

F.No.DGCI&S(EDP)/Sys.5/2015-16  
Government of India  
Department of Commerce  
Ministry of Commerce & Industry  
Directorate General of Commercial Intelligence & Statistics  
565, Anandapur, Sector-I, Plot No.22,  
Kolkata – 700 107.

Dated : **the 5<sup>th</sup> Jan., 2018.**

### **Tender Notice**

Subject : **Quotation for Annual Maintenance Contract (Comprehensive) of Network Devices installed at DGCI&S, Kolkata.**

For and on behalf of the President of India, the Director General, Directorate General of Commercial Intelligence & Statistics, 565-Anandapur, Sector-I, Plot No.22, Kolkata – 700 107 invites sealed quotation for "**Annual Maintenance Contract (Comprehensive) of Network Devices installed at DGCI&S, Kolkata**".

Details of Tender Document is available in the website (<http://dgciskol.nic.in>) of this Directorate. Interested vendor/firm may please submit the quotation in a sealed cover envelop separately for **Technical Bid** and **Financial Bid** super-scribing "**Tender for Annual Maintenance Contract (Comprehensive) of Network Devices installed at DGCI&S, Kolkata**" to the undersigned **by 3.00 p.m. of 30.01.2018.** It may please be noted that the firm will be liable to deploy **one Resident Engineer** at site for proper maintenance of the devices.

Earnest Money (refundable) to the tune of Rs.20,000/- (Rupees Twenty thousand) only in the shape of Demand Draft/Banker's cheque from any Nationalized/Scheduled Bank in favor of "**Director General, DGCI&S, Kolkata**" payable at Kolkata shall be deposited alongwith the tender. If the date of opening of the tenders (on 31<sup>st</sup> January, 2018 at 3.00 p.m.) does not materialize on the prescribed date and time due to the reasons beyond our control, the same will be opened on the next working day at the same time and place.

This office reserves all rights to accept or cancel any quotation without showing any reason.

(Subhajit Roy)  
Dy. Director & Head of Office

<b>Serial No. :</b>	
<b>Date of Issue</b>	
<b>Signature of the Issuing Office with seal</b>	

**Tender Document**

for

**Annual Maintenance Contract (Comprehensive) of Network Devices installed at  
DGCIS, Kolkata**

Last Date for submission of bids  
**30.01.2018 (03.00 P.M.)**

Govt. of India  
Department of Commerce  
Ministry of Commerce & Industry  
Directorate General of Commercial Intelligence & Statistics  
565-Anandapur, Sector-I, Plot No.22,  
Kolkata - 700107

*Tender Document for AMC of Network Devices.*

## **NOTICE INVITING TENDER (NIT) DETAILS**

Sl. No.	Description	
1.	Department Name	Directorate General of Commercial Intelligence & Statistics
2.	Tender No.	DGCI&S(EDP)/Sys.5/2015-16
3.	Tender Subject	Annual Maintenance Contract (Comprehensive) of Network Devices installed at DGCI&S, Kolkata.
4.	Form of Contract	Item Wise
5.	Tender Type	Open
6.	Tender Category	Service & Product
7.	EMD / Bid Security (INR)	Rs. 20,000/-
8.	EMD / Bid Security payable to	In the form of Demand Draft/Banker's cheque/Pay Order from Nationalized Banks only in favour of Director General, DGCI&S, Kolkata payable at Kolkata.
9.	Schedule Opening Date	10.01.2018
10.	Schedule Closing Date	30.01.2018
11.	Bid Submission Closing Date and Time	30.01.2018 at 3.00 p.m.
12.	Bid Submission	In Person/by Registered Post
13.	Bid Opening Date and Time (technical bids)	31.01.2018 at 3.00 p.m.
14.	Place of Tender Opening	O/o DGCI&S, 565-Anandapur, Sector-I, Plot No.22, Kolkata 700 107
15.	Officer Inviting Bids	Head of Office, DGCI&S Kolkata
16.	Contact Person	Shri Sanjib Basu, Director
17.	Contact Details/ Telephones, Fax	Telephone: 2443-4054 Fax: (033)2443-4051
18.	Technical Eligibility Criterion	1. The vendor should be reputed and having experience in the field of work. A Certificate having experience of at least ten years to that effect must be submitted along with the Tenders. 2. Supporting documents indicating that the bidder is OEM authorized representative of the respective product.
19.	Procedure for Bid submission	Bids shall be submitted as per time schedule.  All the supporting documents are required to be submitted.  a. Registration/Incorporation Certificate in support of Company. b. Annexure -01,02,03 of tender document duly signed with office seal as a token of acceptance of our standard terms & conditions. c. Latest valid Income Tax Return of last three years. d. Total Price and the Unit wise prices as per Annexure – 04 are to be submitted in a separate sealed cover and is to be submitted along with Technical bids on or before 30.01.2018 at 3.00 P.M. DGCI&S will not hold any risk and responsibility for non visibility of the scanned document or non receipt of hardcopies for the loss in transit.
20.	General Terms & Conditions	As per tender documents.

