



भारतीय सूचना प्रौद्योगिकी संस्थान, नागपूर

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, NAGPUR
441108

TENDER DOCUMENT FOR

**“Maintenance Contract of Networking Devices including SERVER
& Wi-Fi System for 5 Years” at IIT, Nagpur
Campus located
at
Survey No. 140,141/1 Behind
Br. Sheshrao Wankhade Shetkari Soot Girni,
Village: Waranga, PO: Dongargaon (Butibori),
District: Nagpur (Maharashtra) -441108**

TENDER NO.: IITN/ADMIN/Networking Devices/Service/2022-23/15

DATE OF ISSUE OF TENDER	03-12-2022
LAST DATE OF SUBMISSION OF TENDER	15-12-2022
DATE OF OPENING OF TENDER	15-12-2022
ESTIMATED COST OF TENDER	Rs. 13 Lakhs

TOTAL PAGES – 26

भारतीय सूचना प्रौद्योगिकी संस्थान, नागपूर

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, NAGPUR

NAGPUR 441108

TENDER NOTICE No: IITN/ADMIN/NETWORKING DEVICES/2022-23/15

Bids in Sealed Envelope are invited for “**Maintenance Contract of Networking Devices including SERVER & Wi-Fi System for 5 Years**” at IIT, Nagpur Permanent Campus located at Survey No. 140,141/1 behind Br. Sheshrao Wankhade Shetkari Sahkari Soot Girni, Village - Waranga, PO - Dongargaon (Butibori) District - Nagpur (Maharashtra) – 441108”

The Bidders can download the Tender Documents / Forms containing Detailed Specification, Terms and Conditions, etc. **from 03-12-2022 to 15-12-2022 up to 02:00 PM from the Institute website viz. www.iiitn.ac.in**

They have to submit the bids by mentioning Tender Notice No. and invariably submit a separate Bank Draft of **Rs. 2,360/- (Rs. Two Thousand Three Hundred and Sixty Only)** drawn in favour of The Director, IIT, Nagpur OR Online Payment Receipt as Non-Refundable cost of Tender Form/Tender Processing Fees to Administrative Section, IIT Nagpur in the sealed envelope during submission of the Tender.

The Bids are to be submitted in hard copies only and IIT Nagpur will not be responsible for postal delay / non-receipt of Tender Form / DD sent through the post. Tender Forms duly filled in all respects only in the prescribed format, duly super-scribed, should reach the office of the **Registrar, Indian Institute of Information Technology, Nagpur, Survey No. 140,141/1 behind Br. Sheshrao Wankhade Shetkari Sahkari Soot Girni, Village - Waranga, PO - Dongargaon (Butibori) District - Nagpur (Maharashtra) - 441108** on or before **15-12-2022 up to 3.00 PM**. The Tender Forms are likely to be opened at **3.30 PM** on the same day. **TENDERS received after the stipulated date and time will not be accepted.**

The Director, IIT Nagpur reserves the right to accept or reject any or all of the submitted bids without assigning any reasons thereof.

For complete details visit our website: www.iiitn.ac.in

For inquiries, Contact: Administration Section, IIT Nagpur Telephone: **9405215010**, Time - 10.30 am to 4.30 pm (During Working Hours Only).

Note: - The Bidders are requested to serially number the submitted documents and put page numbers in the Check List.

CHAIRMAN

SPC

A. ESTIMATED COST OF TENDER & BID SECURITY/EMD

The estimated cost of the scope envisaged in this Tender Document is **Rs. 13 Lakhs**. The EMD in the form of Demand Draft, drawn in favor of the Director, IIIT, Nagpur for an amount of **Rs. 32,500/-** to be invariably enclosed with the tender in a separately sealed envelope.

Alternatively, the EMD Amount can also be paid online in the Institute Bank Account details of which are provided in the tender document. Bidders registered with NSIC, MSMEs etc are exempted from payment of EMD subject to submission of documentary evidence.

B. PAYMENT OF TENDER FEES

All the Bidders shall be required to submit Tender Form/Tender Processing Fees in the form of a Bank Draft of **Rs. 2,360/- (Rs. Two Thousand Three Hundred and Sixty Only)** drawn in favour of The Director, IIIT, Nagpur and payable at Nagpur.

Alternatively, the Tender Fees/Tender Processing Charges may be paid Online by NEFT/RTGS in the following Bank Account:

Account Name	IITN GENERAL
Account Number	37236982961
Name of the Bank	State Bank of India, VRCE Branch, South Ambazari Road, VNIT, Nagpur
Bank Code	06702
IFSC Code	SBIN0006702
MICR Code	440002005

The Bidder is required to write name of the Company on back side of the Demand Draft or NEFT/RTGS Receipt. A copy of the receipt is to be attached with the hard copy of the submitted Bid.

The Tender Form/Tender Processing Fee is non-refundable.

C. TENTATIVE COMMENCEMENT OF CONTRACT

The Successful Bidder shall have to **“Undertake the Maintenance Contract of Networking Devices including SERVER & Wi-Fi System for 5 Years”** at IIIT, Nagpur immediately from the date of issue of work order by the Institute.

The Director, IIITN shall have the sole authority to reschedule the date of providing services if required. The decision of the Director, IIITN shall be final in this matter.

D. TENTATIVE REQUIREMENT

The work shall be awarded to the Successful Bidder. Detailed Specifications As per **Detail Scope of Work**.

E. ELIGIBILITY CRITERIA

The Bidder, fulfilling the following criteria shall be eligible to apply:

- 1) The Bidder must have a **minimum of Five Years of experience** of the Maintenance of L2 & L3 Switches of CISCO/Juniper/others Make in CFTIs/IITs/NITs/IIITs/ Any other Government Organization.
- 2) The Bidder must have a **minimum average annual turnover of Rs. 45 Lakhs** for the Five years i. e (FY 2017-18, 2018-19, 2019- 20, 2020-21 and 2021-22).
- 3) They must have the following registrations:
 - a. Goods and Services Tax (GST)
 - b. Income Tax (PAN)
 - c. Shop and Establishment Registration (Gumasta)

Bidders are requested to note that in case of non-availability of any of the mentioned Registration, the Institute may decide to reject the Bid summarily. The decision of the Competent Authority on this shall be binding.

- 4) The Bidder must be in a position to provide 24x7 Service Support to the Institute and should have a local team at Nagpur.
- 5) The Bidder should not have been debarred and/ or blacklisted by any Central Government / or any State Government / Autonomous Department(s) / Body as on the last date of submission of the Tender.
- 6) The bidder must be an authorized partner and provide a certificate of authorization specific to the tender from each OEM.
- 7) For five years following the contract's award, the bidder is required to submit the original service/support contract/warranty papers of Cisco, Juniper.

F. GENERAL CONDITIONS OF TENDER

1. The Institute reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to the award of the contract without assigning any reason whatsoever.
2. The Institute reserves the right to carry out the capability assessment of the Bidders and the Director, IIITN decision shall be final in this regard.
3. The bid of any bidder who has not complied with one or more of the conditions of eligibility criteria and/or fails to submit the required documents as required / or mentioned in the tender document is liable to be summarily rejected.
4. It shall be the responsibility on the Bidder to fully inform / acquaint / familiarize itself with local conditions and factors, which may have any effect on the execution of supply and services to be rendered under the Tender. All Bidder (s) intending to bid shall visit, if required to the IIITN Permanent Campus and make themselves thoroughly acquainted with the local site conditions.
5. The Institute shall presume that the Bidder has understood and agreed that all the relevant factors have been kept in view while submitting the bid. No financial adjustment arising

thereof shall be permitted by Institute, on the basis of any non- clarity of information about local conditions being pleaded by the bidder.

6. Liaising, if required, with an outside Agency/Government Authority for undertaking & delivering any or all supply & services stipulated under this Tender, shall be the sole responsibility of the Bidder.
7. The Bidder would ensure that all the applicable rules & regulations of Central/State/Local Authority shall be strictly followed wherever applicable.
8. The bidder shall give 5 years warranty for the items supplied and installation work carried out.
9. The Financial / Price Bid(s) shall be evaluated on the basis of the quoted price in accordance with the Price Bid Format provided in the Tender Document.

The Lowest Bidder (L1) shall be awarded the Work Contract subject to fulfilment of all the conditions of the Tender.

G. BID PRICE:

The work shall be as described in the **Detail Scope of Work**. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.

