms & conditions, as stated in the Tender document, should also be given. Even one 'No' in any clause of compliance may lead to rejection of the bid.
 10. Deviation on lower side of specifications will not be considered. No deviations in terms & conditions of the tender document will be accepted in any case. Complete Technical literature for each of the quoted item from OEM along with make, model number, specifications, configurations, product brochures, etc. of the systems / software / equipment highlighting the special features of their offer should be supplied by the bidder along with the quotation / technical bid.
 11. A scanned copy of the certificate on company letterhead, stating that the bidder hasn't been **blacklisted** by any institution/ organization/ society/ company of the Central / State Government ministry/department, or its public sector organizations during the last three years, with company stamp and signed by authorized signatory should also be uploaded.
 12. The bidder should have adequate facilities, trained manpower and staff for installation, commissioning and providing maintenance support service after the sales of the equipment in India.
 13. The Bidder will deploy their own manpower for the installation / integration of the equipment and should not be outsourced to any third party.

14. For a bidder, who has participated in the tender bids, it will be automatically assumed that he had accepted all the terms and conditions of the tender. A **statement specifying that the quotations are strictly as per the terms and conditions of the tender**, should be enclosed with the bids. No request for deviation in the terms and conditions of the tender will be entertained. If there is any deviation from the terms and conditions of the tender or the tenderer has uploaded conditional bids, the bid will be summarily rejected.
15. Bids should be valid for a minimum period of 180 days after the closing of the submission of bids. In case of untoward delay(if any), bidders may be requested by NIELIT to submit their willingness in writing to extend the validity of the bids for the requested period.
16. Taxes if any shall be paid as applicable.
17. The tender shall be submitted online in two parts, viz., technical bid and price bid.

a. Technical Bid - The following documents are to be furnished by the bidder along with **Technical Bid** as per the tender document:

- i) Scanned copy of the valid Service Tax Registration No. of the bidder from Service Tax Department of the Government of India, scanned copy of the valid registration number of the firm along with the CST/VAT No. allotted by the sales tax department, as well as PAN number of the firm allotted by the income tax department and Tender Acceptance Letter (Annexure-2) failing which bidder's bid may be rejected.
- ii) Scanned copy of technical specifications of the items offered along with the supporting literature, brochures, drawings, names of the supplier / manufacturer, standard warranty period as offered by OEM and commercial terms, etc.
- iii) Scanned copy of documents like Tender document Cost (Tender Fee/ Earnest Money Deposit etc. The original payment instrument like Demand Draft etc as specified in this tender document has to be sent to the address NIELIT, Electronics Niketan, 6 CGO Complex, New Delhi-110003 by post/speed post/courier/by hand on or before Bid submission Closing Date & Time . Otherwise the tender will be summarily rejected without assigning any reason.

b. PRICE BID - Schedule of price bid in the form of BOQ_SWITCH .xls

The below mentioned Financial Proposal/Commercial bid format is provided as BoQ_SWITCH.xls along with this tender document at <https://eprocure.gov.in/eprocure/app> . Bidders are advised to download this BoQ_SWITCH.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited .

18. L1 shall be evaluated on total amount inclusive of taxes as mentioned in the Financial Bid Format.
19. The Bids must be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. on or before the due date, i.e., **11-JAN-2017** by **03:00 P.M.** Bids, submitted after the due date & time are liable to be rejected. The Technical bids received online will be opened on **13-JAN-2017 3:30 PM.**
20. Tenderer is duty bound to observe all the Laws, Rules, Regulations, Policies, Procedures and Guidelines of the Central Vigilance Commission and Government of India as in force from time to time.
21. NIELIT reserves the right to accept or reject any bid or cancel tender proceedings without assigning any reason whatsoever.
22. NIELIT reserves the right to change (increase/decrease) the quantity of items to be procured or to place Purchase Order for the selected items only, that is, some of the items may be omitted from procurement in entirety.
23. Incomplete quotations are liable to be rejected.
24. All the pages and writeup/documents uploaded with the quotation should be sequentially numbered and shall be signed by authorised signatory with organisation's rubber stamp.
25. In case of any discrepancy between rates mentioned in figures and words, the latter shall prevail.
26. Conditional tenders, on whatsoever ground, shall not be accepted and shall be summarily rejected.
27. Any attempt of direct or indirect negotiation on the part of the tenderer with the authority who is competent to finally accept it after the submission of the tender; or any other endeavour to secure any interest or any influence by the tenderer by any means for acceptance of a particular tender will render the tenderer liable to be excluded from consideration.

