

Request for Proposal (RFP)
for
Supply, Installation & Commissioning of Common Infrastructure
for
Digitization of Affidavits received by the Hon'ble Patra Commission

Tender No. OCAC-TE-21/2013/ENQ/14026



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DISCLAIMER

The information contained in this Tender document or subsequently provided to **Bidder(s)**, whether verbally or in documentary or any other form by Odisha Computer Application Centre (OCAC) or any of their employees is provided to Bidder(s) on the terms and conditions set out in this Tender Document and such other terms and conditions subject to which such information is provided.

This Tender is not an agreement and is neither an offer nor invitation by the OCAC to the Bidders or any other person. The purpose of this Tender is to provide interested parties with information that may be useful to them in making their technical and financial offers pursuant to this Tender (the "**Bid**"). This Tender includes statements, which reflect various assumptions and assessments arrived at by the OCAC in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This Tender may not be appropriate for all persons, and it is not possible for the OCAC, to consider the technical capabilities, investment objectives, financial situation and particular needs of each party who reads or uses this Tender. The assumptions, assessments, statements and information contained in this Tender, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations, studies and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this Tender and obtain independent advice from appropriate sources.

Information provided in this Tender to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. OCAC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

OCAC, makes no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Tender or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Tender and any assessment, assumption, statement or information contained therein or deemed to form part of this Tender or arising in any way in this Bid Stage. OCAC also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this Tender.

OCAC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this Tender. The issue of this Tender does not imply that OCAC is bound to select a Bidder or to appoint the Preferred Bidder, as the case may be, for the Project and OCAC reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

OCAC reserves all the rights to cancel, terminate, change or modify this selection process and/or requirements of bidding stated in the Tender, at any time without assigning any reason or providing any notice and without accepting any liability for the same.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by OCAC or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and OCAC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

Signature & Seal of the Bidder

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1. Invitation for Bids

Odisha Computer Application Centre (OCAC) on behalf of Justice RK Patra Commission, invites submission of sealed bids from qualified bidders to supply, installation & commissioning of common infrastructure for digitization of affidavits received by Patra Commission.

Submission of bids shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.

1.1 Issuer and Address for Bid Submission & Correspondence

General Manager (Admn.)

Odisha Computer Application Centre (OCAC)

(Technical Directorate of IT Department, Government of Odisha)

Plot No.-N-1/7-D, Acharya Vihar Square, RRL Post Office, Bhubaneswar-751013

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Fax: +91-674-2567842

E-mail ID: contact@ocac.in

Website: www.ocac.in

1.2 Tender Schedule

S. No.	Particular /Events	Date
1.	Start date of issuance / sale of RFP document	31.10.2014
2.	Last date for submission of Pre-bid queries via email	05.11.2014
3.	Pre-bid Conference	07.11.2014, 3PM
4.	Issue of Corrigendum/Clarifications (If required)	10.11.2014
5.	Last date and time for bid submission	24.11.2014, 3PM
6.	Date and time of opening of General bids	24.11.2014, 4PM
7.	Date and time for opening of Commercial bids	To be decided later

Note: This bid document is not transferable.

The dates are subject to change according to the convenience and needs of OCAC.

1.3 Procurement of RFP Document

The RFP document can be downloaded from www.ocac.in / www.odisha.gov.in / www.tenders.gov.in. However bidder must pay document cost of Rs. 1,000/- (Rupees One Thousand Only) in form of a demand draft drawn on any nationalized bank in favour of “**Odisha Computer Application Centre**”, payable at **Bhubaneswar**. The draft towards RFP document fee should be attached along with General Bid. Bids without document fee shall be summarily rejected.

1.4 Amendment of RFP Document

At any time till 7 days before the deadline for submission of bids, OCAC may, for any reason, whether at own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding document by amendment. All the amendments made in the document would be published in www.ocac.in / www.odisha.gov.in / www.tenders.gov.in. All such amendments shall be binding on all the bidders. The bidders are also advised to visit the aforementioned websites on regular basis

1.5 Venue and Deadline for submission of Proposal

Proposals must be received at the address specified in section 1.1, not later than dates specified in Section 1.2. Any proposal received by OCAC after the deadline for submission of proposals will be summarily rejected and returned unopened to the Bidder. OCAC shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained

2. Instructions to Bidders

2.1 Earnest Money Deposit – EMD

The bidder shall furnish a refundable EMD of Rs. 40,000/- (Indian Rupees Forty Thousand only) in the form of a demand draft, drawn on a nationalized bank, valid for 180 days from the last date of submission of bid in favour of **Odisha Computer Application Centre**, payable at **Bhubaneswar**, Odisha.

The bid will be disqualified if the EMD is not submitted along with the General Bid. Unsuccessful bidder's EMD will be released as promptly as possible, but not later than 60 days after the award of the contract to the successful bidder. The successful bidder's EMD will be released upon signing of the contract and deposit of PBG. No interest will be payable on the amount of the EMD.

The EMD may be forfeited in following cases:

- If bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any; or
- If a bidder indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization. The decision of OCAC regarding forfeiture of the bid security shall be final & shall not be called upon question under any circumstances
- In the case of a successful bidder, if it fails within the specified time limit to sign the agreement or/and furnish the required PBG

2.2 Site Visit

The bidders shall visit Commissions office for reconnaissance and obtain additional information pertaining to the resources/ facilities available. OCAC shall arrange for the bidder's personnel to gain access to the Commissions office. The cost of visiting the site (s) shall be borne by the bidder.

It would be deemed that the bidder has made a complete and careful examination to determine the matters incidental to the performance of its obligations as per the RFP.

2.3 Preparation of Proposal/Bid

2.3.1 Procedure for submission of Bids

It is proposed to have a **Two Cover System** for this tender:

- **Cover 1 – General bid** – having one original and one copy (hard copies) along with one soft copy on a non-re-writeable CD. RFP document duly signed by authorised representative of the bidder should be included as part of General bid, indicating the acceptance of terms and conditions set forth in this RFP. Technical compliance sheet should be part of General Bid.
- **Cover 2 – Commercial Bid** – having one hard copy of the bid

All the covers should be sealed super-scribing "General Bid" and "Commercial Bid" respectively. Each copy of each bid should also be marked as "Original", and "Copy" as the case may be. The envelopes of General and Commercial bids shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the RFP,

Signature & Seal of the Bidder

and be clearly marked "**Do not open before the scheduled date and time**". The cover thus prepared should also indicate clearly the name, address and telephone number of the bidder, to enable the bid to be returned unopened in case it is declared "**Late**".

In the event of discrepancy between bids, the original shall prevail. Further, in the event of discrepancy between the hard copy and the soft copy, the hard copy shall prevail. All the original bids shall be signed by authorized person of the bidder. All pages of the bid, where entries or amendments have been made, shall be initialled by the person or persons signing the bid. **All signatures on the letters / certificates attached with the Bid document shall be dated suitably.**

OCAC shall not be responsible for misplacement, losing or premature opening if the outer envelope or envelopes of any of the bids are not sealed and/or marked as stipulated. This circumstance may be case for proposal rejection. If the proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the proposal non-responsive.

Note

- The bidder shall submit the proposal as per the bid formats
- Prices should not be indicated in General Bid but should only be indicated in the Commercial Bid. Any deviation shall lead to rejection of the proposal.
- All pages of RFP shall be initialled and stamped

2.3.2 Authentication of Bid

The original and all copies of the bid shall be typed in indelible ink. All original copies of the bid shall be signed by the bidder or a person(s) duly authorized. A letter of authorization shall be supported by a written power-of-attorney accompanying the bid.

2.3.3 Language of the proposal/bid

The bids, and all correspondence and documents related to the proposal exchanged by the bidder and OCAC shall be in English. Supporting documents and printed literature furnished by the bidder may be in any language other than English provided they are accompanied by an accurate translation of the relevant passages in English language. Supporting material, which is not translated in English, will not be considered for evaluation. For the purpose of evaluation and interpretation of the bid proposal, the English language translation shall prevail.

