



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi – 110 003.

TELEPHONES: +91 11 24666100 Extn. 123 /116

Website: www.icmai.in e-mail: lpcdelhi.convenor@icmai.in

Local Purchase Committee

TENDER NOTICE

LPC/ IT/Co-location/002

Date of Invitation: 04.07.2023

Date: 4th July 2023

Date of Closure: 25th July, 2023 by 11 AM

Subject: Tender Notice for co-location of 1 Nos of 1U rack server at Data Centers in Delhi / NCR

The Institute of Cost Accountants of India, a statutory body set up under an Act of Parliament. The Institute imparts education and conducts qualifying examinations for Cost & Management Accountants and regulates & develops the Cost Accounting Profession.

The Institute invites sealed quotation (Under 2 Bid system) from local vendors (**Tier III or Tier IV Data center**) for co-location of 1 Nos of 1U rack server at Data Centers in Delhi / NCR.

The offers shall be in two separate parts containing Technical and Financial Bid.

General Instructions

1. The bids are invited in two bid systems, a separate sealed technical bid (Format as given in 'Annexure I' with necessary enclosures and sealed Financial bid (Format as given in 'Annexure II'). The two separate sealed bids (Technical & Financial) should be placed together in a single envelop super-scribed with **"Quotation for Co-location of Server."**
2. Sealed quotation addressed to **"Convenor - Tender Committee"** and superscribed with **Bid for Co-location Server** must be dropped in the Tender Box at **3rd Floor, CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi-110003.**
3. For any technical query on LTE, please contact Shri Ashish Tewari – 9015624512 during the validity time for receipt of quotations.
4. The last date of the submission of quotation is **25th July till 11:00 AM.** Any bid received after the last date & time for receipt of the given in the Tender Document will be rejected.
5. The quotation must be valid for 90 days from the last date of quotations.
6. Work order will be communicated to successful bidder through email.



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7. Taxes shall be paid as applicable and quoted by the vendor.
8. One Time charges Payment will be made after successful co-location of the respective servers as per the tender specifications/scope of work and its confirmation by the IT Department and on submission of the invoice. Annual Recurring charges will be paid on a quarterly basis on providing satisfactory services and on submission of invoice.
9. The statutory tax deductions on the payment made by the Institute would be done as per the prevalent Tax laws of Government of India.
10. The bidder should sign each page of this document and attach it with the bid document.
11. The committee reserves the right to reject any/ all quotations without assigning any reason there for.
12. Conditional / Incomplete bids shall be rejected.
13. The financial bid should strictly be in the format specified in the tender document.
14. Termination of Contract- The contract with the successful bidder may be terminated by the Institute by giving 30 Days advance Notice if bidder fails to perform its obligations specified in work order or if in case the service provided is found to be unsatisfactory.
15. Dispute Resolution- In case of any dispute, parties shall resolve the dispute by mutual discussions within a period of 30 days failing which all disputes will be subject to the Jurisdiction of Delhi Court only.
16. The work order for Co-location Servers would be awarded initially for a period of One Year, which can be extended for four more times at the same rate and same terms and conditions subject to satisfactory performance and mutual agreement.

Signature of authorized signatory

Name:

Seal:



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Convener - Tender Committee

C. Scope of Work

The scope of work would include:

1. Providing co-location / Data Centre Hosting of the Server.
2. Providing following related services
 - a. Provision for 1U Rack Space for co-locating the servers.
 - b. Providing one public IP to the server
 - c. Providing facility to access the server remotely.
 - d. Providing facility to open certain ports as per the requirement.
 - e. Providing firewall services, pro-active monitoring, and incident reporting to the Institute.
3. Providing bandwidth with 1 TB data transfer per month per server. The bandwidth should be scalable should the need for higher data transfer per month is required in future.
4. Providing 24X7 monitoring service and reporting any incident hampering the smooth running of the server.
5. The Bidder should make available the required server space, power, air conditioning, security, and other infrastructure for co-location of the server.
6. ***Service Window and Service Level Agreement (SLA)***
 - a. Working Days: Seven days a week [Monday to Sunday]
 - b. Normal Business Hours: 24 x 7
 - c. Network Availability / Uptime: 99.5%
 - d. Server accessibility uptime: 99.98%
 - e. Response Time: 30 Minutes, Resolution Time: 60 minutes from the time a call is logged.
 - f. Helpdesk Facility: Toll Free/ Mail/ Web Portal
 - g. Monitoring: Proactive



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Brief Specifications/ Configuration/ Details of the Servers to be co-located are given below:

Server Specifications

S.No.	Item	Quantity
1.	Co-location of 1U, Dell2x Intel Xeon Silver 4310 2.1G, 12C/24T, 10.4GT/s, 18M Cache	1 No.
Particulars		
1.	Rack Space	1 U
2.	Power on Server	Dual Redundant Power Supply
3.	Data Transfer/ Month	1TB
4.	Public IP-One per Server	1



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Technical Bid (Annexure I)

The Technical Offer should be complete in all aspects and contain all the information asked for. The following details along with necessary documents are to be forwarded:

S.No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Year of Incorporation/ Establishment	
3.	Registered office/business address Name of Contact Person (s) Telephone/Mobile Number Email and fax number	
4.	Type of Data Center (Tier III or Tier IV)	
5.	Income Tax – PAN (Attach copy of PAN)	
6.	GST Number. (Attach copy of GSTN)	
7.	TAN/ TIN No	
8.	Complete Address (with Name of the Contact person, Designation, Telephone, Mobile No, Email, Fax No)	
9.	Provide Location, address, and contact details of the	



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	internet data center.	
10.	An Undertaking that the Firm has never been blacklisted by any of the client(s) on any the reasons whatsoever.	
11.	Whether same types of services facilitate at Govt. Departments/Ministries/PSU/Autonomous bodies during last three years ending March 2023. (Attach proof)	
12.	List of customers for whom co-location has been provided by the bidder.	
13.	Turnover of last three consecutive years (It should not be less than Rs. 50Lakhs per year - attach proof)	
14.	RTGS & Bank Account Details	
15.	The details of facilities available from the Service Provider for Co-location hosting services. The details of methodology adopted by the Service provider for co-location hosting (including network architecture, timeline for setting up)	
16.	Any other relevant information	
17.	Verification –	



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	<p>The application should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of his/her knowledge and that in case of furnishing any false information or suppression of any material information would lead to rejection of application besides initiation of penal proceedings by the Institute, if it deems fit.</p>	
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Signature:

Date:

Name & Seal of Firm/Co



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Financial Bid (Annexure II)

- a) The Financial Bid must be given in a sealed envelope.
- b) It must be Inclusive of all taxes/duties.
- c) The format of the Financial Bid:

S.No.	Item	Qty	Unit Price	Taxes	Total Price
2.	Rack Space Hire Charges for 1U Server (Annual)	1 Server			
3.	One Time Setup and Installation charges	1 Servers			
4.	Firewall / Security charges (Annual) if any	1 Servers			
5.	Any other Service (pls mention) (Annual)				
Total					