28. The rates are to be quoted by the bidders in Indian Rupees only and payment shall be made to successful bidders in Indian Rupees only. Any statutory applicable taxes such as Sales Tax, VAT, Service Tax, etc. should be mentioned separately in the Financial Bid. However quote should be inclusive of all other levies, statutory taxes and charges such as Octroi, Packaging & Forwarding charges etc. and should be delivered at the premises, National Institute of Electronics and Information Technology (NIELIT), Electronics Niketan, 6 CGO Complex Lodhi Road, New Delhi-110003. All prices shall be fixed and shall not be subject to escalation of any description. The rates must be quoted strictly as per the 'Financial Bid Format' provided in Annexure 'D'.

29. SUPPLY

(a) All the items will be supplied at National Institute of Electronics and Information Technology (NIELIT), Electronics Niketan, 6 CGO Complex Lodhi Road, New Delhi-110003 for inspection and installation by bidder. All the expenses involved in shipping the equipment to the NIELIT will be borne by the Bidder. All aspects of safe delivery shall be the exclusive responsibility of the Bidder. NIELIT will have the right to reject the component/equipments supplied, if it does not comply with the specifications at any point of installation/inspections.

(b) All licenses for the softwares and software subscriptions, if any and as applicable, should in the name of "National Institute of Electronics and Information Technology (NIELIT)".

30. **INSPECTION:** NIELIT or its representative shall have the right to inspect or to test the items to confirm their conformity to the ordered specifications. The supplier shall provide all reasonable facilities and assistance to the inspector at no charge to NIELIT. In case any inspected or tested goods fail to conform to the specifications, NIELIT may reject them and supplier shall either replace the rejected goods or make all alterations necessary to meet specification required free of cost to NIELIT

31. **EARNEST MONEY DEPOSIT (EMD):** The Technical Bid must be accompanied by **scanned** copy of Demand Draft for Earnest Money Deposit as well as Tender Document cost, as stated in **Annexure 'C'** drawn on any Nationalized Bank in favour of NIELIT New Delhi. EMD should be valid for a minimum period of 90 days from the closing date (original) of the tender. Quotations uploaded without EMD are liable to be rejected.

32. The DD in physical form duly sealed in envelope superscribed with "DDs towards EMD and Tender Document cost for the tender no. <Tender No> for Procurement of Managed Switches" should be dispatched/submitted at NIELIT Office at the address mentioned below:

Sh. Akash Sharma,
Deputy Director(Sys.)
NIELIT, Electronics Niketan,
6 CGO Complex,
New Delhi-110003.

33. Forfeiture of EMD: The EMD will be forfeited under the following conditions:

- (a) If the tenderer withdraws or amend, impairs or derogates from the tender in any respect within the period of validity of the tender.
- (b) If the bidder withdraws the bid before the expiry of the validity period of 180 days of the bid or within the time frame of extension given by NIELIT in special case communicated before the expiry of the bid.
- (c) If the bidder fails to comply with any of the provisions of the terms and conditions of the bid document.
- (d) If the selected bidder fails to execute agreement in prescribed format and furnish the bank guarantee within the prescribed time.

34. Return of EMD:

- (a) The earnest money of all the unsuccessful bidders will be returned as early as possible after the expiration of the period of the bid validity but not later than 30 days of the issue of the purchase order. No interest will be paid by NIELIT on the Earnest Money Deposit.
- (b) The Earnest Money of successful bidder shall be returned after acceptance of the material subject to submission of Performance Bank Guarantee of the amount equivalent to 10% of the total price of the items supplied as per the purchase order placed. The Performance Bank Guarantee should be valid for 05 years plus 60 days.

35. The Financial Bids of only technically qualified bidders will be opened. The financial bids will be evaluated by a Tender Evaluation Committee.

36. EVALUATION CRITERIA

L1 shall be evaluated on total amount inclusive of taxes as mentioned in the Financial Bid Format.

37. On Site WARRANTY Maintenance

The warranty period for the systems shall be taken into account as per the “Warranty Requirement mentioned in the Technical Specification” from the date of completion of supply of products, its successful installation/commissioning and acceptance by NIELIT, including free spare parts, kits etc, whichever is later.

During warranty period, besides service/maintenance of Hardware and its peripherals and System Software and all driver software up gradation, installing patches and services shall also be provided at no extra cost.

The vendor should fulfill the following conditions during warranty period:

- a) Any failure in the system or a subsystem thereof should be rectified within maximum period of 60 hours of lodging complaint at State Capitals and Sites with-public air-transport facilities
- b) Any system, failing at subsystem level at least three times in three months, displaying chronic system design or manufacturing defects or Quality Control problem or where the penalty amount on account of downtime for three months has crossed 15.0% of the system value, will be totally replaced by the Vendor at his cost and risk within 30 days, from the date of last failure.

38. DELIVERY and INSTALLATION:

All aspects of safe delivery and installation shall be the exclusive responsibility of the Vendor. At the destination Site, the cartons will be opened only in the presence of nominated Officer identified by DG NIELIT and Vendor's representative and the intact position of the Seal for not being tampered with, shall form the basis for receipt in good condition.

The supply installation testing and commissioning of the items must be made within four (04) weeks of placement of the purchase order. Any delay by the supplier in the performance of delivery and installation of items shall render the supplier liable to any or all of the following sanctions - forfeiture of its Earnest Money Deposit, imposition of liquidated damage as per the respective Clause (next) or / and cancellation of the purchase order for being defaulter.

Vendor must apply to the respective authority for issue of road permit /waybill in time.

Delays on account of getting relevant permits shall not make vendors' eligible for waiver of penalties.

Delivery Challan needs to be signed and stamped on completion of delivery of items. In case any discrepancy with regard to sign, stamp or date etc on above delivery challan, a mail from concern user may be treated as delivery challan.

The Vendor should install all the items at specified site without any additional charge.

39. **LIQUIDATED DAMAGES:** If the supplier fails to either deliver any or all of the goods or do not complete the installation within the period as specified in the purchase order, NIELIT shall without any prejudice to its other remedies, deduct liquidated damage at the rate of one per cent (1%) of the quoted price for the delayed goods for every week or part thereof subject to a maximum of 10% of the contract value.

40. PAYMENT

A pre-receipted bill in triplicate in the name of NIELIT New Delhi duly supported by purchase order, Delivery Challan, Inspection / Acceptance Certificate after installation, commissioning and testing of the items at site

should be submitted to NIELIT for processing of the documents for making the payment.

41. PERFORMANCE SECURITY:

- a) Successful bidders shall submit a Performance Security of 10% of the cost of the equipment within 15 days of the placement of purchase order.
- b) The Performance Security should be in the form of Bank Guarantee by any Nationalized Banks/scheduled banks.
- c) The Bank Guarantee should be valid for 60 days more than the duration of the warranty period (05 years).
- d) In case, supplier either fails to deliver the items within delivery period or do not provide satisfactory maintenance service during the warranty period, the Performance Security submitted by the firm is liable to be forfeited.
- e) Performance Security shall be released after 60 days over and above the warranty period.
- f) The proceeds of the Performance Security deposit shall be payable to the Purchaser as compensation for any loss (including loss of opportunity, time or cost) resulting from the Supplier's /Bidder's failure to comply with its obligations under the Contract.
- g) No interest will be paid by NIELIT on the Performance Security.

42. FORCE MAJEURE: During the period of Force Majeure i.e. Acts of God, War, Floods, Riot, Earthquake, General Strike, Lock ants, Epidemics, Civil Commodities, the bidder shall provide their best possible service in given circumstances.

43. ARBITRATION: In the event of any dispute or disagreement under or in relation to this Agreement or over the interpretation of any of the terms herein above contained or any claim or liability of the party, the same shall be referred to the Sole Arbitrator to be nominated by mutual consent of both parties therein. The intending party will serve notice in writing up on the other party notifying its intention for appointment of Arbitrator if both parties fail to agree on by mutual consent, then NIELIT will appoint the Sole Arbitrator. The provisions of Arbitration and conciliation Act 1996 shall apply. The Arbitration proceedings shall be held in New Delhi. The Arbitrator will give reason for his award and the award passed by the Arbitrator shall be final and binding upon both the parties herein. Such reference shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act 1996, or of any modifications or reenactment thereof including the rules framed there under.

44. Jurisdiction: All disputes arising over these terms and conditions shall be subject to the jurisdiction of courts in Delhi/New Delhi.

