



**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
"ICSI HOUSE" 22 INSTITUTIONAL AREA LODI ROAD
NEW DELHI-110 003**

Sub: Quotations for DC Monitoring Alert System Hardware Device supply, installation, configuration & Maintenance

PC: 2015-16(DC-MAS)

08/07/2015

PART 'A'

Sealed quotations are invited for supply, installation, configuration, maintenance and monitoring of DC monitoring Alert System Device for Data Center at ICSI HQ , 22, Institutional Area, Lodi Road, New Delhi (1 Device) and Data Center at ICSI Sector - 62, NOIDA (1 Device) as per the details given in the Part 'C' of the Quotation Document. The terms and conditions governing the Quotations are as under:

1. The sealed quotations are to be submitted in prescribed format on your business letter head duly stamped, signed and dated on each page of Part- 'A', 'B' and 'C' as their unconditional acceptance to the terms prescribed by the Institute. Details/supporting documents, if attached with the quotation should be duly authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature of the vendor/s.
2. Each tenderer shall submit the tender in two separate sealed envelopes, Part 'A' & 'B' along with EMD should be put in envelope No. 1 (Please mark the envelope as "**No. 1 – Technical Bid**"), Envelope No. 2 will contain only Part 'C' (Please mark the Envelope as "**No.2 – Financial Bid**"). Both the sealed envelopes bearing No. 1 and 2 are to be put in main envelope i.e. Envelope No. 3.
3. The sealed quotations duly sealed super-scribing on the envelope "**Quotations for DC monitoring Alert System Device supply, installation, maintenance**" should be addressed by name to Shri Sutanu Sinha, CE & OS, The ICSI and sent at the Institute's address given above either by registered post/speed post or should be put in the Tender Box placed on 3rd floor on or before **3.00 P.M. on July 20, 2015**. The Institute shall not be liable for any postal delay. Quotations received after the stipulated date and time will not be entertained.
4. The Technical Bid shall be opened on **July 21, 2015 at 11.00 AM** in the Institute of Company Secretaries of India at ICSI House, 22 Institutional Area, Lodi Road, New Delhi in the presence of those tenderer(s) who wish to be present. No separate communication will be sent in this regard. In the event of due date being a closed holiday or declared Holiday for Central Government offices, the due date for opening of the bids will be the following working day at the appointed date, time and venue.
5. ICSI shall have the right to assess the competencies and capabilities of the Tenderer by going through the credentials given in the Technical Bid and on the basis of such credentials, ICSI may reject the candidature of the Tenderer without assigning any reason. In such case(s) the Financial Bid shall not be opened for that particular Tenderer. The Financial Bid of only those parties who qualify in the technical scrutiny shall be opened and time and date for opening the financial bid shall be intimated separately.