2.3.4 Currencies of Proposal and Payment

The currency (ies) of the Proposal offer and the payments shall be in Indian Rupees (INR).

2.3.5 Proposal Validity

The bids shall be valid for a period of minimum "SIX MONTHS" from the date of submission of the bid. On completion of the validity period (6 months), in case required, OCAC may solicit the

bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing by post or email.

2.3.6 Bid Prices

The Bidder shall indicate price in the prescribed format, the unit rates and total bid prices of the equipment / services, it proposes to provide under the contract. Prices should be shown separately for each item as detailed in Tender Documents. In absence of above information as requested, the bid may be considered incomplete and be summarily rejected. The price components furnished by the bidder in accordance with format below will be solely for the purpose of facilitating the comparison of bids by OCAC and will not in any way limit OCAC's right to contract on any of the terms offered

2.4 Cost of Bidding

The vendor shall bear all costs associated with the preparation and submission of its bid, and OCAC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the proposal process

2.5 Right to Accept and Reject the Bid

Notwithstanding anything contained in this document, OCAC reserves the right to accept or reject any bid/s. OCAC also reserves the right to cancel the bid process at any time prior to signing the contract and will have no liability for above-mentioned actions.

2.6 Corrupt or Fraudulent Practice

In the event of the bidder engaging in any corrupt or fraudulent practices during the bidding process, by the judgment of the OCAC, the bid will be rejected. For the purpose of this clause:

"Corrupt Practice" means offering, giving, receiving or soliciting of anything of value to influence the action of OCAC in the selection process. It also includes bringing undue influence through any quarter or interfering directly or indirectly in the selection process to affect its outcome.

"Fraudulent Practice" means a misrepresentation of facts in order to influence selection process to the detriment of OCAC..

2.7 Applicable Law

The Contract shall be interpreted in accordance with the laws of the Union of India.

Signature & Seal of the Bidder

2.8 Resolution of Disputes and Arbitration

- OCAC and the selected bidder shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- If, after thirty (30) days from the commencement of such informal negotiations, OCAC and the selected Bidder have been unable to amicably resolve dispute, either party may require that the dispute be referred for resolution to the formal mechanisms, which may include, but are not restricted to, conciliation mediated by a third party acceptable to both, or in accordance with the Arbitration and Conciliation Act, 1996.
- All Arbitration proceedings shall be held at Bhubaneswar, Odisha, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be in English.

3. Scope of Work

OCAC intends to select a qualified vendor for Supply, Installation & Commissioning of Common Infrastructure for Digitization of Affidavits received by the Hon'ble Patra Commission. The objective of digitization is to ensure ready access and availability of the affidavits.

The common infrastructure setup would consist of requisite quantity of IT & Non-IT components to support the digitization work viz., Servers, External Storage, Share Computing, Monitor with Keyboard & Mouse, UPS, Electrical Works, Networking Equipment(Switches & LAN Cabling), Surveillance System, Furniture & Fixtures, Access Management, etc.

Bidder has to install & commission all the components of common infrastructure and shall be responsible for operations & maintenance during the warranty period. The bidder shall ensure necessary power and data cabling to host minimum of 30 workstations.

Share Computing : All the 30 nodes shall optimally use the server resources on share computing. Bidder has to provide the necessary share computing access devices and software with monitor, keyboard and mouse. The shared computing solution proposed shall support Client-Server, Web and Desktop based applications. The bidder has to plan the deployment architecture so that it caters to minimum of 30 nodes. The share computing solution shall ensure user productivity, IT controls and peripheral support.

The selected bidder shall coordinate with the data digitization vendor to ensure smooth functioning of all components supplied.

Patra Commission shall provide 34*18 sqft room with electrical power supply for digitization purpose

There shall be a dedicated engineer on site to support during the warranty period. He shall be available as per the operations timeframe of the digitization work.

