



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 33 40364757, +91 11 24666125

Website: www.icmai.in e-mail: cpu.hod@icmai.in

Central Purchase Unit

TENDER NOTICE

Ref. LPC/EXAM-Server/03

February 11, 2020

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

The Institute invites sealed quotations for a Virtual Private Server (Cloud) from Cloud Service Provider (CSP) with the following detailed specifications from tier 3 or 4 datacenter, for coming 1 year, which may be extended annually for further 2 years based on satisfactory performance and on same price, terms and conditions.

Technical details:

VPS Details	Details
Instance	Single
Cores	Octa Core
Operating System	Windows Server 2012 Standard Edition 32/64 Bit
RAM	32 GB
Uplink port speed	100 mbps
Backup Storage Space	500 GB
Hard Drive	500 GB
Monthly data transfer limit	250 GB
Transfer Speed	>=30 mbps
IP Address	1 IP's
Antivirus Solution require	YES
Virtual Instances	YES
Virtual Firewall	YES

Eligibility criteria (Supporting Documents to be submitted in Envelope “A” superscribed Technical Bid) –

- The Cloud Service Provider (CSP) should be a firm/company (Incorporated in India) and empaneled with MeitY as a CSP and providing services from India. *Please submit the MeitY empanelment certificate.*
- CSP's datacenter should conform to at least tier III or higher compliance. *Proof to be enclosed.*
- Bidder should have a minimum 5 years experience in DC Managed Hosting Services, Colocation, Connectivity services, DR implementation and managed Services and other related services.
- The Bidder must have annually minimum turnover of Rs.1crore in the least 3 financial years ending on 2016-17, 2017-18, 2018-19.
- The VPS provider must have a very high band width backbone.
- The Firm/Company should have hosted the web services of at least 2 Government / Semi Government and one private/ corporate office organizations having complete online system with Database activity.



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- The services offered by the bidder should have ISO 27000 certification valid up to date. *Copy of relevant certificate to be submitted.*
- The criteria for technical analysis are provided in Annexure C.

Scope of Work

- Providing/hosting of VPS (Virtual Private Server) with Internet connectivity to cater the Institute, including security features, with daily automated backup solution.
- The VPS must be dedicated in the name of the Institute for website hosting.
- To provide uninterrupted web hosting services without any loss of data.
- Database will be managed by the Institute.
- The Institute may desire the renewal of VPS Services for next 1-2 year in the same rate and terms and conditions on satisfactory services provided by the Service Provider.
- The Service provider should ensure that there should be zero data loss.
- The Service Provider is required to provide us the fully managed Servers with necessary technical support whenever required.
- The Service Provider should provide the Licenses of Operating Systems (Windows Server 2012 Standard Edition 32/64 Bit), Antivirus and other Security features which a VPS Server requires.
- The Service Provider will provide full access of the Server only to the authorized person of the Institute. This will be informed accordingly.
- The Service Provider will maintain the Hardware and the necessary updation as well the system software.
- The Service Provider will provide 24x7 monitoring support. To also provide managed mail service on the same VPS Server.

General Terms and conditions

- Total price will be inclusive of all services mentioned above in scope of work. No additional charges other than quoted rate will be entertained.
- Applicable taxes will be extra.
- All payment(s) is/are to be given to the Bank A/c through Electronic Mode, hence Bank Details [(1) Name of the A/c., (2) A/c. No., (3) Type of A/c., (4) Name of the Bank, (5) Branch Name with Address and (6) IFSC Code] should be provided in the quotation.
- Delivery: The Supply of the VPS should be immediate.
- Backup Support: Daily backup on the VPS (Cloud)
- The time of attending the call to restoration shall not be more than 24hrs.
- Conditional / Incomplete bids shall be rejected.
- Payment Terms and conditions:
 - All subsequent payments will be made on monthly basis after completion of billing cycle and receipt of invoice.
- The price quoted by the bidder should remain valid for 30 days from the date of submission of tender.
- If the services are found to be unsatisfactory, the Institute may terminate the contract by giving 30 days notice however it may be terminated by the Institute by giving one month notice.
- The bidder must submit Annexure B duly filled and signed.
- **L1 bidder would be considered based on 'total annual rate' as mentioned in Annexure B.**



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- Bidder shall submit this Tender Document duly signed and stamped on each page of tender in token of his acceptance along with his bid.
- The Institute may, for any reason whether at its own initiative or in response to the clarification requested by the prospective bidder, issue amendment in the form of addendum during the bidding period and subsequent to receiving the bids. Any addendum thus issued shall become part of bidding document and bidder shall submit the addendum duly signed and stamped in token of his acceptance.
- Although the details presented in this Tender Document consisting of conditions of contract, scope of work and technical specifications have been compiled with all reasonable care, it is the bidder's responsibility to ensure that the information provided is adequate and clearly understood.
- The order will be placed for the best interest of the Institute.