45. Pre-Bid Meeting:

- a. NIELIT will host a Pre-Bid Meeting of prospective bidders as per the schedule mentioned at page no-1. The representatives of the interested organizations may attend the pre -bid Meeting at their own cost. The purpose of the Meeting is to clarify any doubts regarding the scope of work. It will also provide each bidder with an opportunity to seek clarifications regarding any aspect of the tender document. A maximum of

two representatives of each Bidder shall be allowed to participate in the conference. The venue for the Pre bid Meeting is mentioned below:

**National Institute of Electronics and Information Technology
Electronics Niketan, 6, CGO Complex,
Lodhi Road, New Delhi - 110 003**

- b. Any change in Venue and Time for Pre-Bid Conference will be displayed on NIELIT website <http://nielit.gov.in> and <https://eprocure.gov.in> at least one day before the schedule of Pre-Bid Meeting. Enquiries and clarification, if any, shall be addressed to:

**Sh. Akash Sharma,
Deputy Director (Systems)
National Institute of Electronics and Information Technology,
Electronics Niketan, 6, CGO Complex, New Delhi – 110003
Phone. No: 8527131188
Email: akash@nielit.gov.in**

- c. All pre-bid queries that are received by email in prescribed format on or before the date mentioned in the schedule will be addressed by NIELIT in the Pre-bid Conference. NIELIT shall aggregate and respond to all such queries as per the schedule bidding. The response to clarifications will be issued as a Corrigendum to the original tender document.
- d. During the course of Pre-Bid Conference, the Bidders will be free to seek clarifications and make suggestions for consideration. NIELIT shall endeavour to provide clarifications and such further information as it may, in its own sole discretion, consider appropriate for facilitating a fair, transparent and competitive bidding.
- e. In respect of clarification received, the following shall apply:
- i. NIELIT reserves the right not to consider any condition or query that, in the own sole discretion of NIELIT, is found unacceptable.
 - ii. If in NIELIT's opinion, certain conditions are acceptable, in whole or in part, the same shall be finalized by NIELIT and the accepted conditions will be on NIELIT <http://nielit.gov.in> and <https://eprocure.gov.in>
 - iii. In respect of suggestions/alterations proposed, NIELIT may consider them and the result will be published on NIELIT Website <http://nielit.gov.in> and <https://eprocure.gov.in>
 - iv. If NIELIT deems it appropriate to revise any part of this Tender Document or to issue additional data to clarify an interpretation of the provisions of this Tender Document, it may issue supplements to this Tender Document. Such supplemental information, including but not limited to, any additional conditions, clarifications, minutes of meeting, official communication over email/ post, etc. will be communicated to all the bidders by putting up on NIELIT Website (<http://nielit.gov.in>), and

<https://eprocure.gov.in>. Any such supplement shall be deemed to be incorporated by this reference into this Tender.

- v. In order to allow bidders a reasonable time to take the amendment(s) into account in preparing their bids, NIELIT, at its discretion, may extend the deadline for the submission of bids, and the extended date will be displayed on the website <http://nielit.gov.in> & <https://eprocure.gov.in>.

INSTRUCTIONS FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app> .

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Click **here to Enroll**” on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be

moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the prices bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232 and mobile numbers 91 7878007972 and 91 7878007973.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date: _____

To,

Sub: **Acceptance of Terms & Conditions of Tender.**

Tender Reference No: 60(15) 2013-NIELIT-HQ-Part-1

Name of Tender / Work: -

Supply, Installation, Testing and Commissioning of Managed Switches

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. ____ to ____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated , then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

List of Items

S.NO	Description of the Items	Quantity
1	Cisco Catalyst 2960X-24TS-L - switch - 24 ports - Managed - desktop, rack-mountable	02
2	Cisco Catalyst 2960X-48TS-L - switch - 48 ports - Managed - desktop, rack-mountable	03

