

**E-Tender Document for Supply & Installation of Server  
at CCIC Office at Weavers Service Centre,  
Bharat Nagar, Delhi - 110052**



*Ref No. CCICIT/HW/TENDER/2018-19/02*

**Central Cottage Industries Corporation of India  
Ltd.**

**MSMEs Benefits applicable**



## Bid Data Sheet

S. No.	Activity	Scheduled Date & Time
1.	Tender No.	CCICIT/HW/TENDER/2018-19/02
2.	Tender Name	E-Tender Document For Supply & Installation of Server at CCIC Office at Weavers Service Centre, Bharat Nagar, Delhi - 110052
3.	Contact Person	Shri Vijay Kumar Singhal Manager (IT) Ph:011-27307965 Mobile No 9013355170
4.	Bid to be submitted	Online
5.	Bidding Process	Single Stage; 2 parts (Technical Bid and Financial Bid)
6.	Website for NIT download and any other related information	www.thecottage.in
7.	Portal for Online Submission	www.eprocure.gov.in/eprocure/app
8.	Validity of bid	The Bid shall be valid for a period of 180 days from the last date of submission
9.	Selection Method	L1: Lowest Price among technically qualified bidders
10.	Time frame for implementation	As Per Tender
<b>Schedule of Event</b>		
11.	Submission of relevant documents	Central Cottage Industries Corporation of India Ltd., Weavers Service Centre, Bharat Nagar, Delhi 110052
12.	Submission of Online Bids	e-Procurement portal of NIC (eprocure.gov.in/eprocure/app) Latest by 28/01/2019, 05:00 PM
13.	Date of commencement of Bid Document	11/01/2019
14.	Opening of Technical Bid	e-Procurement portal of NIC (eprocure.gov.in/eprocure/app)
15.	Opening of Financial Bids	Will be intimated later to Technically Qualified Bidders

- **Note:** In case any of the days mentioned above happens to be declared a holiday, the said event shall be held on the next following working day at the same time and venue.

**Central Cottage Industries Corporation of India Ltd.**  
**Weavers Service Centre, Bharat Nagar, Delhi 110052**  
(Govt. of India Undertaking, Ministry of Textiles)

Ref: *CCICIT/HW/TENDER/2018-19/02*

Date: January 11, 2019

**E-Tender Document For Supply & Installation of Server at CCIC Office at Weavers Service Centre, Bharat Nagar, Delhi - 110052**

**1. Request for quotation (RFQ)**

CCIC invites online bids (E-tender) in two bids format – technical and financial bid format For Supply & Installation of Server at CCIC Office at Weavers Service Centre, Bharat Nagar, Delhi – 110052 as per the configuration and terms and conditions listed in the enclosed Annexure. The necessary Tender Documents are attached in the form of Annexure.

Interested firms/parties may submit their bids online using e-Procurement portal of NIC (eprocure.gov.in) in the prescribed formats along with all necessary documents and information requested herein.

**The bids may be submitted latest by 5:00 PM on 28/01/2019. The technical bids shall be opened on 29/01/2019 at 5:00 PM.** Date of opening of financial bids will be separately communicated to technically qualified bidders. All details regarding the subject Tender are available on websites: [www.thecottage.in](http://www.thecottage.in), and [www.eprocure.gov.in/eprocure](http://www.eprocure.gov.in/eprocure).

Any changes/modifications/corrigendum in connection with this Tender will be intimated through one or more of these websites only. Prospective bidders are therefore requested to visit above mentioned websites regularly to keep themselves updated. CCIC shall not be liable to send any individual information or issue a public notice.

**2. Electronic Submission of Bids**

- i. Bids (Technical and Financial Bids) against this Tender shall be received only electronically through the e-Procurement Portal of NIC (eprocure.gov.in). No bids shall be accepted in hard copy or in any other form.
- ii. For submission of e-bids, bidders are required to get themselves registered with eprocure.gov.in website using Digital Signature Certificate (DSC) essentially having signing certificate.
- iii. Earnest Money Deposit (EMD) is required to be submitted online through e-procurement portal as per bank details mentioned in the tender.

**3. The bidders are required to upload soft copies of the following:**

- Technical Bid (prepared on Company's Letter head).
- Financial Bid (prepared on Company's Letter head).
- Copy of PAN No., GSTN No. & Service Tax No.



For any queries relating to the process of online bid submission or queries relating to CPP Portal (eprocure.gov.in), Bidder may contact CPP Portal Helpdesk on Tel Nos.:1800-3070-2232, +91 8826246593 Tel: The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002.

#### 4. Earnest Money Deposit (EMD)

All Bidders are requested to furnish Earnest Money Deposit of Rs.45,000/- (Rupees Eighty Thousand only) by NEFT/RTGS mode only as per following bank details.