For any queries, the intending bidders may contact Shri Kamalesh Pattanayak, Dy. Director (Examination – IT), ICAI, 12, Sudder Street, Kolkata – 700 016 during office hours 10.30am to 4.30pm on Monday – Friday except National Holidays.

Tenders duly signed by the bidder shall be submitted into two parts in 2 separate sealed envelopes superscribing “A” Technical bid and “B” Financial bid. Both these envelopes should be put into a third envelope superscribing “**Tender for Virtual Private Server (Cloud)**” have to be submitted to Mr. Gautam Ghosh, CPU, ICAI, 2nd floor, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 in Sealed Envelope, on and before 12:00p.m., February 21, 2020.

CENTRAL PURCHASE UNIT



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Annexure A

Technical bid (to be submitted in Envelope "A" superscribed Technical Bid)

Sl. No.	Details Requested	Provide Details	
1.	Name of the Company/ Vendor		
2.	Year of Incorporation/ Establishment		
3.	GSTN & PAN		
4.	Complete Address (with Phone, Mobile, Email of the contact person)		
5.	Whether supplied an installed the server work at Govt. Departments/ PSU/ Autonomous bodies during last three years ending January 2020. (mention number of depts.. name of organization may not be divulged if confidential)	Govt. Dpt.-	
		PSU / Autonomous	
		Other	
6.	Turnover of last three consecutive years	F.Y	TURNOVER
		-	-
		-	-
7.	Provide details of Helpdesk support with the Escalation procedure and matrix for customer complaints. Name of person to be contacted, contact number/mails		
8.	RTGS & Bank Account Details		

Documentation in regard to eligibility criteria should be enclosed in Technical Bid envelop herewith

Declaration:-

I _____ on behalf of the M/s. _____ hereby certify that "M/s. _____ is not debarred by any Government / Semi Government or any private/ corporate office organizations for ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government / Semi Government or any private/ corporate agencies"

Date:

Place:

Name and Signature of bidder with Corporate Seal



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Annexure B

Format of bid (to be submitted in Envelope “B” superscribed Financial Bid)

Sl. No.	Description (server configuration)	Qty.	Total Annual rate (Rs.)
1	<ul style="list-style-type: none">▪ Processor: Octa Core▪ RAM: 32 GB▪ Hard Drive: 500 GB▪ Uplink Port Speed: 100 mbps▪ Monthly data transfer limit 250 GB▪ 30 mbps or above data transfer speed▪ Operating System: Windows Server 2012 Standard Edition 32/64 Bit▪ IP Addresses: 1 IPs▪ Virtual Instances▪ Virtual Firewall▪ Antivirus solution▪ Backup storage: 500 GB	1	
<p>➤ Monthly rate “Total Annual Rate (Rs.)” ÷ 12 months = Rs./- per month</p>			

Applicable tax rate:..... %

Date:

Place:

Name & Designation of person -

Name of the Company -

Corporate Seal



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Annexure C

Weightage criteria for short listing vendors through Technical Bid:

Sl. no.	Maximum points indicated in bracket for the eligibility criteria mentioned on page 1-2	
1	Empanelled with MeitY as a CSP (2points)	
2	Tier III certification (1point)	Tier IV certification (2points)
3	5-7 years experience in CSP business (1point)	Beyond 7 years experience in CSP business (2points)
4	Annual turnover of Rs.1-2crores for last 3yrs (1point)	Annual turnover beyond Rs.2crore for last 3yrs (2points)
5	ISO27000 certification (2points)	
The participating vendor has to fulfill and obtain points in all the 5 mentioned criteria		
<i>Minimum total qualifying points is 8</i>		
<i>Maximum total points that can be obtained is 10</i>		