Services under Warranty :

- Onsite Comprehensive Warranty (including Spares-Parts/Service/Labour)for 3 years from the date of installation
- In event of any equipment is replaced or any defect in respect of any equipment is corrected during the warranty period, where the period of warranty remained is less than twelve month of the comprehensive warranty, the warranty in respect of the equipment which is replaced / defect is corrected, will be extended for an additional period of twelve months from the date of such replacement/ correction of defects.
- In case of significant failures of specific component the entire system has to be replaced with new ones in proactive manner. The proactive action has to be taken immediately without affecting the day to day functioning and in a mutually convenient time. The proactive action plan is required to be submitted well in advance.
- The complaints should be resolved at the earliest as per the SLA agreed

Bidder shall carry out preventive maintenance at least twice in a quarter in consultation with OCAC team during the warranty period. Preventive maintenance will include replacement of worn-out parts, checking diagnostic etc.

The Bidder shall give an undertaking that sufficient quantity of spares will be kept as stock during the warranty period at their office

Signature & Seal of the Bidder

4. Proposal Opening and Evaluation Criteria

4.1 Evaluation Committee(s)

The Evaluation Committee constituted by OCAC shall evaluate the submitted proposals. The decisions of the Evaluation Committee in the evaluation of the General and Commercial bids shall be final. No correspondence will be entertained outside the process of negotiation / discussion with the Committee.

The evaluation of the proposals will be carried out in two stages:

4.2 General bid opening and evaluation criteria

The General bid documentation furnished by the bidder shall be examined prima facie to substantiate the compliance with the bidder's eligibility criteria in terms of organizational, financial and technical experience etc.

Prior to the detailed evaluation of Proposals, OCAC and/or its nominees will determine whether

- RFP document fee has been submitted
- Requisite bid security (EMD) has been submitted
- The proposal has been properly signed;

In case the proposal is not accompanied by the requisite document fee, bid security (EMD), and/or it has not been properly signed and/or there is a discrepancy between the items on the criteria and the actual documents/material submitted, OCAC reserves the right to declare the bid invalid.

4.3 General Bid Criteria

S.NO	CRITERIA	DOCUMENTS REQUIRED
1.	The responding firm/agency should have a. Submitted RFP document fee b. Submitted EMD Note :As per the rules & regulations of NSIC, Firms registered with NSIC may be exempted from submission of EMD and tender fee. However after bid submission, if the bidder found to be not eligible for NSIC exemption, their bids shall be rejected and no further request to consider the bid shall be entertained.	a. Demand Draft for Rs. 1000 b. Demand Draft for Rs. 40,000
2.	The bidder should be a company registered under the Companies Act, 1956 not less than last 5 years (Consortium Not Allowed)	a) Certificate of Incorporation b) Income Tax Returns for the last 3 years as on 31 st Mar 2013. c) PAN Number d) Service and Sales Tax Certificates

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3.	<p>The bidder should be engaged in the job of supply/ installation / maintenance activities of IT & Support Infrastructure for more than 3 years as on 31/03/2014 in India.</p> <p><u>Project Criteria :</u> One relevant project worth 20 lakhs or two projects worth 12 lakhs each or three projects worth 10 lakhs each.</p>	<p>a) Work Orders confirming year and area of activity.</p> <p>b) Completion Certificates</p>
4.	<p>Bidder must have valid ISO 9001 : 2008 certification</p>	<p>Valid Copy of Certificate</p>
5.	<p>The bidder should be a profit-making concern with an average annual turnover of 2.0 crores for the last three years in supply and installation of IT & Support Infrastructure.</p> <p>The bidder should have positive net worth for last three years</p>	<p>Copy of the audited Balance Sheet and Profit & Loss statements of the company as on 31st Mar 2013.</p> <p>Chartered Accountant certificate for Net-worth.</p> <p>Net-worth shall exclude any revaluation reserve.</p>
6.	<p>The OEM / Partner should have technically qualified engineers who have expertise & certification to support the installations of all the components under this tender.</p>	<p>a) Self certificate by the authorized signatory of the bidder</p> <p>b) Power of Attorney in the name of authorised signatory</p>
7.	<p>The Bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies.</p>	<p>Declaration in this regard by the authorized signatory of the bidder</p>
8.	<p>The bidder should submit valid letter (Original) from the OEMs confirming following:</p> <ul style="list-style-type: none"> • Authorization for bidder • Confirm that the products quoted are not end of life products • Undertake that the support including spares, patches for the quoted products shall be available for next 6 years. 	<p>Manufacturer Authorization Form and Relevant Documents</p> <p>Technical compliance sheet</p>
9.	<p>The bidder should have an Office/Service Centre in Odisha. Maintenance personnel equipped to handle the service support as and when required based out of Cuttack/Bhubaneswar.</p>	<p>Relevant documents or Undertaking signed by the Authorized Signatory Service</p>

Signature & Seal of the Bidder

The Bidders who fulfil the above mentioned criteria shall be considered for commercial bid evaluation
The bidder shall provide complete technical details of the components proposed under this tender.

4.4 Commercial bid opening and evaluation criteria

Based on the results of the general bid evaluation, OCAC will then proceed to open and evaluate the Commercial Bid of the technically acceptable bidders. The evaluation will take into account the information supplied by the bidders in their commercial bid.

The bidder would provide the commercial bid in the format provided. The price would be inclusive of all taxes, duties, charges and levies etc. as applicable.

Evaluation criteria for Commercial Bid :

The bidder having lowest overall financial quote (TC) shall be declared as L1

- i) The evaluation of the tender will be made on the basis of **least cost** for the entire range of product (sum of all quoted prices inclusive of taxes). In case there is any discrepancy between unit price & total price, the unit price will prevail.
- ii) The purchaser shall evaluate each bid in detail in respect of Technical specifications, Price quoted, Service offered, Quality and compares them with other bids in the abovementioned aspects.
- iii) The purchaser reserves the right to evaluate each item either by basic configuration or by combining with one or more of the options asked. Purchaser's decision in this matter shall be final and binding.
- iv) The purchaser reserves the right to negotiate specifications, prices during evaluation if found necessary. Other conditions being equal the firm which can assure quick delivery shall carry weightage.

The prices, once offered, must remain firm and must not be subject to escalation for any reason whatsoever within the period of validity of the bid and subsequent contract, if any.

4.5 Award of Contract

After evaluation of all accepted Proposals by the evaluation committee, a contract may be awarded to the successful vendor whose financial quote is the lowest (L1) and would consider it as substantially responsive as per the process outlined above.

The client reserves the right to award a contract in whole or in part if it is in its best interests to do so.

4.6 Notification of Award

Prior to the expiration of the validity period, OCAC will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, OCAC, may like to request the bidders to extend the validity period of the bid.

The notification of award will constitute the formation of the contract. Upon the successful bidder's furnishing of Performance Bank Guarantee, OCAC will notify each unsuccessful bidder and return their EMD.

4.7 Performance Security

Within ten days of Notification of "Award of the Work" the company shall furnish Performance Security to OCAC @ 10% of the total value of quoted bid by way of irrevocable and unconditional Bank Guarantee in favour of OCAC for three years and one month (i.e. one month beyond the warranty period). The proceeds of the Performance Security shall be payable to OCAC as compensation for any loss resulting from the Company's failure to fulfill its obligations under the terms and conditions of this tender.

Failure of the successful bidder to comply with the requirements shall constitute sufficient ground for the annulment of the notification and forfeiture of the bid security in which event, the OCAC may award the contract in accordance with its prescribed rules.

The successful Bidder shall be required to enter into a contract (Master Services Agreement and/or Service Level Agreements in the form provided in the Proposal document, incorporating all agreements between the Parties, including any agreements reached during the negotiation process, if any) with OCAC, within fifteen (15) days of the award of the contract or within such extended period, as may be specified by the Authorized Representative of OCAC.

This contract shall be on the basis of this document, the Bid of the vendor, the letter of intent and such other terms and conditions as may be determined by OCAC, to be necessary for the due performance of the work, as envisaged herein and in accordance with the Bid and the acceptance thereof.