Bank Account No	10185775245
IFSC Code	SBIN0001639
Bank Name	State Bank of India
Branch Name	Chandralok Building, Janpath, New Delhi 110002

- b. The bidders who are registered with either NSIC/MSME or DGS&D are exempted from submitting the EMD and are eligible for other benefits including relaxation of norms for startups regarding prior experience under Public Procurement Policy for MSE's and preferences earmarked for procurement from MSEs owned by SC/ST entrepreneurs. However, in place of EMD the bidder will have to submit valid Registration/Exemption certificate.
- c. Bids for which EMD is not received in the prescribed manner shall be rejected summarily.
- d. CCIC shall not be responsible for non-receipt/non-delivery/delayed receipt of the EMD due to any reason whatsoever.
- e. EMD shall not carry any interest and EMD of unsuccessful bidders shall be returned after Award of Contract to the Successful Bidder. The EMD of successful bidders will be returned to them on completion of the tender process.

#### 5. Security Deposit

- a. The successful bidder will have to submit 10% of the total contract values as interest free security deposit towards performance of contract which shall be refunded without interest after the expiry of defect liability period i.e. after 5 years.
- b. EMD of the successful bidder shall be adjusted against the Security Deposit whatever the case may be, whether short/excess of 10% of the total bided value. However, the bidder shall deposit the shortfall in security deposit calculated @10% of the total value of the contract after adjustment of EMD.
- c. In case of non-performance/execution of the contract as per tender documents, Security Deposit shall be forfeited.

#### 6. Scope of work



- As Per Annexure 3

## **7. Bid Details**

- a. The Technical bids will be examined by a Committee of CCIC which may call for clarifications / additional information from the vendors which must be furnished to the Committee within the time stipulated by the Committee.
- b. Financial Bids of the vendors short-listed by the Committee will only be opened. The prices quoted in Financial bid should be Local Delivery at site inclusive of all taxes, duties, levies, GST, transport, Entry Tax, Octroi, Transit insurance, loading-unloading, installation charges etc. The rate should be firm and valid for 06 months from the date of Tender Closing Date. No price escalation on any ground whatsoever will be entertained during the period of validity of the rates. GST should be shown separately.
- c. Bidders are required to furnish rates as per Financial Bid excluding all taxes etc., strictly in the prescribed BOQ. Rates should be firmed and no escalation will be allowed during the currency of contract.

## **8. Benefits to Micro and Small Enterprises**

- a. Exemption from submission of Earnest Money/Bid Security: MSEs (and not their dealers/distributors) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME are exempted from submission of Bid Security/Earnest Money provided they are registered for the items they intend to quote.
- b. Documents Required to be submitted by MSEs: Micro or Small Enterprises (MSE) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME shall submit copy of valid Registration Certificate for the items they intend to quote along with the bid. The Registration Certificate should clearly indicate the monetary limit, if any and the items for which bidder are registered with any of the aforesaid agencies. In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur should also be enclosed.
- c. Performance Security: Micro and Small Enterprises registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME however,



should note that Performance Security shall be required to be submitted by them for orders/contracts placed by CCIC on them.

- d. **Purchase Preference:** - In tender, participating Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of the requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than an MSE and such MSEs shall be allowed to supply at least 20% of total tendered value. In case more than one such MSEs, the supply will be shared proportionately (to tendered quantity).

In case of tender item is non-split able or non-dividable, etc: MSE quoting price within price band L1+15% may be awarded for full/complete supply of total tendered value to MSE, considering spirit of Public Procurement Policy, 2012 for enhancing the Govt. Procurement from MSE.

Out of 20% target of annual procurement from MSEs, a sub target of 4% (i.e. 20% out of 20%) will be earmarked for procurement from MSEs owned by SC/ST entrepreneurs. However, in the event of failure of such MSEs to participate in the Tender Process or meet the tender requirements and the L1 price, the 4% sub-target for procurement earmarked for MSEs owned by SC/ST entrepreneurs may be met from other MSEs.

- e. **Definition of MSEs owned by SC/ST is as given under:**

- i. In case of proprietary MSE. Proprietor (s) shall be SC/ST
- ii. In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the unit
- iii. In case of Private Limited Companies, at least 51% share shall be held by SCIST promoters.

- f. In case a supplier (other than Micro/Small Enterprise) against an order placed by CCIC procures materials from their sub-vendor who is a Micro or Small Enterprise registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME, with prior consent in writing from CCIC, the complete details (i.e. name of the subcontractor, value of sub-contacted work, copy of valid MSE registration certificate etc.) of the sub-contractor(s) shall be furnished by the supplier to CCIC. All other terms and condition of the tender will remain unchanged.

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# Technical Bid



## **ANNEXURE – 1 (Part of Technical Bid)**

### **1. GENERAL TERMS & CONDITIONS OF THE TENDER**

- A. The response to the present tender will be submitted by way of two stage bidding process. The technical details with the relevant information/documents/acceptance of all terms and conditions strictly as described in this tender document should be submitted. If short listed, the Financial Bid of the vendor will be opened.
- B. Tender should strictly conform to the specifications. Tenders not conforming to the specifications will be rejected summarily.
- C. Any incomplete or ambiguous terms/conditions/quotes will disqualify the offer.
- D. All the items/components of Annexure III will be reckoned as one item for the purpose of arriving L1 rate. It is obligatory to quote for all items. The ordering of tendered items will not be restricted to Delhi Office, Head Office. Any branch/office of CCIC can place the Purchase Order on the rate approved in the tender & the vendor is bound to execute the order.
- E. CCIC reserves the right to change location or increase/decrease the number of location where equipment are to be supplied. CCIC also reserves the right to order individually, any one or more of the item (s) for any of its location till the validity of rates.
- F. CCIC reserves the right to divert the delivery of order to any other location as desired by the CCIC.
- G. CCIC reserves the right to accept/reject any or all Bids without assigning any reasons therefore.
- H. Any set of terms and conditions from the Vendors are not acceptable to CCIC.
- I. CCIC reserves the right to stop the tender process at any stage and go in for fresh tendering without assigning any reasons.
- J. The bids should be valid for 6 months and L1 vendor is bound to execute the orders placed at L1 rates during the currency of the tender.
- K. CCIC reserves the right to impose and recover penalty from the vendors who violate the terms & conditions of the tender including refusal to execute the order placed on them for any reasons.
- L. CCIC has the right to reject the goods on receipt at site during final inspection though the goods have already been inspected and cleared at testing stage by the purchaser's inspector. However, such rejection should be strictly within the contractual terms &





conditions and no new condition should be adopted while rejecting the goods during final inspection.

- M. No binding legal relationship will exist between any of the Respondents and CCIC until execution of a contractual agreement. Bids must remain valid and open for evaluation according to their terms for a period of at least six (6) months from the date/time of submission of Bids. Bids valid for less than 6 month are liable to reject
- N. The financial bids of vendor(s) who do not qualify in the technical bid, will not be opened/considered.
- O. The vendor (if selected) shall supply New, Unused equipment mentioned in Annexure -III
- P. If require any further clarification, please get in touch with the following officers of this Department within ten days of tender notification date, after which no such communication will be entertained:

**Shri Vijay Kumar Singhal**

**Manager –IT**

**Phone: 011-27307965**

**Mobile: 9013355170**

**Email: [VIJAYSINGHAL77@GMAIL.COM](mailto:VIJAYSINGHAL77@GMAIL.COM)  
[MANAGERIT@COTTAGEEMPORIUM.IN](mailto:MANAGERIT@COTTAGEEMPORIUM.IN)**



## **2. Instructions To The Vendors:**

- A. Name Of Work: Supply & installation of Server including operating system installation at the offices in Delhi & NCR of CCIC OF INDIA LTD.
- B. Please read the terms & conditions governing the tender carefully.
- C. Please fill in the relevant information in the blanks provided.
- D. No consideration will be given to a Bid received after the time stipulated above and no extension of time will be permitted for submission of Bid.
- E. The vendor will submit his Bid after carefully examining the document/conditions and the items covered under the tender.
- F. Bids not fulfilling any or all of the conditions prescribed or which are incomplete are liable to be rejected.
- G. No amount should be quoted as charges during warranty period or for training charges, violation of these instructions would entail disqualification.
- H. All prices quoted in Financial bid should be 'Local Delivery on Site' inclusive of all taxes, duties, levies, GST, transport, Entry Tax, Octroi, Transit insurance, loading-unloading, installation charges etc. Bids offering any discounts may be disqualified. CCIC will not issue certificates of any kind pertaining to tax exemptions.
- I. During the validity period of tender quotes, any upward change in the exchange rate/excise duty and customs duty are to be borne by the vendor. In the event of any downward revision of levies/duties etc., the same should be passed on to CCIC, notwithstanding what has been stated in the Bid or in the Letter of Intent etc.
- J. No price escalation adjustment or any other escalation will be payable.
- K. The vendor should arrange for requisite road permit wherever applicable. We will place orders on vendor's Delhi office.
- L. Canvassing in any form in connection with Bids is strictly prohibited and Bids submitted by vendors who resort to such practices are liable to be rejected.

## **3. Conditions Governing the Tender:**

- A. Signature: The authorised person(s) should sign the Tender Document and related Annexures only. A copy of the letter issued by competent authority authorising the person(s) to sign on behalf of the company should be enclosed.
- B. Equipment: The vendor should supply Computer equipment, hardware and software to CCIC OF INDIA LTD. and carry out their installation at SITE as per the requirement of CCIC. Unless otherwise specifically referred, all the items of computers, software and other items referred in the tender document should be referred to as EQUIPMENT



in this document. All internal components of the hardware should be valid components of that brand. The system should be quoted with detailed bill of material with part codes. All part codes should be from the same OEM.

- C. Installation: The equipment should be installed at the offices of CCIC OF INDIA LTD., which shall be referred to as SITE in this document. This would include installation of the operating systems etc.