H. SINGLE BID BY INDIVIDUAL BIDDER:

Each Bidder shall submit only one bid.

I. VALIDITY OF TENDER

Tender shall remain valid for a period of not less than 180 days after the deadline date specified for submission.

J. EVALUATION OF BIDS:

IIT Nagpur will evaluate and compare the tender(s) determined to be substantially responsive i.e., which:

- a) Are properly signed & submitted in original; and
- b) Confirm to the terms & conditions, of the tender.

Conditional Tenders and late submitted Tenders will not be accepted.

K. BID SYSTEM AND INSTRUCTIONS FOR SUBMISSION OF BIDS:

“Two Bid” Systems will be followed for this tender. Two sealed envelopes, namely. “Technical Bid” and “Financial Bid” are to be put in one sealed envelope super-scribed with “**Maintenance Contract of Networking Devices including SERVER & Wi-Fi System for 5 Years**” at IIT NAGPUR.

The Contents of “Technical Bid”:

The qualification bid should be placed in a sealed cover. This envelope should be super-scribed “**Maintenance Contract of Networking Devices including SERVER & Wi-Fi System for 5 Years**” at **IIIT NAGPUR**.

The envelope containing the Technical / Qualifying Bid should also contain the EMD in the form of Demand Draft (DD) drawn in favour of Director, IIIT Nagpur. Technical Bid should have proper indexing along with page no. mentioned. Technical bid should contain papers as per Technical Bid Check list. Failing which tender will be out rightly rejected.

1. The technical bid will include all technical and associated supporting documents, indicating the compliance of technical specifications as per the tender.
2. It is essential to fill complete forms as per prescribed format only to qualify the technical bid. Incomplete forms should be summarily rejected. If needed separate sheet should be enclosed for furnishing complete details. Any other format will lead to disqualification.

The Contents of “Financial Bid”:

1. Item wise rate should be indicated in the prescribed format in the financial Bid only.
2. Each cover should also indicate clearly the name and address of the bidder and tender no.

SELECTION CRITERION IN CASE OF TIE OF SAME RATES OF L1

1. Bidder having higher Average Annual Turnover for last 5 years (FY 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22) (as per submitted documents) will be selected.

L. AWARD OF WORK:

The IIIT Nagpur will award the work to the bidder, whose tender has been determined to be substantially responsive, and who has offered the lowest rate.

1. Notwithstanding the above, the IIIT Nagpur reserves the right to accept or reject any tender(s) and to cancel the bidding process and reject all tenders at any time prior to the award of work.
2. The bidder whose bid is accepted will be notified of the award of work, by the IIIT Nagpur / prior to expiration of the Tender validity period. The terms of the accepted offer shall be incorporated in the work order.

M. SECURITY DEPOSIT:

The Selected Bidder shall be required to submit a Security Deposit within 10 Days from the date of receipt of the Intimation Letter from the Institute for an amount equal to **10%** of accepted cost including applicable taxes and duties.

The Accepted Cost shall be the price quoted by the Selected Bidder in the Financial / Price Bid including the applicable taxes and duties.

The Security Deposit shall be furnished in the form of Demand Draft of any Scheduled Bank drawn in favour of the Director, IIIT Nagpur and payable at Nagpur. This Security Deposit shall remain with the Institute, interest free, as Security for the entire duration of the Contract and will

be replenished from time to time in case of deductions, if any, by the Institute towards recovery from the Agency. The aforesaid Security Deposit shall be returned to the Agency after 60 days or expiry of the contract without any interest, after deductions, if any, made by the Institute.

In the event of the Selected Bidder is failure to “**Maintenance Contract of Networking Devices including SERVER & Wi-Fi System for 5 Years**” at **IIIT NAGPUR** or the services as per the contract, the Institute reserves the right to hire Supply, Installation and Commissioning of Networking Devices including SERVER at **IIIT NAGPUR** from other sources at the Selected Bidder’s risk and cost and all such expenses and losses incurred by the Institute in this regard shall be borne by the Selected Bidder. Further, the Institute shall retain the right of forfeiture of Security Deposit and or any other action(s) as deemed fit.