4.8 Failure to Agree with the Terms and Conditions of the RFP

Failure of the successful Bidder to agree with the Terms and Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event OCAC may award the Contract to the next best value Bidder or call for new Bids.

4.9 Service Levels

The bidders shall provide the service levels based on the type of criticality during warranty period. Also bidder should provide the reporting, escalation and resolution mechanism for each of the incidents reported. Penalties shall be based on service levels as well as overall availability.

The SLA shall conform to 99% uptime.

Service Levels:

Criticality	Response Time	Resolution Time
High: The entire site or application is down, performance has become unacceptable, or a major function affecting operations. Examples: Failure of a non-redundant component or non redundant disk or power supply;	½ hour	2 hours
Medium: The site is operating normally, but a redundant component or supporting feature has failed.	2 hours	8 hours

Examples: Failure of a redundant disk or server, where the remaining disks or servers can adequately handle the increased load.		
Low: The site is available and performing adequately. Examples: Preventative maintenance, upgrades, non-urgent patches, certain configuration changes.	4 hours	Issue Dependent

4.10 Single point of contact for Support:

Bidder has to provide details of single point of contact viz. designation, address, email address, telephone /mobile No. Escalation matrix for support should also be provided with full details. The Bidder should have local service support office in Bhubaneswar

5. General Conditions of Contract

5.1 Project Schedule

All the components should be delivered and installed **within 6 weeks** from the date of placement of the Order. For late delivery liquidated damages shall be applicable. If the delay continues beyond 10 weeks, OCAC may terminate the Agreement.

5.2 Payment Terms

All Payments shall be made in Indian Rupees only and will be subject to provisions of Penalty and LD Clauses

- 80% of the total cost equipment on delivery, installation & successful commissioning of the IT & support infrastructure certified by OCAC on production of original invoice and Performance Bank Guarantee.
- 20% of total cost of equipment after one month of successful installation and satisfactory functioning
- The cost towards engagement of resident engineer shall be released on quarterly basis.

5.3 Packing

- The vendor shall provide packing of systems in such a manner as to prevent their damage or deterioration during transit to the project sites. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposures to extreme temperatures, humidity, sleet and precipitation during transit and open storage.
- The vendor shall promptly replace any system that is damaged in transit. The packing, marking and documentation within and outside the packages shall also comply strictly with the requirements.
- There shall be a packing list, in each case, fully itemized to show case number, contents, gross and net weight and cubic measurement.

5.4 Taxes and Duties

- All the taxes, duties, levies and all other charges applicable and shall be valid for delivery on FOR basis to the designated delivery points. All payments will be subjected to tax deduction at source as applicable/required at the prevailing tax rates.
- Govt. of Odisha / OCAC shall not pay any increase in duties, taxes and surcharges and other charges on account of any revision, enactment during the period of validity of the Bids and also during the contract period. The decision of OCAC in this regard will be final and binding and no disputes in this regard will be entertained

5.5 Insurance

The equipment supplied under the contract shall be fully insured by the bidder against loss or damage incidental to manufacture or acquisition, transportation, storage, delivery and installation. OCAC will not be responsible for any loss to bidder on account of non-insurance to any equipment or services.

5.6 Patent Rights

The Bidder shall indemnify OCAC against all third party claims of infringement of patent, trademark or industrial design and intellectual property rights arising from the use of equipments and services or any part thereof.

5.7 Notices

- Any notice given by one party to the other pursuant to this contract shall be sent to the other party in writing or by telex, email, cable or facsimile to the other party's address, and confirmed in writing by the other party.
- A notice shall be effective when delivered or tendered to other party whichever is earlier.

5.8 Waiver

- Any waiver of any provision of this Contract is ineffective unless it is in writing and signed by the Party waiving its rights.
- A waiver by either Party in respect of a breach of a provision of this Contract by the other Party is not a waiver in respect of any other breach of that or any other provision.
- The failure of either Party to enforce at any time any of the provisions of this Contract shall not be interpreted as a waiver of such provision.