4. **Delivery:**

- A. The equipment should be delivered within maximum 8-10 **weeks**, from the date of placing the Purchase order and installed within 02 week thereafter. In case any vendor awarded the contract is unable to deliver equipment by the stipulated delivery date, CCIC will charge a **penalty of 1%** of order value for every week of delay, subject to a **maximum of 10%** of the order value or will cancel the purchase order. The amount of penalty so calculated shall be deducted at the time of making payment. In the event of cancellation of the order, the vendor shall not be entitled to any compensation and EMD will be forfeited. Time shall be the essence of the contract. **No Advance Payment will be released along with purchase order.**
- B. After the delivery of equipment's, any delay in completion of installation beyond 02 week will attract the same penalty as indicated in **Para 4.A** above unless allowed by CCIC. The installation and testing should be done to the satisfaction of CCIC.
- C. CCIC reserves the full right to take any action as it deems fit in case the vendor does not make delivery by the stipulated delivery dates including forfeiture of Security Deposit held with CCIC.
- D. The hardware along with all peripherals should be supplied in full and part shipment is not acceptable unless otherwise mentioned in the letter of intent/ purchase order or with the prior permission of CCIC.
- E. The vendor shall deliver, along with the Equipment, a complete set of systems documentation and software manual. In the case of critical internal components like Hard disks, Mother Boards, Controller Cards, DVD Writer drives etc., the manufacturer's literature/product system documentation describing the model/make and functionalities, features etc., shall also be supplied along with equipment.
5. **Quantities liable to vary:** The quantities are liable to alteration by omission, deduction or addition and it should be clearly understood that the contract is not a lump-sum contract. Payment shall be regulated on the actual quantities of supply made or work done at the accepted rates.



6. **Vendor not to make any alteration in document:** No alterations, which are made, by the vendor in the specifications or probable quantities accompanying this notice shall be recognised, and if any such alterations are made, the Bid shall be invalid. Any Bid, which purports to alter, vary or omit any of the conditions herein, is liable to be rejected.
7. **Vendor to gather all information for/bear cost for submitting Bids:**
  - A. The vendor must obtain for himself on his own responsibility and at his own expenses all the information necessary including risks, contingencies and other circumstances to enable him to prepare a proper Bid and to enter into a contract with CCIC.
  - B. The vendor should also bear all the expenses in connection with the preparation and submission of his Bid.
  - C. The vendor whose Bid is accepted shall not be entitled to make any claim for increase in the rates quoted and accepted.
8. Rates should be complete, adequate and cover all taxes, contingent costs including insurance. The Bid must be complete in itself, properly worked out to cover all the vendor's obligations under the contract and all matters and things necessary for the proper completion of the work, and the rates quoted therein must be correct and sufficient to cover the vendor's costs, overheads and profits etc., completely for the individual items of work including cost for all necessary materials and labour, taxes, excise or any other such tax or duty levied by Govt., Central or State or Local Authority as on the date of submitting Bids, if and as applicable, insurance against loss or damage by fire, theft or other usual risks during transit, and till the work is completed at site and handed over to the CCIC in all respects according to the true meaning and intent of the contract.
9. **Quoted rates not subject to escalation:** The rates should not be subject to any escalation in prices of components, basic material, exchange rate, taxes, duties, railway/freight and the like, labour rates, Octroi etc.
10. The rate should be firm for a period of six months from the date of submission of bids
11. **Rights of CCIC:**
  - A. CCIC does not bind itself to accept the lowest quote and reserves the right to reject any or all the quotes received, without assigning any reason there for.
  - B. While placing the Purchase Order, CCIC further reserves the right to delete or reduce any item without assigning any reason there for.
12. **Assigning Work:** The work or any part of it should not be transferred, assigned or sub-let without the written consent of CCIC.



13. **Other agencies at work:** The vendor shall be required to co-operate and work in co-ordination with and afford reasonable facilities for such other agencies/specialists as are/may be employed by CCIC on other works/sub-works in connection with the project/scheme of which this work forms part and in this connection it shall be deemed that the vendor has prior to submitting the Bid inspected the premises and taken all circumstances into consideration.

14. **Acceptance Testing:**

- A. Inspection/Acceptance test may be carried out to the satisfaction of CCIC at site within 7 days of acceptance of bid.
- B. The Inspection/Acceptance Test shall be designed by CCIC and conducted by CCIC's officials to their satisfaction. The vendor shall provide/extend necessary assistance to CCIC in the conduct of the acceptance tests/inspection.

15. **Release of Shipment from the Check Post:** It is to be clearly understood that hardware and other peripherals shipped from factory, will be got cleared from any Check post by the vendor.

16. **Payment Terms:**

- A. The vendor should submit the bills to the Manager (IT) office that have issued the relative Purchase Order. The payments will be processed and Payment will be made through NEFT transfer. Account details for payment through NEFT, Name of Bank, Name of Branch, IFSC Code, Account No. etc. to be submitted by the vendor along with technical bid (Form for the same is already enclosed and part of Technical Bid).
- B. 90 % payment after the delivery and successful installation of the system subject to recoveries if any, on account of penalties as mentioned in this document. Rest after 60 days of successful running.
- C. In case site is not ready, 80% payment will be made after the expiry of 30 days from the date of delivery upon submission of 'site not ready' certificate signed by the authorised official of CCIC. 10% on installation and rest 10% after 60 days of successful running
- D. **Documents to Be Enclosed:** Invoice(s) reflecting taxes and duties, delivery challan duly acknowledged by the consignee, packing slip, Installation Report covering all the items supplied and duly signed by the department evidencing satisfactory installation of the items supplied etc., **all in duplicate**. The Invoice and Delivery Challans should indicate the Part Numbers of the various original components of OEM. **A copy of the relative Purchase Order should also to be submitted along**



**with your claim. Any change in the parts/part numbers other than those quoted in the tender is not acceptable and may lead to cancellation of order.**

17. **Training:** At the time of installation of equipment, vendor shall provide free on-site brief user training specific to the hardware supplied to the officials of CCIC.

18. **Transfer of Ownership:** Transfer of ownership of the property shall be effective as soon as the equipment is installed, tested and accepted by CCIC.

19. **Insurance:** Vendor shall arrange for suitable transit insurance cover at no extra cost to CCIC, which will cover the period till the system is installed.

20. **Warranty :**

A. The vendor/supplier shall warrant that the goods supplied under the contract is new, unused and incorporate all recent improvements in design and materials. The supplier further warrants that the goods supplied under the contract shall have no defect arising from design, materials.

B. All the hardware supplied under this tender should carry **60 months** unconditional onsite comprehensive warranty or standard warranty whichever is higher of the vendor /OEM.

C. Vendor shall provide to CCIC, 60 months as detailed above, free maintenance service from the latest date of installation of equipment, which shall include preventive maintenance, repair/replacement and free provision of spares, parts, kits as and when necessary from the date of satisfactory commissioning of the EQUIPMENT by the vendor/OEM and acceptance by CCIC. This condition also applies towards system software and application package delivered by the vendor along with the system. The vendor should particularly ensure that the systems and other system software are free from all types of glitches and does not cause disruption or other damages to the computer system or information and data contained in the computer system at the time of installation or subsequently. Detailed conditions and covenants governing Repairs and Maintenance Services are furnished in the documents

D. **On-site Repair and Maintenance Services:** The Vendor /OEM shall (within 4 hours) arrange for services of qualified service engineers having sufficient knowledge of both hardware and software, acceptable to CCIC at the time of installation and during warranty period for trouble shooting, repair and replacement of all kits or parts and spare parts and to render such other support services, as may be necessary for satisfactory functioning of the EQUIPMENT.



No charges, fees, accommodation, boarding etc. shall be paid or provided by CCIC to the service engineer or his assistants, if any. Support engineers should be on direct roles of OEM.

21. **Subcontracting /Assignment:** The vendor shall not, without the prior written consent of CCIC OF INDIA LTD., sub-contract or permit anyone other than the vendor's own personnel to perform any of the work, services or other performance required of the vendor.
22. **Equipment Attachments:** CCIC shall have the right to make changes and attachments to the EQUIPMENT provided such changes or attachments do not prevent proper maintenance from being performed, or unreasonably increase the cost of performing repair and maintenance service.
23. **Others:**
  - A. The vendor shall warrant that the repair and maintenance service/ products offered for sale do not violate or infringe upon any patent, copyright, trade secret or other property right of any other person or other entity. The vendor shall indemnify CCIC from any claim, directly or indirectly resulting from or arising out of any breach or claimed breach of this warranty.
  - B. The vendor shall further explicitly absolve CCIC of any responsibility/liability for use of systems/software delivered along with the equipment and of all cases of possible litigation /claims directly or indirectly arising out of any breach/claimed breach of patent/copyright /license/trade secret or other entity of the equipment sourced either from third parties or from themselves.
  - C. The vendor shall, on request from CCIC, furnish detailed information on training courses, which can be arranged by the vendor for the computer, for the computer hardware maintenance personnel. In the event of CCIC electing to maintain the computer hardware by its own personnel or those of the third party nominated by CCIC, the vendor shall, on a notice of 60 (Sixty) days to arrange to impart comprehensive training in order to equip such personnel with full capability for satisfactory maintenance of the computer hardware. The vendor shall also supply necessary engineering manuals, test equipment etc., as required for maintenance. The cost of such training and supplies shall be mutually negotiated.
  - D. Updates / Upgrades of systems software (Operating Systems, drivers, firmware) etc. be made available to CCIC by the vendor at no additional cost.
  - E. The vendor and their employees shall strictly undertake not to communicate or allow to be communicated, to any person or divulge in any way any information relating to the



ideas, concepts, know-how, technique, data, facts, figures and all information whatsoever concerning, or relating to CCIC and its affairs to which the said employees have access in the course of the performance of their obligations to CCIC.

- F. Within the period of warranty/maintenance cover, CCIC shall have the right to: -
- i. Shift the EQUIPMENT to an alternate site of its choice, if required.
  - ii. Disconnect/connect/substitute computer systems and/or peripherals, acquired from another vendor also.
  - iii. Install electronic components such as circuit cards etc., to enhance the System's performance.
- G. The computer systems, peripherals, electronic components, circuit cards etc., referred to above may be obtained by CCIC from the vendor after advance consultation with the representative of the vendor, who would not unreasonably withhold consent in these matters. CCIC shall bear the charges for such shifting and reinstallation and vendor should provide necessary assistance to CCIC for the smooth reinstallation process. The conditions contained herein would continue to be binding on the vendor after such shifting and reinstallation.
- H. All disputes and differences of any kind whatsoever arising out of or in connection with this purchase order shall be referred to arbitration. The arbitrator will be Managing Director CCIC and the decision of the arbitrator shall be final. Such arbitration shall be governed by the provisions of the Indian Arbitration Act.