**Scope of Work and particular of devices :****Scope of Work**

1. Comprehensive Annual Maintenance of the network devices.

**Particulars of the devices in details (spread over different floors):**

Sl. No.	Device Name	Device Sl.No.	No. of Port
1	Cisco Catalyst 2960	FCQ1605X4XM	48
2	Cisco Catalyst 2960	FOC1408V6XA	24
3	Cisco Catalyst 2960	FOC1404W2WG	24
4	Cisco Catalyst 2960	FOC1411Y1QH	48
5	Cisco Catalyst 2960	FCQ1605X535	48
6	Cisco Catalyst 2960 G	FCQ1538Y7JE	24
7	Cisco Catalyst 2960	FOC1406W58K	48
8	Cisco Small Business	DNI193210VE	48
9	Cisco Catalyst 2960	FOC1506X00N	24
10	Cisco Catalyst 2960	FOC1504Z6VR	24
11	Cisco Catalyst 2960	FOC1504Z6UN	24
12	Cisco Catalyst 2960	FCQ1538Z6C6	24
13	Cisco Catalyst 2960	FOC1406W7BX	48
14	Cisco Catalyst 2960 G	FOC1652X00P	24
15	Cisco Catalyst 2960 G	FOC1652V2CN	24
16	Cisco Small Business	DNI19030HTK	24
17	Cisco Catalyst 2960 G	FOC1412Z11B	24
18	Cisco Catalyst 2960	FOC1411V70J	24
19	Cisco Catalyst 2960	FOC1406W7CN	48
20	Cisco Catalyst 2960	FOC1405Y3JP	24
21	Cisco Catalyst 2960	FOC1510W225	24
22	Cisco Catalyst 2960	FOC1044X1KL	24
23	Cisco Small Business	DNI161307DA	24
24	Cisco Catalyst 2960 G	FOC1411Y1PH	48
25	Cisco Catalyst 2960 G	FOC1411Y1W9	48
26	Cisco Small Business	DNI161307FY	24
27	Cisco Catalyst 4507 R-E	FOX1417GK1S	24
28	Cisco asa5520	JMX1421L3MG	4

**TENDERER****SEAL**

**IMPORTANT NOTES FOR TENDERERS**

1. Tenders are invited from regular/certified partner/authorized service provider of M/s. Cisco.
2. The bidder shall be an Information Technology & Communication company registered in India under companies act 1956 (supporting document, i.e., Article of association/MOA to be submitted).
3. The bidder must have company Registration certificate, GST registration certificate.
4. There should be two sealed bids – The first containing the **Technical Bids** and the second containing the **Price Bids**.
5. Companies not having regular service station in Kolkata need not apply and must have at least 10 years industry presence in similar business. The annual turnover of the bidder should be of average INR60 Crores and above in the last three years (Audited balance sheets and CA certification to be submitted).
6. The bidder must have successfully executed Large LAN/WAN support, AMC & FMS Project in last 5 to 7 financial years in Govt. Sector/Public Sector and also have Quality Certification from an accredited and internationally reputed/renowned firm (viz. ISO 9001:2000).
7. The bidder/company has to provide Resident Service Engineer on all working days.
8. The price quotations amount should be given annually inclusive of all taxes, mentioning the tax component.
9. Other terms & conditions are as prevalent in Govt. Rules.
10. Payment will be made quarterly after end of each quarter, subject to satisfactory services.
11. Penal interest will be charged as per Govt. Rules for delayed service, without satisfactory & valid reason.
12. Performance security will be submitted by the successful bidder for an amount of 10% (Ten percent) of the value of contract.
13. Any form of canvassing will make, the quotation cancelled without showing any reason.
14. Last date of submission of quotation for both Technical Bid and Price Bid will be by 3.00 p.m. of 30.01.2018.

**Form NO.I**

(Detail on Earnest Money)

Name of Company \_\_\_\_\_

Address with Pin Code : \_\_\_\_\_  
\_\_\_\_\_

Earnest money enclosed (in figures & in words): \_\_\_\_\_

Demand Draft No. \_\_\_\_\_ Date \_\_\_\_\_

Bank \_\_\_\_\_

**Authorized signatory of the Company**

**TENDERER**

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*Tender Document for AMC of Network Devices*

**Proforma for Technical Bid**

1. Name of the Firm/Company :
2. Address of the Firm :
3. Name of the person to be contracted :
4. Phone No./Fax No./E-mail ID/Mobile No. :
5. No. of Service Engineers working in the Firm :
6. Necessary enclosures :
  - a) Certificate in support of regular/certified partner/  
authorized service provider of M/s. Cisco. :
  - b) Firm registration certificate/license. :
  - c) IT clearance certificate. :
  - d) List of reputed/Govt./Non-Govt.  
Organization with AMC of Network devices :

**Note: The vendors are to note that no extra time will be given to produce the required documents. The documents submitted on the tender due date will only be taken into account.**

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*Tender Document for AMC of Network Devices.*

**Proforma for Price Bid**

1. GST No. &amp; PAN No. :

2. Name of operating Bank and A/c No./IFSC Code :

3. **(i) Rate for Annual maintenance charges of the equipments :-**

Sl.No.	Device Name	Device Sl. No.	No. of Ports	Unit price/rate
1	Cisco Catalyst 2960	FCQ1605X4XM	48	
2	Cisco Catalyst 2960	FOC1408V6XA	24	
3	Cisco Catalyst 2960	FOC1404W2WG	24	
4	Cisco Catalyst 2960	FOC1411Y1QH	48	
5	Cisco Catalyst 2960	FCQ1605X535	48	
6	Cisco Catalyst 2960 G	FCQ1538Y7JE	24	
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14	Cisco Catalyst 2960 G	FOC1652X00P	24	
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25	Cisco Catalyst 2960 G	FOC1411Y1W9	48	
26	Cisco Small Business	DNI161307FY	24	
27	Cisco Catalyst 4507 R-E	FOX1417GK1S	24	
28	Cisco asa5520	JMX1421L3MG	4	
	TOTAL			

(ii). Manpower charges, if applicable :

(iii) Other charges, if applicable :

(iv) Details of Taxes (if any) :

N.B. 1) No change in quoted rate will be allowed.

2) TDS should be deducted as per Govt. rules.

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Tender Document for AMC of Network Devices.

Authorized signatory of the Company