6. Non acceptance of the terms and conditions as stated in Part A and non submission of the stipulated Earnest Money Deposit (EMD) shall render the tender invalid. Only tenderers whose INFRASTRUCTURE particulars as stated in Part A & B are determined to be in consonance with Institute's requirements shall be considered further in the Tender Evaluation Process.
7. Prices quoted should be F.O.R Institute premises and should be inclusive of all charges viz installation, acceptance test and charges for **Three (3) years onsite comprehensive warranty** for all the hardware being supplied and the operation of the connectivity. **In case the warranty is for One (1) year by default, the vendor shall quote for the support pack from the principal so as to validate the warranty for Three (3) years.** The term 'acceptance test' imply running of supplied material for 12 hours daily for seven days including 72 hours continuance running of system. If the DC monitoring Alert System Device, etc. so supplied fails in acceptance test, the same shall be liable to be rejected. During the acceptance test, replacement of cards/devices shall not be permitted. **OEM should provide a letter in the name of ICSI confirming warranty for Three (3) years.**
8. **The Principal Manufacturer will provide a certificate of warranty for Three (3) years in the name of the Institute. This certificate is to be submitted by the bidder with the technical bid.**
9. Though Institute prefers to deal with manufacturers/principal manufacturers directly, it may also consider the offers received through its authorized channel partners, provided the principal authorizes the said channel partner in this regard. The authorization letter from the Principal Manufacturer is to be submitted with the technical bid.
10. Though Institute prefers to deal with manufacturers/principal manufacturers directly, it may also consider the offers received through its authorized channel partners provided the principal authorizes the said channel partner in this regard.
11. The Vendor should study the existing setup, device, platform and the configurations etc in details and then quote the model of the DC monitoring Alert System Device such that it is compatible to the existing set up. The vendor would be responsible for integration of the DC monitoring Alert System Device to be implemented at ICSI Noida Data Center with the devices like servers, switches, routers, storage etc and also in the Data Center at ICSI HQ, Lodi Road, New Delhi.
12. Delivery and installation period should be mentioned clearly in the proposal. Penalty for late delivery and installation would be levied at the rate of half percent per week subject to a maximum of 10% of the value of the order as has not been supplied during the stipulated period. In case of delay beyond fifteen (15) days from the stipulated period, Institute may at its discretion cancel the order and arrange to procure the same from the next bidder on the panel/open market at the sole risk, cost & responsibility of the vendor.
13. Institute's usual payment terms are Thirty (30) days for 90% of payment upon installation of DC monitoring Alert System Device and acceptance of the supplied material and remaining 10% will be paid within Thirty (30) days of receipt of Bank Guarantee of equivalent amount valid for entire warranty period failing which 10% amount will be retained as security deposit for the entire period of warranty. Vendor will be fully responsible for comprehensive maintenance free of charge during the warranty period and in case of default, the Institute will have the right to arrange maintenance at vendor's risk and cost.
14. Vendor supplying the DC monitoring Alert System Device shall forward the complete set of original manuals and software on CD/Floppy.
15. Vendor should give quarterly preventive maintenance schedule for the systems along with their offers. Maintenance is defined as external cleaning with cleaning solution and internal cleaning. The tenderers must also mention the place from where support for maintenance of DC monitoring Alert System Device will be available. Comprehensive onsite maintenance has to be provided. The response time for attending to faults during the warranty period will be four (4) hours for all the locations, after complaint is lodged. The machine should be repaired or standby be arranged within 24 hours of lodging the complaint. In case of default a penalty of Rs.500/- per day would be levied. In case

- standby is provided, the machine should be repaired and provided back within seven (7) days of lodging the complaint. In case of default, a penalty of Rs.500/- per day would be levied.
16. The training on handling the DC monitoring Alert System Device to IT personnel of ICSI and the monitoring of DC monitoring Alert System Device must be undertaken by the vendor for maintaining the smooth operation of the DC monitoring Alert System Device after implementation. The training should be of minimum 2 days. The requisite technical and user manual pertaining to the DC monitoring Alert System Device implementation should be delivered to the ICSI in hard copy as well as soft copy.
 17. In case of downtime of DC monitoring Alert System Device due to any configuration or service level issue, the vendor must resolve the issue within Four (4) hours after lodging of the complaint. The comprehensive onsite maintenance of DC monitoring Alert System Device must be undertaken by the vendor for a period of **Three (3)** years after the issue of Purchase Order or the date of implementation which ever is later. In case of default on the vendor in providing services as per the above conditions, a penalty of Rs.500/- per day would be levied.
 18. While Part 'C' describes specifications desired by the Institute, vendors are also welcome to quote for richer specifications, which will be considered at the sole discretion of the Institute.
 19. The vendor shall maintain the service level for the hardware as per the terms and conditions of this tender.
 20. Bids shall be valid for 90 days from the date of opening of bids.

General:

- a. Vendors are required to deposit interest free earnest money of Rs.1200/- (Rupees Twelve hundred only) by way of crossed demand draft in favour of "**The Institute of Company Secretaries of India**", payable at New Delhi.
- b. The earnest money of unsuccessful bidders will be refunded without interest within 60 days of the opening of the tenders and the earnest money of the successful tenderer will be refunded after supply, installation and satisfactorily commissioning of DC monitoring Alert System Device.
- c. All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator to be appointed by the CE & OS of the Institute of Company Secretaries of India, New Delhi. The award of the sole arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Conciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Delhi.
- d. The Institute reserves the right to accept or reject any or all quotations in full and/or part including the lowest quotation/bid received without assigning any reason and such decision shall be final.
- e. For any further details /clarifications, Shri. Ankur Yadav, Joint Secretary (Senior Grade) IT (0120-4522012) may be contacted.

