

Pl. i-
Jalal
9/7/15

F. No. 59-3/2015 IT Cell
Government of India
National Archives of India
Janpath, New Delhi-110001
e-mail-archives@nic.in

9 JUL 2015

To,

As per list enclosed.

Subject- Supply and Installation of Networking Equipments including integration with existing LAN at National Archive of India.

Sir/madam,

National Archives of India invites quotations for "Supply and Installation of Networking Equipments including integration with existing LAN at National Archive of India.

For details please visit our website www.nationalarchives.nic.in.

The last date for receipt of quotation is **05-08-2015 at 12.00 hours.**

Yours faithfully,



(T. Hussain)

Deputy Director of Archives
Government of India
Phone No. 23385967
Fax No. 23384127



9 ✓

F. No. 59-3/2015 IT Cell
Government of India
National Archives of India
Janpath, New Delhi-110001
e-mail-archives@nic.in

TENDER DOCUMENT

FOR

Supply and Installation of Networking Equipments including integration with existing LAN at National Archives of India Under two bid system viz, technical bid and financial bid.

TENDER DOCUMENT

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

National Archives of India intends to extend the existing LAN setup by procuring and installing Networking Equipments including its integration with the existing LAN setup as per the scope of work defined is enclosed. You are hereby requested to provide us the best rates as are offered to Govt. organization in the following format.

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

Technical and Commercial Bid envelopes should be enclosed and sealed in separate envelopes superscribing the Tender Number and due date, addressed to Directorate General National Archives Of India so as to reach us on or before 05.08.2015. Bid would be opened on 05.08.2015 at 15:30 hrs at National Archives of India. Bid received after the due date time and place shall not be considered and would be liable to be rejected without assigning any reason whatsoever. National Archives of India shall not be responsible for late receipt of the Bid submitted from any Bidder. The bidders may depute their authorized representatives at the time of opening of the bid.

Eligibility Criteria:

1. The firm should be a registered company under the Indian Companies Act 1956 and should have valid Income Tax clearance certificate from Income tax department, valid Service Tax/ Sales Tax Registration certificates from appropriate Tax Authorities. The firm should be ISO certified. The bidder should enclose attested photocopies of such certificates with their Bid.
2. The firm should have annual turnover of Rs. 3 crore or above from businesses relating to sales and support for computers / Networking Systems, Computer Hardware in India during the last 3 years.
3. The firms should have at least 3 year's experience of supply of such services in other Central Govt. Ministries / Departments.

Documents to be enclosed:

1. **COVER A:** Earnest Money of Rs. 1,00,000/- (Rs. One Lakh only)
Demand Draft of required amount of Earnest Money issued from any leading Nationalized / Scheduled Bank in favour of Director General National Archives payable at New Delhi.
2. **COVER B:** The following Documents signed by the Authorized Signatory should to be enclosed with the 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. Financial Bid as per enclosed the price format in Annexure-IV.
 - e. Documents required as Per "Eligibility Criteria"

Annexure-I
BID FORM

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

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 NATIONAL ARCHIVES OF INDIA,

We agree to abide by this bid-offer for the current financial year (.....) i.e. till 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. 1,00,000/- (Rupees One Lakh Only) through Demand Draft favoring "National Archives of India" payable at New Delhi.

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

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

Dated, this day of2015

.....
Signature

.....
(in capacity of)

Duly Authorised to sign this
bid for and on behalf of
(Name and Address of the Bidder)
(Affix Official Seal)