N. PAYMENT TERMS & CONDITIONS:

Quarterly payment will be released after satisfactory work completion

Terms of Payment

(i) The Payment will be made on a quarterly basis on the generation of a satisfactory service completion certificate from the Competent Authority of the Institute.

O. PENALTY

(i) If the Bidder fails to provide the Certified manpower as required in the Tender Document within the stipulated period(s) specified in the Contract, IIITN shall deduct as penalty, a sum equivalent to 0.5 percent of the delivered Contract value for 24 hours or part thereof of delay, up to a maximum deduction of 10% Percent of the Contract value. Once the maximum is reached, the Purchaser may consider termination of the Contract.

(ii) If the Bidder fails to rectify any hardware/network/application/ configuration problem within the stipulated period(s) of 48hours from logging of the complaint in which no spare/part replacement/repair is required, the IIITN shall, deduct a penalty of sum equivalent to 0.2 percent of the delivered Contract value for 48 hours or part thereof of delay, up to a maximum deduction of 5% Percent of the Contract value. Once the maximum is reached, the Purchaser may consider termination of the Contract.

(iii) If the Bidder fails to rectify any defect due to non-availability of spares/parts within the stipulated period(s) of 72 hours (15days in case of parts which require import) from logging of the complaint, the IIITN shall, deduct a penalty, as sum equivalent to 0.2 percent of the delivered Contract value for the specified time or part thereof of delay, up to a maximum deduction of 5% Percent of the Contract value. Once the maximum is reached, the Purchaser may consider termination of the Contract.

(iv) In case, the bidder fails to provide spare repair/replacement within the specified maximum time of 15 days, IIIT NAGPUR, would-be free to get the part repaired/replaced from any third party and payment will be done by the bidder apart from applying penalty as per the above clause (iii).

(v) All the complaints will be attended within 4 hours and the bidder will have to ensure minimum uptime of 95% in a month and 97% in one year. The uptime will be calculated in number of days in a year and number of hours in a day. If the total downtime exceeds 5% in a month or 3% in one year, the IIITN shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as penalty, a sum equivalent to 1 percent of the delivered Contract value for each 1% of the downtime, up to a maximum deduction of 5% Percent of the Contract value. Once the maximum is reached, the IIITN may consider termination of the Contract.

Any amendment or corrigendum regarding the Tender will be issued on the Institute Website only. For any disputes, the place of jurisdiction shall be Nagpur, Maharashtra (India) only.

All Communication is to be addressed to –

**The Registrar,
Indian Institute of Information Technology, Nagpur
at Survey No. 140,141/1 Behind
Br. Sheshrao Wankhade Shetkari Soot Girni,
Village: Waranga, Po: Dongargaon (Butibori),
District: Nagpur (Maharashtra) -441108**

Bidder has to visit to IIITN once in a month and during any emergency or breakdown.

Detail Scope of Work

“Maintenance Contract of Networking Devices including SERVER & Wi-Fi System for 5 Years” at IIT Nagpur. The details of the equipment & material are as given below.

The work includes the following:

1. Comprehensive Maintenance of Active networking equipment which includes annual preventive and remedial maintenance of the active network components. It will also include the supply and replacement of parts as and when required.
2. Relocation and setup of server room as and when required as per the Institute needs.
3. Maintenance of Proxy DNS, Backup Servers including firewall & application support.
4. Maintenance and configuration of existing servers.
5. Reconfiguration of existing network & its validation as per requirements.
6. Quarterly Preventive Maintenance of all of the equipment listed in **Annexure: A-1, Annexure: A-2, and Annexure: A-3.**
7. All the devices/components mentioned in **Annexure: A-1, Annexure: A-2, and Annexure: A-3** should be functional 24x7x365days and the bidder/tenderer would be responsible for the same.