5.9 Conflict of Interest

The bidder shall disclose to OCAC in writing, all actual and potential conflicts of interest that exist, arise or may arise (either for the ICO or the Implementation Agency's Team) in the course of performing the Services as soon as practically possible after it becomes aware of that conflict.

5.10 Force Majeure

- Force Majeure shall not include any events caused due to acts/omissions of such Party or result from a breach/contravention of any of the terms of the Contract, Bid and/or the Tender. It shall also not include any default on the part of a Party due to its negligence or failure to implement the stipulated/proposed precautions, as were required to be taken under the Contract.
- The failure or occurrence of a delay in performance of any of the obligations of either party shall constitute a Force Majeure event only where such failure or delay could not have reasonably been foreseen or where despite the presence of adequate and stipulated safeguards the failure to perform obligations has occurred. In such an event, the affected party

shall inform the other party in writing within five days of the occurrence of such event. OCAC will make the payments due for Services rendered till the occurrence of Force Majeure. However, any failure or lapse on the part of the ICO in performing any obligation as is necessary and proper to negate the damage due to projected force majeure events or to mitigate the damage that may be caused due to the above mentioned events or the failure to provide adequate disaster management/recovery or any failure in setting up a contingency mechanism would not constitute force majeure, as set out above.

- In case of a Force Majeure all Parties will endeavour to agree on an alternate mode of performance in order to ensure the continuity of service and implementation of the obligations of a party under the Contract and to minimize any adverse consequences of Force Majeure.

5.11 Liquidated Damages

Subject to clause for Force Majeure if the bidder fails to complete before the scheduled date or if bidder repudiates the Contract before completion of the Work, OCAC at its discretion may without prejudice to any other right or remedy available to OCAC the Contract recover a maximum of 10% (twenty percent) of the project cost from the Implementation Agency as Liquidated Damages (LD).

1% of the late delivered or deemed late delivered/installed deliveries/installations goods for One week or part thereof, 1.5% for Two weeks or part thereof, 2% for Three weeks or part thereof, 2.5% for 4 weeks or part thereof and so on subject to maximum of 10%. If the delay continues beyond 12 weeks, OCAC may terminate the Agreement.

OCAC may without prejudice to its right to effect recovery by any other method deduct the amount of liquidated damages from any money belonging to the bidder in its hands (which includes OCAC's right to claim such amount against Implementation Agency's Bank Guarantee) or which may become due to the Implementation Agency. Any such recovery or liquidated damages shall not in any way relieve the bidder from any of its obligations to complete the Works or from any other obligations and liabilities under the Contract

5.12 Penalty

- Installation & Commissioning Delay : 1.0% per week or part there of delay subject to maximum 10.0%.
- Service Level Compliances : During Working Hours
 - Uptime >=99% : No Penalty.
 - Uptime >=95% <99% : Penalty of 10% on total contract value.
 - Uptime <95% : contract will be terminated by forfeiting PBG.

The Penalty shall be calculated on a quarterly basis.

5.13 Exit Management

The successful bidder shall provide OCAC with a recommended exit management plan ("Exit Management Plan") which shall deal with Operation and Management SLA

5.14 Modification

Any modification of this Contract shall be in writing and signed by an authorized representative of each Party.

5.15 Jurisdiction of Courts

Courts at Cuttack will have exclusive jurisdiction to determine any proceeding in relation to this Contract.

5.16 IT Act 2000 & ITAA (2008)

Besides the terms and conditions stated in this document, the contract shall also be governed by the overall acts and guidelines as mentioned in IT Act 2000, IT Amendment Act 2008 and any other guidelines issued by DIT, Gol from time to time.