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

Annexure-II
TERMS AND CONDITIONS

1. **Taxes/Duties/Etc.:** All applicable taxes should be clearly and separately mentioned in the commercial bid.
2. **Penalty:** Failure to supply or commission all or some equipments on or before the stipulated date will entail a penalty equal to 0.5% of the total value of the contract price per week.
3. Supply of materials within 10 to 15 days.
4. **Earnest Money**
 - a. Parties are required to deposit the Earnest Money (of Bill) of the specified rates or amount as specified on the tender documents in form of Demand Draft or Bank Guarantee, No other mode of payment is acceptable.
 - b. The EMD shall be refundable to un-successful parties after placing Purchase Order.
 - c. No interest shall be payable on Earnest Money by NATIONAL ARCHIVES OF INDIA
5. **WARRANTY:** Onsite warranty for all Hardware/ Software delivered and installed for minimum for one year. 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. In case, a part thereof or the whole equipment is found defective the same will have to be rectified/replaced free of charge basis without lapse of time. In case the equipments are not repaired/ replaced within the "Service" time quoted, thereof EMD in Demand Draft or in Bank Guarantee Bank Guarantee will be forfeited without assigning any reason.
6. DGA reserves the right to reject lowest quotation or all the quotations or accept any quotation or part thereof without assigning any reason thereof. Further Bill on Material as indicated in this Tender Document is subject to change as per by the needs of the NATIONAL ARCHIVES OF INDIA.
7. **Evaluation of Bid:** Initially the technical bid would be opened. Financial bids of only technically qualified firms would be opened at a date and time to be informed to the technical qualified bidders later. **The L1 bidder will be arrived at on the basis of the grand total of all equipments and hardware. NATIONAL ARCHIVES OF INDIA may use quantity, unit rate, and tax to calculate the Sub Total/Grand Total.**
8. The quality of the material being installed should be to the satisfaction of IT-Cell. If the equipments/ items as prescribed in Annexure -1V are not available for any reason or if the quality of such items/equipments available is not satisfactory, the decision of IT-Cell with regard to substituted items/ equipments shall be final.

9. The award of work shall not be assigned, transferred or sub-delegated to other Contractors except with the written approval of NATIONAL ARCHIVES OF INDIA. However this clause shall not apply to purchase of equipments and material to maintain the performance of the work.
10. NATIONAL ARCHIVES OF INDIA reserves the right to enter into a rate contract with L1 bidder for items and services initially for a period of 1 year which may be extended further as per the future requirements.
11. All the switches are of Cisco make Manageable switches as per the NIC requirements.
12. The firms should have at least 3 year's experience of supply of such services in other Central Govt. Ministries/Departments.
13. All the material used should be of Good/Branded quality.
14. The work should be completed within Three months from the date of award of the contract.
15. The vendor will also provide the technical/maintenance support for one year after the completion of work

Signature of Bidder

Name & Designation:

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 CAT 6 Cable Laying through PVC Pipe, Casing including all materials
2. Removal of existing UTP CAT 5 cable along with PVC pipe, I/O, BOX, etc
3. Preparation of Actual Bill of Material based on Survey and requirements of NATIONAL ARCHIVES OF INDIA.
4. Installation of 480 No. of IO's (270 for LAN and 150 for NKN connectivity).
5. Laying of CAT6 UTP Cable and cabling must be properly "structured" and remove the CAT5 cables and other existing network accessories.
6. Labelling of Cables, I/Os, Jack Panel, Switches for new connections
7. Repair/Refurnishing work owing to the cabling or any other work related to this Project. There should not be any hanging or uncovered wire.
8. Patch cord should be of branded and factory crimped.
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 National Archives of India. 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.
10. The installation of equipments shall be accepted only after installation tests are over.
11. The vendor has to provide a Tethering and mobile hotspot facility in research room and library of National Archives to have the limited access of internet to users.
12. The vendor has to provide full structure diagram of the complete Network of National Archives of India and also provide the unique ID to individual system on the network so that they can be accessed on the network of NAI.
13. The vendor should start the work in phased flow work to complete the work under the fixed timeline of three months and the work of the office should not suffer due to network disconnection.
14. The vendor should also use the existing manageable CISCO switches.

Signature of Bidder

Name & Designation:

Company Seal

Annexure IV**"Financial Bid"****COMMERCIAL OFFER FOR NETWORK EQUIPMENTS**

S no	Items Description	Unit	Qty	Rate
1	CAT 6 UTP Cable (each box containing 305 Meters)	Box		
2.	24 port Cisco 10/100/1000 Mbps switch as per NIC PANNEL	Per Unit		
3.	24 Port Jack Panel (Cat 6)	Per Unit		
4.	Dual i/o with Cat-6	Per i/o		
5.	Patch cord 7 ft (Cat 6)	Per cord		
6.	Patch cord 3 ft. (Cat 6)	Per cord		
7.	OFC FIBER CABLE 6 core	Per Meter		
8.	Racks	Per Unit		
9.	Access point	Per point		
10.	Lan card for wi-fi and NKN connectivity	Per unit		
11	Tethering and mobile hotspot facility for (limited access of internet to users)			