

**The Institute of Cost Accountants of India**

**Supply of Internet Leased Line at Delhi Office**

**Tender Document**

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## Notice inviting Tender

**Ref. No. CMA/LPC/DEL/IT/ILL/001/2020:**

**Date of Tender:** 19, August, 2020

**Last date of Submission:** August 27, 2020 till 5:30 PM

**Subject:** Tender for Internet Leased Line of capacity 20 Mbps (1:1)

1. Bids are invited, from the ISPs as per qualification criteria given in the Tender Document for Internet Leased Line of capacity 20 Mbps (1:1), in two bid system a separate sealed technical bid (Format as given in 'Annexure II' with necessary enclosures and sealed Financial bid (Format as given in 'Annexure III'). The two separate sealed bids (Technical & Financial) should be placed together in a single envelop super-scribed with "**Tender for Internet Leased Line of capacity 20 Mbps (1:1)**" with 05 nos. useable WAN IP for a period of one year as per scope defined in the Tender Document.
2. **Submission of Tender:** Quotation signed by the bidder in a sealed envelope, superscribed with "**Tender for Internet Leased Line of capacity 20 Mbps (1:1)**" is to be submitted on or before **August 27, 2020 till 5:30 PM.** in the Tender Box of the Institute at CMA Bhawan, 3rd Floor, 3, Institutional Area, New Delhi - 110003.
3. The quotation must be valid for minimum 90 days from the date of submission of quotations.
4. The Institute is not bound to accept the lowest tender and reserves the right to cancel any or all the Tenders without assigning any reason thereof.

**Convener –Local Purchase Committee**

## **Instructions to Bidders**

### **Pre-qualification criteria for the Bidders**

The Eligible bidder should satisfy the below mentioned criteria and should submit valid Documentary evidence for the below mentioned points:

1. The Bidder (ISP) should be a company registered in India under Registrar of companies (Attach a copy of Certificate).
2. Bidder should be an ISP and not reseller. The bidder should have valid ISP license from Govt. of India (Attach a copy of Certificate).
3. The bidder should have an average turnover of INR.10 crores or above during audited financial years 2016-17, 2017-18 and 2018-19 and submit the copy of the audited annual accounts for these years along with the copy of PAN No and GSTIN No.
4. The bidder should have executed (during last 3 years) at least two project for implementation of internet bandwidth of capacity 20 Mbps or more or three project of 20 Mbps each. Detail of such projects and references to be provided.

### **General Instructions**

1. **Taxes:** The percentage of all the taxes, duties, levies, must be quoted in clear terms separately. If the taxes are not mentioned separately, it will be presumed that the rates quoted are inclusive of all taxes.
2. **Delivery:** Preferably immediate. In case there is any specific schedule of delivery on the part of bidder, it should be clearly mentioned.
3. The contract period for leased line would initially be for a period of one year. It may be extended on yearly basis for two more times depending on satisfactory services and mutual agreement on the same terms and conditions and price.
4. In case there is a drop in the bandwidth charges, the vendor would pass on the benefits of reduced price (recurring charges) to the Institute or would offer increased bandwidth in lieu of reduction in the prices.
5. Any bid received after the last date & time for receipt of the given in the Tender Document will be rejected.
6. The quoted rates of offer will be valid for a period of 90 days.
7. Work order will be communicated to successful bidder by email.
8. Taxes shall be paid as applicable and quoted by the vendor.
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 and every 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.** For any further clarification/information please contact Shri Ashish Tewari, Joint Director, IT, CMA-ICAI (Mobile:9015624512) on any Working Day (Mon-Friday) during Office Hours.
- 13.** The delivery charges and installation Charges (if any) should be included in the price quoted. No extra charges shall be payable for delivery.
- 14.** Conditional / Incomplete bids shall be rejected.
- 15.** The financial bid should strictly be in the format specified in the tender document.
- 16.** All disputes regarding interpretation of the contents of the Tender or its implementation shall be resolved by Mutual discussion/reconciliation in good faith by the party and The Institute of Cost Accountants of India.
- 17.** This Tender shall be governed by the laws of India for the time being in force and subject to exclusive jurisdiction of Courts at Delhi.
- 18.** It is not obligatory on the part of the management to accept the lowest offer. Management may summarily reject any or all the offers against the tender without assigning any reason to the bidders participating in the tender.
- 19.** If at any point of time during the period of contract, it is observed by the Institute that the services rendered by the vender are not to the satisfaction of the Institute or any terms of tender are violated, the Institute reserves the right to terminate the purchase order with immediate effect without notice or compensation thereof.
- 20.** Vendor shall ensure getting proper license /permission from the concerned authorities wherever applicable.