ANNEXURE A-1

TECHNICAL SPECIFICATION FOR CAMPUS-WIDE NETWORKING DEVICES

S.N.	Location	Sub-Location	Device Description	Quantity	Wireless Access Point
1	Academic Block	GF	CISCO WS-C2960X-24PS-L (POE)	2	10
			CISCO AIR-AP18321-D-K9	10	
		FF	CISCO WS-C2960X-24PS-L (POE)	2	13
			CISCO AIR-AP18321-D-K9	13	
		SF	CISCO WS-C2960X-24PS-L (POE)	1	10
			CISCO AIR-AP18321-D-K9	10	
		TF	CISCO WS-C2960X-24PS-L (POE)	1	11
			CISCO AIR-AP18321-D-K9	11	
		FF	CISCO WS-C2960X-24PS-L (POE)	1	16
			CISCO AIR-AP18321-D-K9	16	
		FF	CISCO WS-C2960X-24PS-L (POE)	2	16
			CISCO AIR-AP18321-D-K9	16	

SUMMARY: ANNEXURE (A-1)

Sr. No.	Part Name	Make	Quantity
1	Catalyst 3850 XG 10G SFP+	Cisco	1
2	WS-C2960X-48LPS-L (POE)	Cisco	9
3	AIR-AP1832I-D-K9	Cisco	76

ANNEXURE: A-2

TECHNICAL SPECIFICATION FOR CISCO UCS C240/M4 SERVER

Sr. No.	Location	Type of Service	Description of Device	Qty
1	Academic Block GF (Server Room)	Complete Maintenance, Hardware Support including replacement of parts, modules, drives etc. as when required.	Chassis: Two rack unit (2RU) chassis CPU: One Intel Xeon E5-2600 v4 series processor family CPUs Memory: 128 GB ECC DIMMs (RDIMMs) Storage: 600GB*8 = 3.2 TB Network controller: 4*Quad Port Intel i350 1GbE RJ45 Network Interface Card Operating systems: Linux/ ubuntu/ CentOS. Storage controller: Raid 1 Power Supply: Redundant power supply (650W)	4
2		Complete Application Support	Existing Server use for: <ul style="list-style-type: none"> • Webhosting (No's.1) • Intranet Software hosting like Moodle, FTP Server, and so on. (No's.1) Remaining Server use for (configuration done by vendor side) (No's. 2) <ul style="list-style-type: none"> • Monitoring of logs on Proxy, archiving the logs. • Throughput for web access on LAN. • Implementation of URL Filtering. • Internet access control. • Firewall & network security. • Any other services required for successful running of mail services and usage by users. • Domain Resolution. • Lookup for Internet hosts • Creating FTP Server • Setup & Configuration of Network Management Port 	

ANNEXURE: A-3
SERIAL NO OF NETWORKING DEVICES

Sr. No.	Device Description	Quantity	Serial No. of Devices
1	Catalyst 3850 XG 10G SFP+	1	FCW21007F187
2	WS-C2960X-48LPS- L (POE)	9	FOC2411L7W7, FOC2030V0SK, FOC2030V02B, FOC2030V0SK, FOC2411L7WC, FOC2411L7VL, FOC2410L4CJ, FOC2411L7W6, FOC2411L7VN
3	AIR-AP1832I-D-K9	76	FGL2052A3KM, FGL2052A628, KWC193300E4, KWC193300DL, KWC24150SGY, KWC24150SL4, KWC193300B3, KWC24150SKY, KWC193300DB, KWC193302V0, KWC19330110, KWC193301BV, KWC193302V0, KWC19330110, KWC193301BX, KWC193300E2, KWC193302PM, KWC24150SHU, KWC1933017B, KWC193300IK, KWC193300FR, KWC193300D6, KWC193300D8, KWC193302PL, KWC193302TU, KWC193300D5, KWC193302TG, KWC193300RS, KWC240208WN, KWC193302PN, KWC193300DP, KWC193300S5, KWC24150SL5, KWC24150GXX, KWC193300BK, KWC19330110, KWC193300IK, KWC24160D4H, KWC193300IM, KWC24010ETU, KWC193300F5, KWC193301D4, KWC193302SR, KWC193300B8, KWC193300B4, KWC24150GZ7, KWC24150SMC, KWC193300BA, KWC193300F0, KWC19330179, KWC193302SB, KWC193300IN, KWC24020AQ3, KWC193300DZ, KWC193300F1, KWC193300DD, KWC193300DN, KWC193300D9, KWC211605GU, KWC193300CW, KWC24150T2F, KWC24150SL2, KWC193300EX, KWC193302S1, KWC24020APM, KWC193302UB, KWC24150SHL, KWC193302S8, KWC193300BL, KWC1933018G, KWC193300CS, KWC193301B1, KWC193302PZ, KWC193300FC, KWC193302SH, KWC193300CL
4	CISCO UCS C240/M4 SERVER	4	FCH2021V25B, FCH2021V26H, FCH2021V26W, FCH2016V1SP

General Terms & Conditions

1. Necessary licence, permit, consent, sanction, etc. as may be required or called for from/by local or any other authority for doing such work shall be obtained. The agency shall comply at its own cost with all applicable laws, rules and regulations in force from time to time whether of Central or State Govt. as applicable to him or this contract without any liability and responsibility to IIIT Nagpur, whatsoever it may be.
2. The contact person's along with the core technical team with name, address, phone number, etc. should be furnished with the tender.
3. On acceptance of the tender, the **Earnest money Deposit** (EMD) amount of **Rs 32,500/-** shall be converted into a security deposit and the balance amount to be paid by the bidder within 10 days after receipt of the order, which will be refunded after 60 days or expiry of the contract, without any interest.
4. In case of any change of the constitution of the Agency, the rights of IIIT Nagpur should not suffer.
5. The scope of work & rate schedule of contract and conditions of the tender shall form the part and basis of the contract and the decision of the Institute in reference to all matters of dispute shall be final and binding.
6. Number of WiFi Access Points installed at the Institute may increase as per the requirement.
7. Work experience along with work /job orders of the Bidder for providing Maintenance Contract of Networking Devices including SERVER installation along with work completion certificate during the last three years may be furnished.
8. Any violations of these terms and conditions will lead to termination of the job contract with the Service Provider/Agency, forfeiture of the security amount, and blacklisting of the agency for future works.
9. In the event of any accident and/or injury, in respect of which compensation may become payable under the Workman's Compensation Act of 1923 including all amendments thereof, IIIT Nagpur shall have full powers to retain out of any sums payable / becoming payable to the agency, any sum as may be deemed sufficient to meet such liability on receipt of an award of compensation from the competent authority under the said Act, and the same shall be adjusted from this amount. Any shortfall shall be recovered and any excesses shall be refunded. The opinion of the Director of IIIT Nagpur shall be final in regard to all matters arising under this clause.
10. The decision of the Director, IIIT Nagpur in regard to the interpretation of the terms and conditions and the agreement shall be final and binding to the agency.
11. The Director, IIITN Nagpur shall be the sole authority to decide and judge the quality of service rendered by the agency and all other matters and his decision shall be final and binding.

12. The bidder shall enclose necessary supporting all technical documents and details with the technical bid and financial bid. The bidder shall submit any evidence or document as requested by IIIT Nagpur. If failing the same, In such cases, the tender shall be summarily rejected.

13. The Director IIIT reserves the right to accept or reject any or all tender offer.

14. Any corrigendum/Addendum/Notification regarding the Maintenance Contract of Networking Devices including SERVER & Wi-Fi System for 5 Years at IIIT NAGPUR will be published on IIIT Nagpur website www.iiitn.ac.in.

**CHAIRMAN
SPC**

भारतीय सूचना प्रौद्योगिकी संस्थान, नागपूर

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, NAGPUR

441108

QUALIFYING / TECHNICAL BID

FOR

“Maintenance Contract of Networking Devices including SERVER & Wi-Fi System for 5 Years” at IIT, Nagpur Permanent Campus located at Surey No.:140,141/1 Behind Br. Sheshrao Wankhade Shetkari Sahakari Soot Girni, Village: Waranga PO: Dongargaon (Butibori), District: Nagpur (Maharashtra)-441108.

The Bidder should clearly specify Yes / No in the following format towards compliance of the Technical Bid Conditions:

Sr. No.	Particular	Criteria / Documents to be submitted	YES / NO	Page No.
1	Submission of Tender Form Charges T. F. Fees: 2360/-	To be submitted in the form of Demand Draft of a Scheduled Bank in favors of the Director, IIIT Nagpur payable at Nagpur OR through Online Payment Mode. Bidder should write Name of firm and address on the reverse side of DD /Online Payment Receipt.		
2	Submission of Earnest Money Deposit/Bid Security Declaration EMD: ₹ 32,500/-	To be submitted in the form of Demand Draft of a Scheduled Bank in favor of the Director, IIIT Nagpur payable at Nagpur OR through Online Payment Mode. Bidder should write Name of firm and address on the reverse side of DD /Online Payment Receipt., Bidders registered with NSIC, MSMEs etc are exempted from payment of EMD subject to submission of documentary evidence.		
3	At least 03 Purchase Order copy for Supply & Installation of the above materials during the last 05(Five) financial years (FY 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22) in CFTIs/IITs/NITs/IIITs/ State Government or Govt. of India Department(s)/Reputed Organization(s) (in Nos. and Value). Please attach a list of clients.	The details of the experience to be provided in Annexure-4 along with copies of the Work Order / Experience Certificate.		
4	The Bidder must have a minimum average annual turnover of Rs. 45 Lakhs for the Five years i.e., (FY 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22)	Copy of Balance Sheets for the Year (FY 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22) OR Copy of Certificate from Chartered Account certifying the Annual Turnover for the Year (FY 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22)		
5	Valid GST registration certificate	Copy of GST Registration certificate shall be submitted		

Signature of Bidder with Seal and Date

Page 17 of 26

6	Valid PAN card	Copy of the Pan Card to be submitted		
7	Valid Registration certification of the Firm / Shop & Establishment Registration (Gumastha)	Copy of Proof of Registration shall be submitted/ Copy of the Shop and establishment registration certificate to be submitted		
8	Details of the Bidder	The Bidder should submit the information sheet in the prescribed format Annexure-5		
9	The Bidder should have office in Nagpur to facilitate seamless services as per the requirement of the Institute	Declaration to be submitted in the prescribed format attached as Annexure-6 or on the Company/Agency Letterhead of the bidder		
10	The Bidder should not have been blacklisted by any Government Department / PSU / Bank / Central Autonomous Body/ Private Sector	Affidavit on Rs.100/- Stamp Paper in prescribed Annexure – 7 to the effect that the Bidder is not blacklisted by any Government Department/PSU/Bank/ Central Autonomous Body as on the date of Tender submission. Undertaking on Letterhead shall not be accepted.		
11	Submission of Letter of Transmittal	The Bidder should submit the Letter in the prescribed Annexure – 8 .		
12	Submission of Proposal	The Bidder should submit the Proposal in the prescribed Annexure – 9 .		
13	Submission of Price Bid	The Bidder should submit the Price Bid in a separate sealed cover in the prescribed Annexure – 10 .		

BIDS OF AGENCIES NOT MEETING THE ABOVE ELIGIBILITY CONDITIONS WILL SUMMARILY BE REJECTED.

Details of the Bidder
(To be filled by the Bidder)

1	Name & Address of the Agency / Firm / Company	
2	Year of Establishment:	
3	Registered Office Address	
4	Nature of the firm (Proprietorship/ Partnership/ Private Limited or Cooperative body etc)	
5	Registration No of Firm	
6	GST Registration No.	
7	PAN No.	
8	Name & Address of the Authorized Person	
9	Phone No.	
10	Email-ID	
11	Branch office in Nagpur address	

Year-wise List of Similar Type Major Contracts completed in the Last Five Years

List of Work Orders of IIT/IIIT/IISER/CFTIs/PSUs/Autonomous bodies/Private Sector for Maintenance Contract of Networking Devices including SERVER & Wi-Fi System for 5 Years at IIIT, Nagpur during Financial Years (2017-2018, 2018-2019, 2019-20, 2020-21, 2021-22). Attach a copy of JOB COMPLETION CERTIFICATE in support of every claim.

Name of the organization	Duration of contract		Amount of contract	No. of staff deployed
	From	To		

Place & Date:

DECLARATION FORMAT

I, the undersigned, herewith declare that:

We have Permanent Office at Nagpur located at.....(please enter the address of the Nagpur Office)

Name of Authorized Person:

Contact No:

Email:

Signature of the Bidder Seal of the Agency Date:

Format for Affidavit on Rs. 100/- Stamp Paper

I / We age residence of
..... hereby declare that
..... (Name of the Agency) has not been black listed
by any Government Department / Public Sector Undertaking / Bank / Central Autonomous Body or any other
Government Authority as on the last date of submission of this Tender.