Technical Specification for 24 Ports and 48 Ports Switches

1. 10/100/1000 Ethernet Ports: 24/48
2. Uplink Interfaces: 4 SFP with modules
3. Connector Type: RJ 45
4. Interface: Ethernet 10Base-T/100Base-TX/1000Base-T
5. Console Port: 1
6. CISCO ISO Software Image: LAN Base
7. VLAN: Support for 1023 VLAN
8. Jumbo Frame Support: 9216 bytes
9. Flash Memory: 128 MB
10. RAM: 512 MB minimum
11. Frequency: 50/60 Hz
12. Voltage: AC 120/230 V
13. Clock Speed: 600 MHz
14. Remote Management: Telnet, HTTP, NMS, CLI, RMON 1, RMON 2, SNMP 1, SNMP 2c, SNMP 3, SSH, TFTP
15. Authentication Method: Kerberos , RADIUS , Secure Shell (SSH) , TACACS+
16. Switching Capacity: 216 Gbps
17. Forwarding Performance (64 byte packets size): 71.4 Mbps
18. Temperature: -13 °F to 113 °F
19. Humidity: 10-95%
20. Switch should be Rack mountable
21. Features: Access Control List (ACL) support , ARP support , Auto-negotiation , Auto-uplink (auto MDI/MDI-X) , Cisco EnergyWise technology , DHCP support , Dynamic ARP Inspection (DAI) , Dynamic Trunking Protocol (DTP) support , Energy Efficient Ethernet , Hot Standby Router Protocol (HSRP) support , IPv4 support , IPv6 support , Jumbo Frames support , Layer 2 switching , Link Aggregation Control Protocol (LACP) , MLD snooping , Multiple Spanning Tree Protocol (MSTP) support , NetFlow , Port Aggregation Protocol (PAgP) support , RADIUS support , Rapid Per-VLAN Spanning Tree Plus (PVRST+) , Rapid Spanning Tree Protocol (RSTP) support , Remote Switch Port Analyzer (RSPAN) , Shaped Round Robin (SRR) , Trivial File Transfer Protocol (TFTP) support , Trunking , Uni-Directional Link Detection (UDLD) , Unicast Reverse Path Forwarding (URPF) , VLAN support
22. Networking Compliant Standards: IEEE 802.1ae , IEEE 802.1AX , IEEE 802.1D , IEEE 802.1p , IEEE 802.1Q , IEEE 802.1w , IEEE 802.1x , IEEE 802.3 , IEEE 802.3ab , IEEE 802.3ad (LACP) , IEEE 802.3ae , IEEE 802.3az , IEEE 802.3u , IEEE 802.3x , IEEE 802.3z

Prefixed EMD

S.NO	Description of the Items	Quantity	Amount (₹)
1	Cisco Catalyst 2960X-24TS-L - switch - 24 ports - Managed - desktop, rack-mountable	02	35000/-
2	Cisco Catalyst 2960X-48TS-L - switch - 48 ports - Managed - desktop, rack-mountable	03	

Financial Bid

Name of the Tenderer : _____

Address for Correspondence: _____

I/we hereby submit the consolidated financial proposal for Supply, Installation, Testing and Commissioning of Managed Switches, as per the Scope of work given in this tender document within the time specified and in accordance with the terms and conditions. The rates are quoted in the prescribed format given below:

S.NO	Description of the Items	Quantity (A)	Unit Price with 5 years comprehensive onsite warranty in ₹ (B)	Taxes per Unit (if any) In ₹ (C)	Total Amount with Taxes in ₹ D=A*(B+C)
I	II	III	IV	V	VI
1	Cisco Catalyst 2960X-24TS-L - switch - 24 ports - Managed - desktop, rack-mountable	02			
2	Cisco Catalyst 2960X-48TS-L - switch - 48 ports - Managed - desktop, rack-mountable	03			
		Total			
Declaration: The rates quoted above are at par with prevailing market rates and services/ Products/ Goods supplied, will be of requisite specification and quality.					

Total Bid Price in Indian Rupees (In Words Rupees _____)

Note:

1. The rate should not be provided as a percentage figure.
2. The Tenderer is advised to quote rate in absolute Indian Rupees.
3. The rate quoted shall be valid for 120 days from the date of opening of technical bid. The period can be extended with mutual agreement.
4. No condition will be entertained and conditional tender is be liable to be rejected.
5. Billing will be on as per actual.

Date _____

Signature of Tenderer _____

Name: _____

Designation: _____

Company Seal

PRE-BID QUERIES FORMAT

Name of the Tenderer:

Address of the Tenderer:

Name of Person(s) Representing the Tenderer:

Name of Person	Designation	Email-Id (S)	Tel. Nos. & Fax Nos., Mob. Nos.

Query / Clarification Sought:

S. No.	RFP Pg.No.	RFP Rule No./Clause	Rule Details	Query/Suggestion/C larification

Note: - Queries must be strictly submitted only in the prescribed format (.XLS/ .XLSX/ . PDF). Queries not submitted in the prescribed format will not be considered/ responded at all by the tendering authority.