**Annexure-I: Scope of Work, Specifications and other details**

<b>S.No.</b>	<b>Item</b>	<b>Quantity</b>
1.	Internet Leased Line of capacity 20 Mbps (1:1)	1
2.	Useable WAN IP	5 (Minimum)
3.	Period of Contract	One Year
4.	Last Mile Connectivity	OFC / Copper
5.	Installation Location	CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi - 110 003
6.	<p><b>Required SLA</b></p> <ul style="list-style-type: none"> <li>i) Required Internet bandwidth up-gradable at any time.</li> <li>ii) Compression ratio 1:1</li> <li>iii) Packet Losses: Less than 1 percent</li> <li>iv) Throughput Guarantee: 100 percent.</li> <li>v) The time of attending the call to restoration shall not be more than 24 Hrs.</li> </ul>	
7.	<p><b>Installation</b></p> <ul style="list-style-type: none"> <li>i) Vendor is responsible for end-to-end provisioning of the solution including any civil / electrical work etc. involved for commissioning of Internet Leased Line.</li> <li>ii) The vendor should provide all necessary equipment for connectivity, if any.</li> <li>iii) The vendor has to provide onsite support, when required.</li> </ul>	
8.	Must Provide online tool to monitor the link performance	
9.	The vendor should have Toll Free number for fault registering within India and should provide support on 365 x 24 x 7 basis. Vendor also needs to mention the Escalation procedure and matrix for customer complaints.	

**Annexure – II: Technical Bid Format**

**PLACE:**

**DATE:**

To

The Covenor (Local Purchase Committee)  
The Institute of Cost Accountants of India  
3, Institutional Area, Lodhi Road  
New Delhi -110003

Dear Sir,

1. I/We hereby offer to supply Internet Leased Line as per the details specified in Annexure – I.
2. Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and conditions of this tender document.
3. All information and documents as required to be submitted and Instructions to tenderers are enclosed.

<b>S.No.</b>	<b>Details Requested</b>	<b>Provide Details</b>	<b>Compliance (Yes/No)</b>
1.	Name of the Company/ Vendor		
2.	Year of Incorporation/ Establishment		
3.	PAN No. (copy attached)		
4.	GSTIN (copy attached)		
5.	TAN/ TIN No (copy attached)		
6.	Complete Address (with Phone, Mobile, Email of the contact person)		
8.	Whether supplied/installed the same work at Govt. Departments/Ministries/PSU/Autonomous bodies during last three years ending Mar 2019. (attach proof)		
9.	Turnover of last three consecutive years		

	(It should not be less than INR10 crore per year attach proof)		
10.	The Internet connectivity leased line should have fully dedicated (1:1), unshared & High Quality 20 MBPS symmetric bandwidth without any compression factor through Copper/OFC last mile connectivity.		
11.	Would provide online tool to monitor the link performance.		
12.	Provide details of Helpdesk support with the Escalation procedure and matrix for customer complaints.		
13.	RTGS & Bank Account Details		
14.	Any other details		

**Declaration:**

I, hereby certify that "I am not debarred by Department of Commerce or Ministry/Department concerned.

**Signature:**

**Name of the Authorized Signatory:**

**Name of the Company/Firm:**

**Contact No.:**

**Seal of the Company/Firm**

**Annexure – III: Financial Bid Format.**

<b>S No</b>	<b>Description</b>	<b>Price (in INR)</b>	<b>Taxes (Pl. Specify breakup of taxes)(in INR)</b>	<b>Total (in INR)</b>
1.	<b>Band Width Charges (Annual)</b> 20 Mbps internet connectivity (1:1) Please indicate last mile connectivity offered			
3.	One time Installation/ Configuration Charges, if any			
4.	Cost of Hardware, if any			
5.	Any other charges to be specified clearly			
<b>Total</b>				
<b>Total (in words) Rupees.....</b>				

**\*No Column should be left blank, please write NA or Zero (0) where no amount is charged.**

**Commercial Terms and conditions**

1. Payment for installation and commissioning will be made within one month from the date of satisfactory completion of job.
2. Leased line annual recurring charges will be paid in quarterly installments only on submission of the invoice.
3. Leased line quarterly payment will be paid only if above service levels are met.

All Payments will be made through Electronic Mode to the Bank Account of the selected Tenderer.



**Signature:**

**Name of the Authorized Signatory:**

**Name of the Company/Firm:**

**Contact No.:**

**Seal of the Company/Firm:**

**Local Purchase Committee**