(Name, Designation and Address of the Executants)
(Seal)
DEPONENT

Date: -
Place: -

VERIFICATION

I, the above-named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to the
best of my knowledge. No part of the same is false and no material has been concealed there from.

Verified aton this the .../.../.....

(Name, Designation and Address of the Executants)
(Seal)

DEPONENT

**Solemnly affirmed and signed before me by the deponent on this of..... 2022 at my office.
(Judicial Magistrate First-Class / Notary Public/ Oath Commissioner)**

LETTER OF TRANSMITTAL

From:
[Full address of the Agency]

To,
The Director
Indian Institute of Information Technology, Nagpur
Nagpur-441108

Sub: Submission of Tender for “Maintenance Contract of Networking Devices including SERVER & Wi-Fi System for 5 Years” at IIIT, Nagpur located at Survey No. 140,141/1 behind Br. Sheshrao Wankhade Shetkari Sahkari Soot Girmi, Village - Waranga, PO - Dongargaon (Butibori) Tahsil- Nagpur (Rural), Dist. Nagpur (MH) 441108.

Sir,

Having examined the details given in the invitation the for Technical/Price Bid published in the newspaper and the technical bid document for the above work, we hereby submit the application with complete details.

1. We certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. We have furnished all information and details necessary for pre-qualifications and have no further pertinent information to supply
3. We authorize the Director, IIIT Nagpur to approach individual(s), employer(s), Firm(s), Bank(s), and corporation(s) to verify our competence and general reputation.

Signature of the bidder or
his authorized signatory with
Seal of the Agency

Dated:

PROPOSAL SUBMISSION FORM

To
The Director
IIIT Nagpur

Dear Sirs,

We, the undersigned, offer to provide our services for the work of “Maintenance Contract of Networking Devices including SERVER & Wi-Fi System for 5 Years” at IIIT, Nagpur Permanent Campus located at Survey No. 140,141/1 behind Br. Sheshrao Wankhade Shetkari Sahkari Soot Girni, Village - Waranga, PO - Dongargaon (Butibori) Dist. Nagpur (MH) 441108 in accordance with your Tender Notice. We are hereby submitting our proposal, which includes this Technical Proposal and Financial Proposal duly sealed in a single envelope.

We hereby declare that all the information and statements made in this proposal are true and we accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our proposal is accepted, to initiate the work of “Maintenance Contract of Networking Devices including SERVER & Wi-Fi System for 5 Years” at IIIT, Nagpur not later than the date indicated in the Work / Office Order.

We understand that you are not bound to accept any proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Agency: _____

Address: _____

भारतीय सूचना प्रौद्योगिकी संस्थान, नागपूर

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, NAGPUR 441108

PRICE BID FOR

**“Maintenance Contract of Networking Devices including
SERVER & Wi-Fi System for 5 Years” at IIIT, Nagpur
Permanent Campus located at**

**Surey No.:140,141/1 Behind Br. Sheshrao Wankhade
Shetkari Sahakari Soot Girni, Village: Waranga PO:
Dongargaon (Butibori), District: Nagpur (Maharashtra)-
441108.**

FINANCIAL / PRICE BID

Tender No.: IITN/ADMIN/ /Service/2022-23/012

S. N. (1)	Particulars	Amount
1	“Maintenance Contract of Networking Devices including SERVER & Wi-Fi System for 5 Years” at IITN, Survey No.: 140,141/1 Behind Br. Sheshrao Wankhade Shetkari Sahakari Soot Girni, Village: Waranga PO: Dongargaon (Butibori), District: Nagpur (Maharashtra)-441108.	In Fig: In Words:
2	Less, Educational Institute Discount	
3	Quoted Price (1-2) =	
4	Add, Good & Service Tax @ Applicable Rates (on 3) =	
5	Total Quoted Price in Figures (3+4) =	
	Total Quoted Price in Words =	

Note:

1. The Price quoted by the Bidder shall be fixed for the duration of the contract.
2. The Bidder with the lowest Total Quoted Price (L1) shall be selected subject to fulfillment of all the other applicable conditions of the Tender.
3. In case of a tie the Agency having a higher Average Annual Turnover for the last 5 years TO INDICATE 2017-2018, 2018-19, 2019-20, 2020-21 & 2021-2022 (as per submitted documents/CA Certificates) will be selected.