#### **24. Certification and Authorisation**

- A. The vendor should be an Original Equipment Manufacturer OR should be in a position to supply the EQUIPMENT manufactured by reputed and empanelled vendors only. The vendor should have manufacturing unit with ISO certifications. The Bids for the products without these certifications shall be rejected.
- B. In case any vendor offer to supply the brands of other OEMs, the vendor shall produce a declaration from the OEMs extending full guarantee and warranty as specified in the tender by CCIC. The format of declaration to be produced by the vendor is enclosed as per Annexure 'II'. Submission of the declaration original ink signed by the OEMs is compulsory, otherwise the bids will not be considered.
- C. The vendor shall undertake that all the components/parts/assembly/software shall be original new components/parts/assembly/software from the respective OEMs of the products and that no refurbished/duplicate/second hand components/parts/assembly/software are being used or shall be used.





## 25. Evaluation Criteria

- A. CCIC will scrutinize the offers to determine whether it is complete, whether errors have been made in the offer, whether required technical documentation has been furnished and whether the documents have been properly signed. Offers with incorrect information or not supported by documentary evidence, wherever called for, would be summarily rejected. However, the purchaser, at its sole discretion, may waive any minor non-conformity or any minor irregularity in an offer. The Purchaser reserves the right for such waivers and this shall be binding on all vendors.
- B. Technical evaluation would be done to examine whether offered Equipment matches the basic specifications asked for. Deviation from specifications stipulated may make the offer liable for rejection.
- C. For proper scrutiny, evaluation and comparison of offers, the purchaser may, at its discretion, ask some or all vendors for clarification of their offer. The request for such clarifications and the response will necessarily be in writing. If deemed necessary, the vendor will be required to give presentation on the systems offered.
- D. The final selection of Lowest tenderer (L1) shall be arrived on the basis of overall financial cost of all the item taken together or taking individual complete item at the discretion of CCIC.**

## 26. Force Majeure

- A. Notwithstanding the provisions mention in the document, the supplier shall not be liable for imposition of any such sanction so long the delay and/or failure of the supplier in fulfilling its obligations under the contract is the result of an event of Force Majeure.
- B. For purposes of this clause, Force Majeure means an event beyond the control of the supplier and not involving the supplier's fault or negligence and which is not foreseeable. Such events may include, but are not restricted to, acts of the purchaser either in its sovereign or contractual capacity, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, and freight embargoes.
- C. If a Force Majeure situation arises, the supplier shall promptly notify the purchaser in writing of such conditions and the cause thereof within twenty one days of occurrence of such event. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.



- D. If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding sixty days, either party may at its option terminate the contract without any financial repercussion on either side.
- E. In case due to a Force Majeure event the purchaser is unable to fulfil its contractual commitment and responsibility, the purchaser will notify the supplier accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.

## 27. Eligibility Criteria

S. No.	Eligibility Criteria
A.	The tenderer should not have been debarred or blacklisted by any Central / State Government Departments of India. An affidavit to this effect on Non-Judicial stamp paper of Rs.100/- (One Hundred only) duly notarised must be enclosed with the technical bid.
B.	Experience of having successfully executed similar value order for product bided during last 3 years ending on 31.03.2018.
C.	Turnover in each of last three years in sale of Computer Hardware should be above Rs. 50.00 lakhs (Attach audited accounts / certificate of C.A)
D.	The bidder should be a profit making company for the last 3 financial years i.e. 2017-18, 2016-17, 2015-16 and its net worth should be positive during this period (CA Certificate with CA's Registration Number/Seal).
E.	Completeness of the Technical and Financial bid (Vendors must quote the specified brand/model no & sub model no. in the Technical Bid, and must provide all the necessary supporting documents)
F.	OEM should have the ISO certified. (all certificates to be mandatory produced). Bidder should attached the certificates along with MAF.
G.	Only manufacturers or their sole Authorized Distributors/Dealers/Public Sector Undertakings/ Enterprises having MoU with OEMs are eligible to bid. Authorization letter from Original Equipment Manufacturer (OEM) in favour of Authorized Distributors/Dealers/Public Sector Undertakings/ Enterprises to bid/negotiate against this tender, must be enclosed with the technical bid. OEM should mention the status of Bidder in MAF.
H.	Past performance of the bidder as regards product-reliability, after-sales service, commitment to provide best uptime and the current size and infrastructure of business in the Hardware. (Supporting Documents & Certifications) For Reference customer PO of more than 3 Years should be attached along with the bid.

I.	<p>OEM or its Authorised Service Provider should have direct onsite support in India &amp; Delhi NCR. Support should be provided Directly by the OEM or through Authorised Service Provider.</p> <p>Support engineers should be on direct roles of OEM.</p> <p>OEM should be committed for attend after sales call on same day.</p>
J.	<p>The OEM should have direct physical presence in India since last 10 years with Registered Sales &amp; support office in Delhi/NCR, along with warehouse in Delhi/NCR for spare management.</p>
K.	<p>Spares of equipment should be available during 5 year onsite warranty period. Product should not be End of Life / End of Support during warranty period.</p>

**Accepted the Above Conditions  
Signature of the Vendor with Seal**



**Annexure - 2 (Part of Technical Bid)**  
**Manufacturers Authorisation Form**

Ref No: \_\_\_\_\_

Date: \_\_\_\_\_

To,  
**Manager (IT),**  
**CCIC OF INDIA LTD.**  
Bharat Nagar, New Delhi

Dear Sir,

We \_\_\_\_\_, who are established and reputable manufacturers of \_\_\_\_\_ having factories at \_\_\_\_\_ do hereby authorize M/s \_\_\_\_\_ to submit a bid and sign the contract with you for the quoted goods manufactured by us i.e.(Brand & Model No \_\_\_\_\_ against the above RFP No. CCICIT/HW/TENDER/2018-19/02 dated \_\_\_\_\_. We hereby extend our warranty as per the clauses of contract based on the terms and conditions of the Tender for the \_\_\_\_\_ goods offered for supply by the above firm against this Tender Document. \_\_\_\_\_ is our Authorized Distributer/ Dealer/ After Sales Service Provider.

We also hereby confirm the following:

- A. We are ISO certified Company. Certificates are attached herewith.
- B. We have direct physical presence in India since last 10 years with Registered Sales & support office in Delhi/NCR, along with warehouse in Delhi/NCR for spare management.
- C. Spares of equipment will be available during 5 years onsite warranty period and thereafter subject to availability. Proposed equipment will not be End of Life / End of Support during warranty period.

Yours faithfully,  
Name of the Signatory of Manufacturer with Contact Detail

- **Note:** This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer and should be signed in original then scanned (No scan copy of signature should be pasted). It should be included by the bidder in its technical bid.



**Annexure – 3 (Part of Technical Bid)**  
**(All hardware should be IPV6 Compliant)**

Please mention Brand Name, Model & Sub Model No, individual part codes along with Compliance. The response / offer should be indicated with 'Y' for Yes or 'N' for No in the appropriate column. All the part codes should be from the same OEM.

Server Configuration			Estimated Quantity: 1	
A	Brand Name of Server			
B	Model No			
C	Sub Model No			
S. No.	Component	Specification	Part No	Complied (Yes/No) (Deviation if any, along with Make / Model)
1.	Form Factor / Height	1U and above Rack with complete Rail Kit to mount on Rack		
2.	Processor / Cache	Intel Xeon Gold 5118, 12Core, 2.30 GHz or higher.		
3.	Chipset	Intel Chipset C600 series		
4.	Memory & Slots	256 GB (64 GB x 4 at 2400 Mhz) DDR4 with Advanced ECC. Scalable Up to 768 GB DDR4 and above memory with 2400 MHz, 16 and above no of DIMM slots.		
5.	Memory Property	Advance ECC, Memory Scrubbing, SDDC, Rank Sparing and Memory Mirroring support or equivalent to these features.		
6.	Disk Bays	System should be configured with 8 drive bays for installing Hard Drives. It should support SAS, SATA. It should be scalable to 10 or higher number of drive bays for future expandability. Backplane for additional HDD should be available.		
7.	Raid Support Port	12 Gbps dedicated slot for the first RAID;		
8.	Raid Card	Raid Controller 10 or above number of ports, 12G SAS, SATA HDD support. It should support RAID levels 0, 1, 10,		



		5, 50 and 6 with 1GB and above Cache and Flash based backup unit for cache or equivalent.		
9.	HDD	4 x 900 GB, 15K rpm, 12 Gbps SAS HDD using RAID-5 + 2 x 600 GB, 15K rpm, 12 Gbps, SAS for O/S using RAID-1		
10.	Graphics Controller	Integrated Graphic controller.		
11.	Optical Drive	DVD-RW Internal/External		
12.	Power Supply (Std/Max)	Hot swappable redundant (1+1) power supply 450 watts or better.		
13.	Hot-Swap Components	Redundant Power supplies, fan modules and HDDs		
14.	Network Interface	4 x 1G Ethernet Port supporting PXE-Boot and iSCSI boot support + 4x 10GB E Ethernet PCIe Card		
15.	Expansion Slots	4 x PCI-Express 3.0 slots		
16.	Ports	5 USB Ports, 1 VGA, 1 Dedicated 1G Service LAN for Management (IPMI 2.0 Compliant).		
17.	Fan	Fans should be redundant and hot plug.		
18.	Systems Management	<ul style="list-style-type: none"> <li>• Management software should have below features as standard or if any license is required for below features should be provided.</li> <li>• System management tools should be from the same OEM.</li> <li>• Should support Unattended, Local and Remote installation.</li> <li>• Event Management, Threshold management, Asset Management,</li> </ul>		

		<p>Performance Management.</p> <ul style="list-style-type: none"> <li>• Pre-failures and analysis, Automatic System Recovery and restart. PFA Should be there for processors, voltage regulators, memory, internal storage including HDD, SSD, M.2 Storage, fans, power supplies, RAID controllers, and server ambient and sub-component temperatures</li> <li>• Raid Management, Storage management.</li> <li>• Update Management(Bios and Firmware), Online Diagnostics,</li> <li>• Single sign on and Role based access control should be provided.</li> <li>• Drivers and Firmware should be available for free till the complete life of the server.</li> <li>• User should be able to Switch on &amp; Switch off Server through System Management through any internet browser.</li> <li>• Server should support extended temperature range as per OEM and system must be safely shutdown beyond the above range.</li> </ul>		
19.	Operating systems supported	Microsoft® Windows Server® 2012 R2, Windows 2016, VMware vSphere 6.0		
20.	Operating System to be Supplied	Microsoft Windows Server 2016 Standard for above mentioned Processor & Cores		
21.	Warranty	5-year onsite 24x7 onsite compressive warranty with 4 hrs response time. Including System Software & Operating System.		

22.	Installation	<ul style="list-style-type: none"> <li>• Installation of OS, including RAID creation should be done by OEM/OEM Business Partner.</li> <li>• Migration of Database of approx. 250 GB from Old Server to New Server.</li> </ul>		
23.	Keyboard & Mouse & Monitor			
24.	Compliance	ROHS, FCC Class A, CE, CB		



**Annexure -4 (Part of Technical Bid)**

**Technical Bid Form**

1.	Name of The Bidder	
2.	EMD Detail	Please mention UTR No.
3.	Address of Corporate Office	
4.	Address of Dealing Branch Office	
5.	Location of Factory	
6.	Experience of having successfully executed similar value order for product bided during last 3 years ending on 31.03.2018	Please enclose supporting documents
7.	Turnover in 'Sale of Computer Hardware & software' (Enclose a copy of audited balance sheet, Profit & Loss A/c & ITR.)	
	Year 2017-18	
	Year 2016-17	
	Year 2015-16	
8.	ISO Certification details and validity /area	
9.	Satisfactory Completion Certificate issued by a IT Head of a PSU / Bank	Enclose copy of the same
10.	Detail of major orders execute with states/Central Govt./PSU/Banks in past 3 years	Please attach a separate list
11.	Declaration that Hardware items manufactured directly by the bidder (OEM) for which tender notice is placed	Please attach a declaration
12.	Detail of after Sales Service Infrastructure	
13.	No of Service Centre in India & in Delhi NCR	
14.	Response time (Call closure time)	
15.	Escalation Matrix of After Sales Support	Please attach the list
16.	No of Service Engineer in Delhi NCR	
17.	Maintenance service directly from OEM/Authorised Service Provider	
18.	Details of Spares availability in respective service centres	
19.	Whether Max No. of years for which spares & support services will be available after delivery	
20.	Whether MSE(attach Proof)	
21.	Whether SC/ST(attach proof)	

I / We certify that the bid(s) are valid for 6 months from the date of opening of tender.

Name & Signature of Authorised Signatory with Seal



**Central Cottage Industries Corporation of India Ltd.**

**Mandate for Payment Through NEFT/RTGS**

**Please Use Capital Letters Only**

1.	Name of The Company/ Firm *											
2.	Name of Contact Person *											
3.	Bidder Address, City, State *											
		CITY										
		STATE										
4.	Land Line No. With Std Code											
5.	Mobile No. *											
6.	E-Mail Address*											
7.	Name Of The Bank Account Holder *											
8.	Bank Account No. (Minimum 11 Character) *											
9.	IFSC Code Of Bank Branch (For NEFT / RTGS Transfer) *											
10.	Bank Name *											
11.	Branch Name *											
12.	Branch Telephone With Std Code *											
13.	Branch Address *											
14.	Pan No. *											
15.	Service Tax Registration No. With Date											
16.	GSTN No.											
17.	Whether Bidder is MSME	YES / NO	MSME NO									

- Cancelled cheque** of above mentioned account and **copy of pan card** are enclosed.
- I hereby declare that particulars given above (point no. 1 to 21 are correct and complete, if the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the CCIC OF INDIA LTD responsible, I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the scheme.
- I / we also undertake that I /we shall inform any changes in my / our bank account particulars in future to CCIC, failing which payment shall continue to be made as details submitted to CCIC by me/us, for which CCIC shall not be held responsible.
- Certified that the particulars furnished above are correct as per my knowledge.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE OF THE PROPRIETOR / PARTNER /  
DIRECTOR) WITH SEAL



**Instruction to bidders:**

1. \* marked information are compulsory.
2. The above form is mandatory for receipt of payment from ccic. Before filling up the form, the supplier should contact their bank, confirming that the branch accept neft/rtgs payments. If the facility is not available then a letter from bank should be forwarded to ccic with a request to condone the compliance.



# FINANCIAL BID



**ANNEXURE-5 (Part of Financial Bid)**

**Format for quoting price for server, inclusive of all taxes & duties**

<b>S. No.</b>	<b>Name of Item with the configuration in Annexure III</b>	<b>Product /Brand Name/model no</b>	<b>Unit Price</b>	<b>GST Applicable %</b>	<b>Total Price (A)</b>
1.	Server with Microsoft Windows Server 2016 Standard for Processor & Cores mentioned in specification of above server.				

I / We certify that above quoted rates are inclusive of all features / components mentioned in Annexure III. The Rates are valid for 6 months from the date of opening of tender.

Name & Signature of Authorised Signatory with Seal

