Ref No.: SVSU/2024/DAA/053   **Dated: 28.02.2024**

NOTICE INVITING QUOTATIONS
For

Purchase of services - Hosting a Dedicated server for Digital OJT Diary web portal on one year contract.

Sealed quotations are invited from the manufacturers/exclusive distributors/ authorized dealers/suppliers/service providers for the below mentioned products on rent basis as per details given below:

S.No.	Item(s)	Qty.	Requirement details
1	Dedicated Managed Service support of Linux based Server (8 Core, 16GB RAM, 100GB SSD with other required specifications as per NIQ)	01	With desired specifications on yearly contract basis

1. The sealed quotations, complete in all respects, must **reach by registered/speed post by hand in the Office of The Registrar, Shri Vishwakarma Skill University, Village - Dudhola, Palwal, HR-121102 latest by 08.03.2024 by 05:30 PM (time).** The same shall be opened on **11.03.2024** or the next working day at **Shri Vishwakarma Skill University, Village - Dudhola, Palwal, HR-121102**. The vendors or their authorized representatives are allowed to attend the meeting of the quotation opening committee at their own costs.
2. The quotation received after due date and time or incomplete shall be rejected outrightly.
3. The quotation shall be submitted in a double envelope.
   Envelop-I:- Should contain Technical bid documents. (Annexure-I)
   Envelop-II:- Should contain Financial Bid documents. (Annexure-II)

   The both envelopes shall be sealed and shall have the superscription **"QUOTATION IN RESPONSE TO NIQ FOR DIGITAL OJT DIARY WEB PORTAL REFERENCE NO. .... DATED ...."**. The offer may be sent to **The Registrar, Shri Vishwakarma Skill University, Village-Dudhola, Palwal, HR-121102**. The quotation, where the superscription is not mentioned on the envelope by the vendor, may not be entertained.
4. The following charges and terms may be spelt out in your offer clearly:
   i. F.O.R
   ii. Rates of VAT/Excise Duty (in percent), if any. Please note that the University does not issue Form 'C' or 'D'
   iii. Payment terms.
   iv. Delivery period.

    v. After-sales support services.
   vi. Installation/Deployment charges, if any.
  viii. Validity period of the quotation.

5. Charges not mentioned in the quotation shall not be paid.
6. FOR shall be <u>Shri Vishwakarma Skill University, Palwal</u> or Offices situated at Outstations as the case may be.
7. The offer must be valid for a period of at least **three months** from the date of opening of quotation/tender.
8. The current price list duly authenticated by the Principals /Vendors or their Authorized Signatory with dated signature and seal along with literature/pamphlets may be supplied along with the offer.
9. Quantity may increase or decrease without any notice at any time within the extended contract period also, if any.
10. If the Supplier or their Principals are on rate contract with DGS&D or DS&D (Haryana), this may be mentioned specifically in the offer and a photocopy of the same, duly attested, may be appended.
11. The services for hosting of web servers shall be supplied by the vendor within the time limit specified in the supply order. The delivery period can be extended by the The Registrar, SVSU with the approval of the Internal Purchase Committee (IPC) /Departmental Purchase Committee (DPC) , only in exceptional cases on written request of the Supplier giving reasons/explaining circumstances due to which delivery period could not be adhered to. In case, the web server hosting services are not supplied within the delivery period, the supplier shall be liable to pay the University the compensation amount equivalent to 1% (one percent) of the yearly contract price each day or such other amount as the IPC/ DPC/ The Registrar, SVSU may decide till the supply remains incomplete, provided that the total amount of compensation shall not exceed 10% (ten percent) of the total amount of yearly contract price. Appeal against these orders shall, however, lie with the Vice-Chancellor, <u>Shri Vishwakarma Skill University, Palwal</u> whose decision shall be final.
12. In case, the supplier fails to execute the supply order on the rates, and terms and conditions as contained in the supply order within the stipulated period, they shall be liable to such action as blacklisting, debarring from having any business with this University, besides any other action as may be deemed proper by the University.
13. The vendor has to submit two copies of the bill with the service satisfaction report to be obtained by the vendor from the user department. The University tries to make 100% payment at the earliest after the receipt of the bill subject to a satisfaction report/ proper installation/deployment report to be obtained from the user department/office by the vendor.
14. The acceptance of the server web hosting services shall be subject to satisfactory reports of the user department etc.
15. The acceptance of the quotation shall rest with the undersigned who does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of quotation without assigning any reason therefore. The undersigned also reserves the right to accept quotation in part i.e. any item or any quantity and to reject it for the rest.
16. **Vendors have to give in writing that his/her firm is not debarred/ blacklisted for** any reason/period by DGS&D, DS&D (Haryana) or any other Central/State Govt. Dept./University/PSU etc. If so, particulars of

the same may be furnished. Concealment of facts shall not only lead to cancellation of the supply order, but may also warrant legal action.

17. In case, any other information/clarification is required, the undersigned may be contacted at the SVSU, Dudhola on any working day during office hours (9 a.m. to 5.00 p.m.).

18. The dispute, if any, shall be subject to the jurisdiction of Courts at Palwal. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/distributors/dealers/suppliers etc. shall be invalid and shall have no legal sanctity.

19. Terms and conditions printed on Quotation/Invoice of the firm, if any, shall not be binding on the University, except those mentioned specifically on the supply order and NIQ document. Your acceptance of the order shall be construed as your agreement to all the terms and conditions contained in the order (supply order & NIQ).

20. The contract shall be valid for one year.

21. The data confidentiality of OJT Diary data and regular backup of data shall be ensured.

22. The contracted / hired items are liable to increase or decrease depending at the sole discretion of the University during the period of contract or in extension period (if any).

23. The contracted service(s) shall be in working condition. **The successful supplier / firm has to submit the copy of invoices of all those service(s) which are to be deployed on the hosting server of the University to ensure the purchase date of the service(s).**

24. **Maintenance: -** Complaints lodged during forenoon shall be attended in the afternoon of same day and complaint lodged in the afternoon shall be attended by the forenoon of next working day. In case, performance of a service is not satisfactory, the firm has to provide suitable replacement of the service /server immediately. During the currency of the contract period, it shall be the responsibility of the vendor to keep the items' / services' / data in working order. Any kind of maintenance while working shall be the sole responsibility of the vendor without any cost implication to the SVSU.

25. In case a server is undergoing maintenance, our services shall not be affected. The vendor shall ensure the continuity of the service without any failure. In such cases of maintenance, a standby server of the same /higher configuration shall be provided by the vendor free of cost with prior information and approval from the department.

26. In the event of a tie in L1 in the Financial bid, the university shall negotiate with all the eligible bidders and the bidder whose quotes are lower than other bidders shall be declared as L1.

27. Negotiation may also be exercised with the L1 bidder if the committee feels the quoted rates are at the higher side.

28. The SVSU reserves the right to extend /curtail the contract any time even during the contract period also without assigning any reason or without giving prior notice. The contract may be extended which shall depend upon satisfactory working reports of services and requirements of the University.

29. The Agency/Firms/Individual may be debarred/blacklisted if the services provided are not found satisfactory or if complaints are not attended in a time bound manner. Refusal or inability or delay by the successful vendor to undertake the said work at the contracted rate may result in termination of the contract and forfeiting of performance guarantee (if any) as well as

disqualification of the bidder from participating in future in any kind of participation.

30. The rates quoted shall be inclusive of handover of data/shifting of services/ code from one vendor to another vendor, if required, and re-installation / deployment at the new server.

31. The Registered office or branch office of the Agency is bound to provide a proof of address and telephone number of its office/branch.

32. SPECIFICATION OF HOSTING A DEDICATED SERVER FOR DIGITAL OJT DIARY WEB PORTAL ON ONE YEAR CONTRACT:

Minimum specifications for hosting a dedicated server for Digital OJT Diary to be supplied by the firm/vendor on hire-cum-maintenance basis: -

Specifications of hosting a dedicated server for Digital OJT Diary web portal : -

Specifications	Description	Proposed Qty.
Network		
IP Address	Pool of IPv4 Addresses	1
Bandwidth	TB per month	2
Network Uplink	Uplink (mbps)	100
Firewall	Shared	1
Server		
Specifications	Core (no.)	8
	RAM (GB)	16
	SSD (GB)	100
Licenses		
OS	Linux latest version	1
Database	MySQL	1
Panel	C-panel/ WHM single domain	1
Antivirus	Bit-defender Antivirus	1
SSL	Single domain SSL	1
Backup	Complete backup with cyber security	50 GB
Managed services	**Hardware, OS, Network, Management**	1
Server Uptime	99.99% as per SLA	
Network Uptime	100% with redundant ISPs	
Support	24*7	
Access	Remote	

Chief OJT Coordinator

Encl: As above

PROFORMA FOR TECHNICAL BID (PART -I)

Sr. No.	Particulars to be submitted	To be filled by the bidder
1	Name of the Agency/firm	
2	Date of establishment/registration of the firm/agency.	
3	Detailed office address of the Agency with Office Telephone Number/Mobile Number/email id and name of the contact person	
4	Whether the firm is registered under Company Act, partnership, or proprietorship. (**Copies of all certificates of registration to be enclosed.**)	
5	PAN/TAN Number (**copy may be enclosed**)	
6	Sales Tax/VAT/GST Registration Number (**copy may be enclosed**)	
7	Whether the firm is blacklisted by any Government Department/ PSU/corporate or any criminal case is registered against the firm or its owner/partners anywhere in India. (**If no, a declaration/certificate is to be attached in this regard**)	
8	Experience in dealing similar kinds of items with Govt. Departments/ PSU/corporate **attach copies of supply orders placed on the agency / vendor**	
9	Whether the bid document of all pages of the terms and conditions duly signed, in token of acceptance of the same, is attached.	
	Place:	
	Date:	Signature of the Bidder With Office Seal

*ध्यान दें:- क्या आपने आवश्यक दस्तावेज संलग्न किए हैं, अपना आवेदन जमा करने से पहले दोबारा जांच लें।

PROFORMA FOR FINANCIAL BID (PART -II)

Firm Name...

Firm Address with pin code ....

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S.No.	Item(s)	Qty	Requirement details	**Quote your Rate including GST**
1	Dedicated Managed Service support of Linux based Server (8 Core, 16GB RAM, 100GB SSD with other required specifications as per NIQ)	01	With desired specifications on yearly contract basis	
	Total Amount quoted by bidder			

(Signature of Bidder with seal)

Name:

Designation:

Address with contact no. :