Date: -July 8, 2015

(B Pradhan)
DIRECTOR

**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
"ICSI HOUSE" 22 INSTITUTIONAL AREA LODI ROAD
NEW DELHI-110 003**

PART 'B' INFRASTRUCTURAL BID

1. Name and complete address of the Tendered/Company
2. Tele/Fax/E-mail/Cell No. Of the tendered
3. Contact person's name & residence telephone No.
4. Details of registered office, if any along with contact person's name and tel. No.
5. Legal status i.e. public / private limited / any other along with documentary evidence
6. Composition of Directors/ Partners etc.
7. Income-tax registration number along with documentary evidence
8.
 - A) CIN number of the company
 - B) Service Tax Registration number (if any)
 - C) VAT (TIN No.) (if any)
 - D) TAN of the company
 - E) Sales tax registration number along with documentary evidence.
 - F) Please also specify, if you are registered with appropriate Authority under Works Contract Act, 1999. (Please provide details)
9. List of existing clients to whom DC monitoring Alert System Device with software in last 1 year installed with details of company, value of business, concerned person name & his telephone no. (Please attach full details)
10. A) List of existing installations being maintained as per following:
Name of the Company/Type of Hardware being maintained/No./Last year's turn over.

B) Please indicate the hardware principal/s brands you represent and your level of association
11. Please indicate in full the following details:
 - a) Manpower available - Technical & Non-technical
 - b) Collaborations for spares. Please indicate the quantum of inventories you maintain for spares and consumables and Lead-time for obtaining spares from open market.
12. Turnover of the company for last 3 financial years
(Please attach supporting documents)
13. Escalation matrix for lodging the complaint during the warranty.
14. Brochure of the product with detailed specifications

Date:

Name and Signature of bidder
With Corporate seal

PART – C

Rates Quoted should be Net Unit Rate (Unit Price in Rupees + VAT + Cartage, if any inclusive all)

S.NO	Specifications	Description	Unit of Measurement	Compliance (Y/N)	Qty Reqd	Unit Rate in Rupees	Any Other Charges	Total Amount
1	Temperature Monitoring	Real time Temperature Monitoring.	No's		2			
2	Temperature Monitoring on Hardware	Monitoring through Hardware, Network PC and on Mobile.						
3	Temperature Monitoring through Network Computer	Can view and change settings from any network PC(Software Basis).						
4	Temperature Alert if any sensor cross threshold value	User gets alert if temperature, Power, Humidity cross threshold value.						
5	Sensors Data Log Report with in a required time interval	Sensors data will record in Excel/PDF with in desired time intervals.						
6	Event/Alert Log Report whenever any sensor cross threshold	Events can also be log in Excel/PDF Format.						
7	Repeat Alarm system	Repeat Alarm if action not taken with in a stipulated time.						
8	Alert through SMS	SMS will send to Minimum 4 users in case of any sensor cross threshold.						
9	Alert through Phone Ring	System call on user mobile (only Phone Rings) after SMS.						
10	Alert through Audio Hooter	Hooter can start sounding in case of any sensor cross threshold.						
11	Alert through E-mail (GRPS/TCP-IP)	Provision to send E-mail alert to Minimum 2 recipients via GPRS/TCP-IP.						
12	Temperature status enquiry through SMS	Just send an SMS to the equipment and know the current temperature status.						
13	Automatic Temperature update on User Mobile	Equipment will send automatic SMS to update on current sensors status.						
14	Temperature Monitoring of Minimum 4 Different locations within Minimum 20 meter should be connected.	Single Equipment can monitor 4 different locations temperature.						

15	Feasibility of defining different Temperatures for each location.	Different Temperature Threshold should be define for each location.						
16	Humidity Monitoring & Alert	Equipment sends alert if RH value cross desired threshold.						
17	Power Status (3-Phase)Monitoring & Alert in case Power Trip/Failure	Equipment sends alert in case of any required Power source trip/down.						
18	Room Entry Monitoring, Alerts and Log	Equipment's send alert whenever any Room/Rack doors open/close.						
19	Single equipment should capable enough to serve two server rooms within Minimum 20 Meters distance.	Capability to monitor multiple environment factors.						
20	Supplier Office Should be available in Delhi & NCR region.	Supplier Should be available in Delhi & NCR for 24x7 basis Support after sales.						
21	Air-Conditioner cyclic Power switching and Control mechanism	Air-Conditioner control mechanism by operational auto switching (Optional) .						

Date:

Name and Signature of bidder
With Corporate seal