



**THE INSTITUTE OF
COST ACCOUNTANTS OF INDIA**
(Statutory body under an Act of Parliament)
3 Institutional Area, Lodhi Road, New Delhi – 110003

Tender for Virtual Private Server (Cloud) with daily backup facility

Reference Number: IT/VPS/001

Tender Date: 20-May-2023

Last Date: 12-June-2023

The Institute of Cost Accountants of India is 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 and Management Accounting Profession.

The Institute invites sealed quotation for 3 Numbers of Virtual Private Servers (Cloud) only from Microsoft Azure / Amazon AWS / Google Cloud with the following detailed specifications:

Srl No	Item	Specification	Qty	Frequency
1.	VPS * for Website Hosting	4vCPUs, 32 GB RAM, OS - Linux, Storage - 256 GB SSD	1 No.	Monthly recurring
2.	VPS for Application Server	4vCPUs, 32 GB RAM, OS -Windows, Storage - 1TB SSD	1 No.	Monthly recurring
3.	VPS for Database server	2vCPU, 16 GB RAM, OS - Linux; Storage- 256 Gb SSD	1 No	Monthly recurring
4.	Public IP	1 Public IP for each application & database Server	3 No	Monthly recurring
5.	Bandwidth	Internet Bandwidth for Website, Application & Database	1 No	Monthly recurring
6.	Standard Firewall & Antivirus	For all the three servers mentioned above (The firewall should handle 10,000 request per second)	1 No	Monthly recurring
7.	Backup	The backup of Website, application server & database Server	1 No	Monthly recurring
8.	Managed Services	For the entire environment	1 No	Monthly recurring
9.	License for cPanel	cPanel License for Website Maintenance (Latest version for server as mentioned at Srl. No 1 for icmai.in website)	1 No	Annual recurring
10.	Migration	Migration of Oracle 11g database, applications & website from existing servers	1 No	One Time

* stands for virtual private server



The payment will be made on actual usage in hours per month. However, the detailed usage sheet in hours must be submitted along with the monthly invoice.

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 bids are required only from Microsoft Azure / Amazon AWS / Google Cloud.
2. The Bidder should be a company registered in India (Attach a copy of Certificate).
3. The Bidder should be in the business of cloud services for at least 5 years.
4. The bidder should have an average turnover of INR Five crores or above during audited financial years 2019-20, 2020-21 and 2021-22 and submit the copy of the audited annual accounts for these years along with the copy of PAN No and GSTIN No.
5. The bidder should have supplied Cloud services in at least three organizations (preferably in Govt. Departments/Ministries/PSU/Autonomous bodies) during the last five years. Details of such projects and references to be provided.
6. The bidder must be the cloud service provider / authorized dealers / sales partner of the quoted services. A copy of authorization letter from the cloud service provider is required in case the bidder is an authorized dealer / sales partner.
7. Data Centers offered by CSP should be MeitY (Ministry of Electronics and Information Technology) empaneled and should be in different physical locations of India.
8. The Bidder should have minimum 100 manpower on Roll out of which 50% of staff has BCA / MCA or B. Tech / BE / M. Tech / M.Sc. degree in the areas of Computer Science / IT / Electronics from the recognized university/ Institution / 5 Years of IT Experience.
9. Bidder should have at least 2 Professional CLOUD certifications on permanent payroll on offered cloud.
10. The bidder should have been audited by a 3rd party organization on behalf of the CSP to ensure deep technical expertise in Datacenter Management.
11. Bidder should provide Technical live presentation of a scalable cloud architecture service at the time of technical evaluation.



