



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. 116 /167/ 123

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

Local Purchase Committee

TENDER NOTICE

Ref. LPC/DEL/IT/2021

17th November, 2021

Last Date of Submission of Bid- 7th December 2021(Tuesday) on or before 6:00 PM

The Institute invites sealed quotation from **Tier 4 Data Centre / Amazon AWS / Microsoft Azure/ Google Data Centre / Oracle Data Centre** for managed website hosting on the cloud server with the following specifications:

SI No	Item	Specification	Quantity
1	Managed VPS (Cloud)	Managed Virtual Private Server with (4 vCPU @2.2GHz, 32 GB RAM, 250GB SS Disk Space & 1 Public IP)for Managed website hosting services With Premium Bandwidth - BGP v4 5 telecom providers Monitoring / Software updation on the Virtual server Antivirus solution Firewall Protection Unlimited data transfer Software required to be installed on the server: Cent OS Latest Edition MySQL • C Panel & WHM	01 No.
2.	SSL Certificate	Installation of SSL Certificate on the domain name	01 No.
3.	Migration of Existing website	Migrating existing website on the new server including MySQL database of website.	01 No.
4.	Mail Server Setting	Setting of existing mail server with G-Suit	01 Nos.

General Terms & Conditions / Scope of Work:

1. The tenders should be submitted in two bid system: Part I – Technical Bid and Part II – Financial Bid. The technical bid should be sealed in an envelope superscribed with “**Technical Bid for Website Hosting**” and similarly the financial bid should be sealed in an envelope superscribed with “**Financial Bid for Website Hosting**”. Both the envelopes containing technical and financial bids should be put in an outer envelope duly sealed and superscribed with “**Tender for Website Hosting Ref. No.LPC/DEL/IT/2021 and closing date 07 December 2021.**”
2. The Bidder should be a company registered in India (Attach a copy of Certificate).
3. **Backup Support:** Daily backup of specified drive / computer contents on the Cloud.
4. **Uptime:** 99.99%
5. Monthly reports regarding efficient working of services is required from the vendor. The vendor will also inform in case of service failure along with the response time in resolving the issue.
6. Monthly meeting (online / offline) will be scheduled with the vendor to review the reports (mentioned above) and feedback from the end user.



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7. Regarding maintenance jobs, the vendor will inform (through email and through phone call) at least a week before the scheduled maintenance.
8. The quotation and Price must be valid for three (3) months from the date of awarding the Contract.
9. Taxes shall be paid as applicable and quoted by the vendor.
10. The any other charges should be included in the price quoted. No extra charges shall be payable.
11. Conditional / Incomplete bids shall be rejected.
12. 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.
13. The work order for backup solution would be awarded initially for a period of one year, which can be extended for two more years on yearly basis at the same rate and same terms and conditions subject to satisfactory performance and mutual agreement.
14. The financial bid should be as per the format at Annexure – 2.
15. For any further clarification/information please contact Shri Sumit Saxena, Senior Officer, IT (Phone 011-24666123) on any Working Day (Monday-Friday) during Office Hours.
16. All Payments will be made through Electronic Mode to the Bank Account of the selected Tenderer.



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Annexure-1

TECHNICAL SPECIFICATION

S. No	Specification	Compliance (Yes/No)
1.	Tier 4 Data Centre / Amazon AWS / Microsoft Azure/Google Data Centre / Oracle Data Centre	
2.	Uptime 99.99%	
3.	Managed Services	
4.	Dual Internet Connections with premium service providers(Primary and Backup lines)	
5.	Monthly reports and feedbacks	
6.	DR Services / Quarterly Mock drill	
7.	Security measures like firewall & antivirus	
8.	Server should be placed in India	
9.	Backup and Restoration Services	
10.	Escalation Matrix	
Statutory Requirements		
11.	Audited Balance Sheet of last three financial years.(2017-2018 Onwards)	
12.	IT Return of last three assessment years with annual turnover of at least 1 Crore.	
13.	GST Return of last three quarters.	
14.	Bank Account number with IFSC code, Bank name and Branch	
15.	Proof of document that the tenderer has executed at least three similar work orders during the last three years.	
16.	Cliental List of the tenderer.	
17.	Proof of document that the tenderer is authorized OEM Partner.	



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Annexure-2

Financial Bid Format

Srl No	Specification	Quantity	Unit Price	Taxes	Total
1	Managed Virtual Private Server with (4 vCPU @2.2GHz, 32 GB RAM, 250GB SS Disk Space & 1 Public IP) for Managed website hosting services With Premium Bandwidth - BGP v4 5 telecom providers Monitoring / Software updation on the Virtual server Antivirus solution Firewall Protection Unlimited data transfer Software required to be installed on the server: Cent OS Latest Edition MySQL • C Panel & WHM	01 No.			
2.	Installation of SSL Certificate on the domain name	01 No.			
3.	Migrating existing website on the new server including MySQL database of website.	01 No.			
4.	Setting of existing mail server with G-Suit	01 No.			
5.	Any Other Charges.	01 No.			
	Total				
	Total in INR.....				

Signature:

Name of the Authorized Signatory:

Name of the Company/Firm:

Contact No.:

Seal of the Company/Firm: