

**UNIVERSITY OF MADRAS**  
**TENDER NOTICE**

Sealed Limited Tenders are invited by the Registrar, University of Madras from the reputed Vendors / Authorized dealers for supply and delivery of computer server for web hosting services, online admissions, at Institute of Distance Education, University of Madras, Chepauk, Chennai - 600 005 as detailed in the Tender Document.

The Tender Form and Schedule containing the detailed particulars and other Tender conditions can be had from the Registrar, University of Madras, Chennai -5 on payment of Rs.840/- (Rs.750+12% GST) by means of crossed Demand Draft in favour of the Registrar, University of Madras, Chennai- 5 payable at Chennai. The E.M.D. of Rs.3,500/- Shall be remitted while submitting the Tender.

The duly filled in Tender forms containing the Technical Bid with EMD and the Commercial Bid should reach the Registrar, University of Madras, Chennai - 5 on or before **3.00 p.m. on 11.07.2018.**

REGISTRAR

Serial No. \_\_\_\_\_

**UNIVERSITY OF MADRAS:  
INSTITUTE OF DISTANCE EDUCATION, CHEPAUK,  
CHENNAI – 600 005**

**LIMITED TENDER DOCUMENT**

Terms and conditions for the supply delivery, installation of Computer Servers for WEB hosting services, online admission at IDE, University of Madras, Chepauk, Chennai – 600 005, as per Guidelines of Government of Tamil Nadu Tender Transparency Act.

**1. DUE DATE AND TIME**

The limited tender form is available at a cost of Rs.750+GST 12% from IDE and can be down loaded from our website “www ideunom.ac.in”. The tender cost should be enclosed with the tender at the time of submission, if the same is downloaded from Website. Sealed Limited Tenders, in triplicate, are invited by the Registrar, University of Madras under two cover systems from the reputed firms for the supply of Microsoft Windows 2016 Server, as per specifications indicated in the Commercial bid.

The duly filled-in Limited Tender forms containing the Technical Bid and Commercial Bid should reach the Registrar, University of Madras on or before **3.00 pm on 11.07.2018.** Tenders received after due date and time will be summarily rejected.

**The Demand Draft for Rs.3,500/- (Rupees three thousand five hundred only) towards EMD should be enclosed in the Technical bid only.**

**2. MODE OF DESPATCH**

Limited Tenders should be addressed to the Registrar, University of Madras, Chennai – 600 005, by designation and should be only in sealed covers by **Registered or Speed** Post with Acknowledgement due or in person. Limited Tenders received in ordinary covers without seal will not be considered.

**3. SUPERScription**

The Limited Tender should be sealed and superscribed as “Tender for Microsoft Windows 2016 Server” to Institute of Distance Education, University of Madras, Chepauk, Chennai – 600 005.

The Limited Tender document relating to the Technical Bid duly filled in and signed must be put in sealed cover superscribed as “**Technical Bid**”. The Limited Tender document relating to the Commercial Bid duly filled in and signed must be put in a sealed cover separately, superscribed as “**Commercial Bid**”. The sealed Tender cover containing the Technical Bid

(with EMD) and Commercial Bid should be sent to the Registrar, University of Madras, Chennai – 5. Covers received without such superscription will be summarily rejected.

#### **4. EARNEST MONEY DEPOSIT**

Each Limited Tender should be accompanied by Earnest Money Deposit (EMD) of **Rs.3,500/-** by Demand Draft drawn in favour of the Registrar, University of Madras. The Earnest Money Deposit of any unsuccessful tenderers will be returned after the acceptance of the successful tender within a reasonable time consistent with the rules and regulations on this behalf. The above ***EARNEST MONEY DEPOSIT*** amount held by the University till it is returned to the Tenderers would not earn any interest therefor. Earnest Money Deposit of the successful Tenderer will not be adjusted towards security deposit and will be returned only after the successful completion of the warranty period.

#### **5. ELIGIBILITY CRITERIA**

The bidders must fulfill the following Eligibility conditions and also submit documentary evidence in support of fulfilling these conditions while submitting the Technical Bid. The University will consider the Commercial Bid of the vendors who qualify in the Technical bid. For those vendors who are not qualified in the Technical Bid, the Commercial bid will not be opened. The Tenderer should submit the latest **Income Tax and GST Clearance certificates**.

- a. The bidder should be an authorized partner/ dealers if IBM/HP company. Proof of the above should be submitted in the form of authorization of Partnership/ dealership issued by the original Equipment manufacturer (OEM).
- b. The bidder should be in this field atleast for a period of three years as on 31.03.2018.
- c. The bidder should have successfully supplied and installed Hardware amounting to Rs.10 Lakhs to atleast one client in Government Department or public/ Private Under taking or Education Institution or other reputed organization in the last two years as on 31.03.2018. The bidder has to furnish the proof of satisfactory completion of purchase order.
- d. The minimum annual turnover of the bidder shall be Rs.10.00 lakhs. The bidder should attach the certificate for the annual turn over from the chartered Accountant for the last three year from 2014-15 to 2016-2017.

#### **6. DETAILS TO BE FURNISHED AND MODE OF PRESENTATION**

- a. The Limited Tender should contain particulars like name and addresses of the Tenderers, net rate including excise duty, customs duty (i.e. for imported items, clearing and forwarding charges) surcharge, GST, freight, octroi, insurance for delivery, delivering up to the point, installation and commissioning of the server and such other levies that may be applicable.
- b. The rates should be kept firm for **Ninety days** from the date of the opening of the Tenders for acceptance.
- c. The rate should be quoted for each item with specification and model and should be indicated clearly both in words and figures. If there is any **scoring or overwriting** should be attested by the Tenderer with full signature. The rate quoted should be firm

- and **should not be subject** to any variation clauses if there is any variation in words & figures of the amount in the tender, the lowest among these will be considered for evaluation.
- d. The **University shall not pay any increase in duties, taxes and** surcharges on account of any revision by the Government at the time of supply and installation, if any.
  - e. Supply of the server shall be as per the specifications mentioned in the Commercial Bid and according to the delivery and installation schedule.

## **7. OPENING OF TENDERS:-**

The tenders received upto **3.00 p.m.** on **11.07.2018** will be opened by the Registrar, or his authorized officer on his behalf at **4.00 p.m.** on **11.07.2018** in the presence of those Tenderers or their representatives who may be present at the time of opening. The representatives of the Tendering firm who are attending the opening of the Tenders should bring a letter of authorization from the Tendering firms which they represent to identify their bonafide. Only one representative is permitted to attend the Tender opening.

## **8. AGREEMENT:**

- a. The successful Tenderer should execute an agreement for the fulfillment of the contract in the Twenty Rupees stamp paper within fifteen days from the date of acceptance of the tender.
- b. The expenses incidental to the executing of agreement shall be borne by the successful Tenderer.
- c. The conditions stipulated in the agreement form should be strictly adhered to and violation in any of the conditions will entailed to termination of the contract without prejudice to the rights of the University and recovery of any consequential loss will be made from the successful Tenderer.

## **9. SECURITY DEPOSIT:**

- a. The successful Tenderer shall be required to remit 5% of contract value as the Security Deposit within 15 days from the date of receipt of Communication/Intimation by them on the acceptance of the Tenders.
- b. The **EMD of the** successful Tenderer shall be **retained** by the University till the warranty period. If the successful accepted Tenderer fails to remit the Security Deposit within the period mentioned in the order form the Earnest Money Deposit remitted by him will be forfeited to the University of Madras and his Tender will be held void. Purchase order will be released and after execution of the above contract by the successful Tenderer and after remitting the Security Deposit by way of Demand Draft drawn in favour of the Registrar, University of Madras, Chennai 600 005.

- c. The Security Deposit furnished by the Tenderer in respect of his Tender will be returned to him at the **end of the contract period** subject to the satisfaction of the University.
- d. In case of successful Tenderer, the Earnest Money Deposit, if paid, will not be adjusted against the Security Deposit remitted, by the tenderer.
- e. If the Tenderer fails to act according to the Tender conditions or backs out when his Tender is accepted, his Security Deposit mentioned above will be forfeited to the University.

## **10. SUPPLY AND INSTALLATION :**

- a. The Sealed Limited Tenders are invited only for the supply of Microsoft Windows 2016 Server to **the Institute of Distance Education (IDE), University of Madras**". The supply/installation of items/goods/materials/components/Equipments together with accessories etc., of the quality and of the sort and at the rate or price specified in the Limited Tender shall be meant only for the said item.
- b. The supply/installation of the items together with accessories if any, should be made strictly in accordance with the specifications given in the Commercial Bid and should successfully fulfill the tests carried out by the University. The supply and installation should be as per the delivery schedule to be sent by the University along with the placement of firm orders. The successful Tenderer should give guarantee for a period of **three-years** for the equipment and other accessories installed against breakage or breakdowns due to manufacturing defects. The guarantee period takes effect from the date of satisfactory trial run. The Tenderer shall be liable to make **good the loss** by replacing the equipments or other accessories found defective during the guarantee period. The equipment hardware should be installed in the premises of the University at the cost and risk of the Tenderer. For Soft-wares, the successful bidder should give warranty for at least 2 years and if it gets corrupted before 2 years, replacement must be made with the same or higher version. Incase of computers, adherence to the configuration specified and installation of Fire wall and Antivirus are mandatory. In case of Equipments, warranty starts from the date of installation. If installation is not done due to reasons like preparation of site for the equipment, then warranty will start from 1 month after supply. Hence, purchase should be preceded by site identification/preparation. The tenderer should give guarantee that spare parts for the equipment will be available for a minimum period of 5 years .
- c. The items are to be guaranteed for a period of at least **five-years** after installation and commissioning against manufacturing defect and bad workmanship. The warranty period specified, will commence from the date of handing over the equipments after running and carrying out successfully the tests prescribed by the University to its satisfaction.
- d. The Successful tenderer should give a training to 5 staffs of this University to operate Equipments for 10 days.

- e. Documents such as operation manuals, user manuals and circuit diagrams and other relevant materials shall be provided by the Tenderer along with equipments free of cost.
- f. If the supply, installation and commissioning of the systems are not effected before the specified period from the date of purchase order, the University shall have the authority to cancel the order and to take any such action which will be deemed fit in the circumstances.
- g. If any manufacturing or other technical defects are found within the specified months from the date of installation, commissioning and handing over the system to the University Authorities, the same will have to be rectified or replaced free of cost by the supplier.
- h. During the warranty period, if due to manufacturing and other technical defects of the equipment supplied, the system is down and if it is not restored in working condition within 24 hours, the supplier shall be liable for a penalty of one percent (1%) per week during breakdown period on the total contract price.
- i. The warranty will cover all the materials and goods supplied by the supplier under this contract irrespective of the fact whether these have been manufactured by the supplier or not.
- j. In case of failure by the Tenderer to deliver goods or materials demanded from them within the period specified for delivery or in case of goods or materials being delivered without a correct invoice in duplicate, the Registrar or anyone duly authorized by him shall have powers to reject any such goods or materials so rejected or not delivered unless the supplier shall themselves forthwith supply others that shall be sufficient and satisfactory and any excess of cost so incurred by the Tenderer over the contract price together with all charges and expenses attending the purchase shall be recoverable by the University from the supplier.
- k. The successful Tenderer shall supply licensed versions of the equipment systems. The University will not be held responsible for any consequences arising of patent right problems.
- l. The equipment should be demonstrated to the representatives of the Specifications Committee before supply is effected.

## **11. PAYMENT OF COSTS:**

The terms of payments for purchase of equipments:

- a. 90% of the total cost of equipments will be paid on installation, commissioning and handing over of the Equipments and other accessories to the University after testing all the softwares and fulfilling the technical specifications. The testing that should be carried out for commissioning the material supplied and the satisfactory working of the systems are to be certified by the University technical person.
- b. The balance 10% will be retained during the warranty period of 3 years as performance guarantee and will be paid after the successful completion of the

warranty. Alternatively if the tenderer gives irrevocable Bank guarantee in lieu of the balance 10%, the University shall reserve the right to accept the same.

## **12. FORFEITURE OF EARNEST MONEY DEPOSIT:**

If the accepted Tenderer fails to act according to the tender conditions or backs out after his tender has been accepted, his Earnest Money Deposit will be forfeited to the University and will be black listed from the contractors list. Moreover the difference in cost of the equipment in Re-tender will be recovered from them.

The successful Tenderer shall not assign or make over the contract, the benefit of burden thereof to any other person or persons or body corporate. He shall not underlet or sublet to any person/s or body corporate for executing the contract or any part thereof.

## **13. PENALTY FOR NON-FULFILMENT OF TENDER:**

Penalty will be levied at the rate of 1% per week on the total contract price if the installation and commissioning has not been completed in full within the stipulated period subject to force majeure conditions. Besides, such performance may entail black listing of the supplier.

## **14. ACCEPTANCE AND WITHDRAWALS:**

The final acceptance of the tender is entirely vested with **University which reserves the right to accept or reject** any or all the tenders without assigning any reason whatsoever. There is no obligation on the part of the University to communicate with rejected Tenderers. After acceptance of the tender by the University, the Tenderer shall have no right to withdraw his Tender or claim higher price. Tenders with incomplete information will be summarily rejected.

## **15. POST WARRANTY:**

The post warranty Annual Maintenance Charges (AMC) is applicable for the remaining period after the satisfactory completion of the warranty period.

The AMC payable from the date of completion of warranty in advance against invoices/bill to be preferred by the vendor. The vendor agrees to provide comprehensive maintenance of the equipments, hardware and software which shall include preventive maintenance and corrective maintenance at the location specified by the University. The maintenance shall also include replacement of all parts of equipments except consumables. The equipment which is down should be restored in good working condition within 48 hours. Otherwise the supplier shall be liable for a penalty of 1% per week of the breakdown period on the total price of the system. The University reserves the right to terminate the maintenance contract in the event of unsatisfactory maintenance and claim damages for non-fulfillment of contract.

## **16. PENALTY FOR NON-FULFILMENT OF CONDITIONS**

The supplier agrees that in the event of non fulfillment or non-observance of any of the conditions stipulated in the conditions, the Supplier shall pay as penalty an amount equivalent to 10%(Ten percent) of total value of hardware and software or an amount equal to the actual loss incurred by the purchaser whichever is greater. This provision applies up to the end of the life cycle of the hardware and software (i.e.) even during the post warranty period.

## **17. EXEMPTION OF CUSTOMS DUTY AND EXISE DUTY**

The Madras University being a Research Oriented Higher Education institution is exempted from paying Excise duty and Customs duty / Concessional Customs Duty. The supplier shall therefore obtain Exemption Certificate from the University, issued by the Government of India, before clearing the consignment if the equipment is imported.

## **18. GENERAL**

The Tenderers while sending their tender should enclose a copy of the conditions stipulated duly certified and attested by them in token of accepting the tender conditions that they understood and accepted them in full. Tenders received without the certified copy of the conditions shall be rejected summarily.

I/We \_\_\_\_\_ have gone through the terms and conditions and will abide by them as laid down above.

**SIGNATURE OF THE TENDERER  
WITH OFFICE SEAL**



## TECHNICAL BID

### UNIVERSITY OF MADRAS : CHENNAI 600 005.

Limited Tender Schedule for the **supply of Computer Servers for Web hosting services, Online Admission** University of Madras, Chepauk, Chennai– 600 005.

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**Profile of the Company:**

**The Company should provide the following details**

1. Name of the Organization	
2. Nature of the Organization (Legal status) (The Registration certificate for Private Ltd/Public Ltd Company, partnership deed duly registered for partnership firm and affidavit for proprietor firm should be furnished) (Govt./ Public / Private / Partnership/ Proprietorship)	
3. (a) Address of the Registered Office of the firm with Phone Number, Cell No, Fax and E-mail.  (b) Year of Establishment  (c) Number of employees  (d) GST Reg No.  (e) Whether registered in MSME/NSIC. If so details  (f) Contact person / Title.	
4. Annual turnover for the previous three Years from 2014.15 to 2016-17  2014-15 Rs. _____ 2015-16 Rs. _____ 2016-17 Rs. _____  (Attach the Certificate from the Chartered Accountant)	
5. whether the bidder is an authorized Partner/ Dealer of IBM/HP Company (Proof should be furnished from the OEM)	

6. Total experience in the related areas			
7. <u>Past Experience:</u> Names of the Government Agencies / Educational Institutions/ Public/ Private Undertaking/ Institutions to whom Computer servers have been supplied and installed during the last two years and the value of contract. (Necessary supporting documents such as purchase order and client certificate should be enclosed)			
8. Maintenance and service centres facilities in Chennai city / and total number of Service Engineers available:			
9. What type of maintenance support does your Company provide for the spares			
10. EMD PAYMENT PARTICULARS [The DD should be enclosed in the Technical Bid only]  (1) Number of Demand Drafts enclosed :  (2) Demand draft particulars			
Sl.No.	Name of the bank and branch	DD No. and date	Amount Rs.
TOTAL			

Signature :

Designation :

Name of the Firm :

Along with Phone/Cell No. :

**COMMERCIAL BID**  
**UNIVERSITY OF MADRAS : CHENNAI 600 005**

Limited Tender Schedule for the supply of Computer Servers for WEB hosting services,  
online admission, University of Madras, Chepauk, Chennai – 600 005

Sl.No	Name of the Equipments	quantity	Rate
1.	<b>Server - [IBM or HP Make]</b> 2U Rack Server 2 X Intel Xeon Hexa Core Processor 2 X Intel Xeon Hexa Core E5-2620 Processor at 2.0GHz or above, 15MB Level 3 cache, 32 GB (16GBx2) DDR3 Registered (RDIMM) <b>memory</b> , operating at 1333MHz or higher scalable to 384GB, Intel® C600 Series Chipset PCIe 3.0 based SAS Raid Controller with RAID 0/1/1 0/5/5 0 with 512MB battery backed write cache (on board or in a PCI Express slot), <b>5X300GB 6G SAS 10K Hot Plug SFF 2.5 in expandable upto 8 Nos</b> , DVD-ROM Optical Drive Six PCI-Express slots, atleast 4 with PCIe 3.0(1 x16 and 3x8 slots) Server should support 4 port 1 Gbps network adaptor along with dedicated 1 Gbps Mgmt port, USB 2.0 support with 7 total ports: (2) ports up front: (4)ports in black: (1) port internal, 2U Rack Mountable, Redundant & Hot Plug Fans Hot Plug & Redundant Power Supplies support to windows 2012 RE and above, Linux etc.,	1 No.	

Please indicate the Annual Maintenance Contract Charges per annum on the basic price of Equipments, excise duty, sales tax, etc., year wise for the remaining period of 5 years life cycle after warranty period.