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12. The bidder should have an existing 24x7 Managed Services Support with at least 5 clients of similar or larger size.
13. Bidder should have at least Gold / Advance Partner on offered cloud. (Public Reference Link over CSP portal should be attached).
14. Bidder should have at least 1 CLOUD competency and 1 practice on offered cloud. (Public Reference Link over CSP portal and Certificate of the professional resources should be attached).
15. The CSP must have and certified for ISO 27001:2013, ISO 20000-1:2018 & ISO 9001:2015 and, CMMI-DEV V.2.0 Maturity Level 3 certificate / Cybersecurity Maturity Model Certification (CMMC) should be valid as on last date of submission of the bid.
16. All invoices will be paid on actual usage and a detailed usage sheet to be submitted with the monthly invoice.
17. The bidder must submit the Earnest Money Deposit (EMD) of INR fifty thousand Only. EMD is not exempted in any circumstances.
18. The bidder must migrate the application server, database server & Website within one month from the date of awarding the contract. In case the bidder fails to completely migrate the application server, database server and website within one month, the PO issued to the bidder stands cancelled and the Earnest Money Deposit (EMD) of the bidder will be forfeited.
19. The EMD will be returned to L1 bidder after six months, if the bidder successfully migrates the application server, database server and website of the Institute.
20. The SLA (Service Level Agreement) shall be signed after awarding the work order. The format will be decided mutually by both the parties.
21. The database is currently running on Oracle 11g (2v CPU) Standard Edition, the Paper License of which will be provided by the Institute. The same Oracle 11g database must be migrated over cloud by the qualified bidder.
22. The current platform for Website hosting is PHP/MySQL, Microsoft Windows Server 2019 is installed on the Application Server and IIS version is IIS10. Dot.Net Applications are hosted on the application Server with a separate Oracle 11g. After migration the target platforms for Website, Application Server and Database Server should be the same. All these are currently hosted on Cloud Platform. The Website is



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- under maintenance with one vendor and the application server & database server simultaneously are under maintenance with the other vendor.
23. Total amount of data migration is as follows: Website around 30 GB, Application Server around 1 TB and Database Server is around 20 GB.
 24. A Minimum testing period of 1 / 2 days should be carried out to test access/speed and connectivity between all components Application, Database, and the Network connectivity itself.
 25. A minimum training of 1 day for dashboard to monitor usage hours, monitoring database / application parameters to be provided by the vendor to the Institute's personnel.
 26. CSP should have the capability to provide insights into access, usage and other metrics via dashboard.
 27. System should be capable to provide ability to automatically increase / scale the number of Instances/VMs during demand spikes for few hours /days to maintain optimal.
 28. System should be able to provide metering and billing of services like VMs, storage, Managed Databases, etc. at hourly granularity. The same will be paid based on the pro-rata basis, the monthly rate and actual usage of the service. Public pricing of mentioned VMs and Services should be available on Public referenceable website.
 29. Ability to provide a dashboard to department and its nominated audit partner/s for evaluation of different SLA"s - Service level parameters. The full set of service level reports should be available to the department monthly.

General Terms & Conditions:

1. The bids will be submitted in two bid format, Technical Bid and Financial Bid. The Financial bids will be placed in a separate envelop.
2. **Delivery:** The services will be started immediately after the migration of data.
3. **Backup Support:** Daily backup of entire contents on the Cloud.
4. **Uptime:** 99.99%
5. The quotation and Price must be valid for three months.



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6. Taxes shall be paid as applicable and quoted by the bidder. Any other charges should be included in the price quoted. No extra charges shall be payable.
7. Conditional / Incomplete bids shall be rejected.
8. The last date of submission of tender is **12-June-2023 till 03:00 PM.**
9. 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.
10. The work order for Cloud Services would be awarded initially for a period of one year, which can be extended for **four more years** on a yearly basis at the same rate and same terms and conditions subject to satisfactory performance and mutual agreement.
11. The bidder will provide the back of VPS once every month, however the bidder will keep the copy of back up with him on daily basis and provide as and when asked.
12. The financial bid should be as per the format at Annexure – B.
13. For any further clarification/information please contact Shri Ashish Tewari, Joint Director, IT (Phone 011-24666105) Mobile – 9015624512 Email Id: LTE@icmai.in on any Working Day (Mon-Friday) during Office Hours.

Payment Terms and conditions:

- a. The first payment will be made within two weeks from the date of satisfactory completion of job (migration of application server, database server and website of the Institute over cloud) and receipt of Invoice.
- b. All subsequent payments will be made on a monthly basis after completion of the billing cycle and receipt of the invoice.
- c. All Payments will be made through Electronic Mode to the Bank Account of the selected Tenderer.
- d. All invoices will be paid on actual usage and detailed usage sheet to be submitted along with the monthly invoice.



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Technical Bid Format (Annexure A)

S.No.	Details Requested	Provide Details	Compliance (Yes/No)
1.	Name of the Company/ Bidder		
2.	Year of Incorporation/ Establishment (at least 5 years of experience)		
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)		
7.	Whether provide VPS services at Govt. Departments/ Ministries/ PSU/ Autonomous bodies/private organizations during last five years ending March 2023. (The proof for at least 3 customers is required)		
8.	Turnover of last three consecutive years (It should not be less than 5 crore per year attach proof)		
9.	Certificate for audited by a 3 rd party organization on behalf of the CSP to ensure deep technical expertise in Datacenter Management. (Attach a copy of Certificate).		
10.	Data Centers offered by CSP should be MeitY (Ministry of Electronics and Information Technology) empaneled and should be in different physical locations of India. (at least two Countrywide Data Centers in different regions)		



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11.	The bidder must be the cloud service provider / authorized dealers / sales partner of the quoted services. (Attach a copy of Certificate).		
12.	Provide details of Helpdesk support with the Escalation procedure and matrix for customer complaints.		
13.	The Bidder should have minimum 100 manpower on Roll out of which 50% of staff has BCA / MCA or B. Tech / BE / M. Tech / M.Sc. degree in the areas of Computer Science / IT / Electronics from the recognized university/ Institution / 5 Years of IT Experience.		
14.	Bidder should have at least 2 Professional CLOUD certifications on permanent payroll on offered cloud.		
15.	Bidder should have at least Gold / Advance Partner on offered cloud. (Public Reference Link over CSP portal should be attached).		
16.	The bidder should have an existing 24x7 Managed Services Support with at least 5 clients of similar or larger size.		
17.	Bidder should have at least 1 CLOUD competency and 1 practice on offered cloud. (Public Reference Link over CSP portal and Certificate of the professional resources should be attached).		
18.	The CSP must have and certified for ISO 27001:2013, ISO 20000-1:2018 & ISO 9001:2015 and, CMMI-DEV V.2.0 Maturity Level 3 certificate/Cybersecurity Maturity Model Certification (CMMC) should be valid as on last date of submission of the bid		



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19.	RTGS & Bank Account Details		
20.	Any other details		

Declaration: I / We declare that the information given above is true to the best of my/our knowledge. I / we also understand that if at any stage it is found / noticed by the Institute that any information thus provided by me / us is untrue / incorrect partly or fully and in case of receipt of adverse /unsatisfactory report from other clients/Institutes, the Institute may take any appropriate action against me/us.

Signature:

Name of the Authorized Signatory:

Name of the Company/Firm:

Contact No.:

Seal of the Company/Firm:



Financial Bid Format (Annexure - B)

S No	Item	Description	Maximum Qty. per month	Unit Price (in INR)	Total per month (in INR)
1.	Virtual Machine	4 vCPUs, 32 GB RAM, OS - Linux, Storage - 256 GB SSD	830 Hrs.		
2.	Virtual Machine	4 vCPUs, 32 GB RAM, OS -Windows, Storage - 1TB SSD	830 Hrs.		
3.	Virtual Machine	2vCPU, 16 GB RAM, OS - Linux; Storage- 256 Gb SSD	830 Hrs.		
4.	Public IP	1 Public IP for each application & database Server	3		
5.	Bandwidth	Internet Bandwidth for Website, Application & Database - [1000 GB per month]	1		
6.	Standard Firewall & Antivirus	For all the three servers mentioned above. It should provide flexibility to create custom rules to allow and deny the traffic on the basis of ports, ips, domains and traffic packet patterns e.g. botnet, malware and virus etc. (The firewall should handle 10,000 request per second)	1		
7.	Backup	The backup of Website, application server & database Server on daily basis.	1		
Total In INR per Month					

Total Cloud Solution Provider Charges: (in Rupees)		
Total Managed Service Provider Charges:	%	
Total Charges (in Rupees)		
GST (18%)		
Total monthly value including GST:		



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S No	Item	Description	Qty.	Yearly Subscription (in INR)	Total (in INR)
1.	License for cPanel	cPanel License for Website Maintenance. (Latest version for server as mentioned at Srl. No 1 for icmai.in website)	1		
GST (18%)					
Total for annual subscription of cPanel (Inclusive GST)					

S No	Item	Description	Qty.	One Time Cost	Total (in INR)
1.	Migration	Migration of data from existing server - Migration of Website, Application Server & Database Server	1		
GST (18%)					
Total for Migration (Inclusive GST)					

The payment will be made on actual usage in hours per month. However, the detailed usage sheet in hours must be submitted along with the monthly invoice.

Signature:

Name of the Authorized Signatory:

Name of the Company/Firm:

Contact No.:

Seal of the Company/Firm:



Illustration

S No	Item	Description	Maximum Qty. per month	Unit Price (in INR)	Total per month (in INR)
1.	Virtual Machine	4 vCPUs, 32 GB RAM, OS - Linux, Storage - 256 GB SSD	830 Hrs.	10	8,300
2.	Virtual Machine	4 vCPUs, 32 GB RAM, OS -Windows, Storage - 1TB SSD	830 Hrs.	12	9960
3.	Virtual Machine	2vCPU, 16 GB RAM, OS - Linux; Storage- 256 Gb SSD	830 Hrs.	10	8,300
4.	Public IP	1 Public IP for each application & database Server	3	300	900
5.	Bandwidth	Internet Bandwidth for Website, Application & Database - [1000 GB per month]	1	10,000	10,000
6.	Standard Firewall & Antivirus	For all the three servers mentioned above.It should provide flexibility to create custom rules to allow and deny the traffic on the basis of ports, IPs, domains and traffic packet patterns e.g. botnet, malware and virus etc. (The firewall should handle 10,000 request per second)	1	1,000	1,000
7.	Backup	The backup of Website, application server & database Server	1	10,000	10,000
				Total In INR per Month	48,460

Total Cloud Solution Provider Charges: (in Rupees)		48,460.00 ₹
Total Managed Service Provider Charges:	15 %	7,269.00 ₹
Total Charges (in Rupees)		55,729.00 ₹
GST (18%)		10031.22 ₹
Total monthly value including GST:		65,760.22 ₹



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S No	Item	Description	Qty.	Yearly Subscription (in INR)	Total (in INR)
1.	License for cPanel	cPanel License for Website Maintenance (Latest version for server as mentioned at Srl. No 1 for icmai.in website)	1	20,000	20,000
GST (18%)					3,600
Total for annual subscription of cPanel (Inclusive GST)					23,600

S No	Item	Description	Qty.	One Time Cost	Total (in INR)
1.	Migration	Migration of data from existing server - Migration of Website, Application Server & Database Server	1	75,000	75,000
GST (18%)					13,500
Total for Migration (Inclusive GST)					88,500

Important:

1. Indicative Name for services and servers to be provided by the bidder.
2. The above “**Illustration**” of price is just for illustration and submitting financial bid. The L1 bidder will be selected based on financial bid submission at submitted rate once qualified technically.
3. L1 will be selected based on: **(12 X Total monthly value including GST) + Total for annual subscription of cPanel (Inclusive GST) + Total for Migration (Inclusive GST)**
4. The managed services monthly (%) mentioned in “**Illustration**” has been shown just for illustration purposes. It could vary as per the bidder’s MSP (%) rate during submission of financial bid.
5. The billing will be calculated on an actual consumption basis on offered CSP. Managed Services charges will be calculated as per the rate offered in the Financial Bid.