6. Minimum Technical Specifications: Compliance Sheet

6.1 Server Specifications

Make: -

Model: -

S. No.	Features	Specifications Required	Complied (Yes/No)	Deviation if any
1.	Form Factor	Rack Mountable		
2.	Processor	One no. of Intel Xeon E5 – 2430 @ 2.2 GHz Six core processors or higher.		
3.	Motherboard, Chipset	Server M/B based on associated chipset with minimum two free PCI /PCI-x/ PCI-Express slots		
4.	Memory	32 GB DDR-III 1066 MHz or higher SDRAM Memory with ECC expandable up to 96 GB		
5.	Video Controller	Integrated Graphic controller		
6.	HDD Controller	SAS RAID Controller supporting RAID 0, 1 & 5 , with min 512MB buffer memory, with battery backup		
7.	Network Controller	Two no. of Gigabit Ethernet dual port controller		
8.	Ports	2x USB 2.0 ports, 1xKeyboard port, 1xMouse port & One dedicated Ethernet port for OS independent hardware management (Out of Band management).		
9.	Storage	3 x 600GB SAS Hot swap HDD (10K rpm or higher)		
10.	Optical Drive	Internal DVD ROM drive		
11.	Display	TCO-05 certified 18.5" or higher wide TFT monitor		
12.	Keyboard & Mouse	OEM keyboard & OEM optical two button scroll mouse.		
13.	Driver/ Software Utility	System utilities with all required device driver software as per above configuration for OS Installation, System Configuration and for server management		
14.	OS to be bundled with	The server should be configured with latest version of Microsoft® Windows® Server Datacenter English License Pack OPEN 1 License No Level 2 PROC Qualified		
15.	System Chassis	Server Chassis with Redundant Hot Swap Power Supply to sustain above configuration and future up gradation and min. 5 Hot Swap Drive bays for HDD.		
16.	OS Support & Certification	Support for Windows & Linux OS (32Bit & 64Bit both) and Certification.		

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17.	System Management	Remote Management of Server over LAN & WAN with SSL encryption, Virtual Media with required license and KVM over IP		
18.	Warranty	3 years on site comprehensive onsite warranty on server & OS		

6.2 Share Computing Solution with necessary access devices and software

6.3 Unmanaged 24-Port Switch

Make: -

Model: -

Sl. No.	Features	Specifications Required	Complied (Yes/No)	Deviation if any
1	Port	24 Nos. 10Base-T / 100Base-Tx / 1000Base-T Full Duplex, Auto MDI/ MDI-X RJ-45 ports.		
2	MAC Address	8K MAC address table.		
3	Standard	IEEE 802.3 (10BASE-T Ethernet), IEEE 802.3u (100BASE-TX Fast Ethernet), IEEE 802.3x (Flow Control for Full-Duplex)		
4	Accessories	19" rack mountable accessories and hardware		
5	Warranty	3 years on site comprehensive warranty		

6.4 Patch Panel

Make: -

Model: -

Sl. No.	Features	Specifications Required	Complied (Yes/No)	Deviation if any
1	Port	24 ports and should be individually replaceable. RJ 45 jack on front panel and 110 wiring block at rear end.		
2	Size	1U height and 19" rack mountable.		
3	Accessories	Routing rings and ties. Labeling strips for identification.		
4	Standard	Confirm or exceed the EIA/TIA 568B standards for CAT6+		

6.5 Information Outlet

Make: -

Model: -

Sl. No.	Features	Specifications Required	Complied (Yes/No)	Deviation if any
1	Port	2 ports RJ 45 socket		
2	Type	Surface mount box.		
3	Accessories	Provision for dust cover, labeling icons & strips, anchors for stain relief cable entry.		
4	Standard	Confirm or exceed the EIA/TIA 568B standards for CAT6+		

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6.6 5 KVA On-Line UPS

Make: -

Model: -

Sl. No.	Features	Specifications Required	Complied (Yes/No)	Deviation if any
1	Capacity, Backup Time	5KVA with 60 minutes Backup at full load.		
2	General Technology	Online, double-conversion topology with DSP (Digital Signal Processing) Technology using IGBT rectifier and IGBT inverter with static bypass switch and maintenance bypass switch with built-in Isolation Transformer at the output side of UPS		
	Operating Env	Temp. 0-40 0C, Humidity Up to 95% non-condensing.		
	Audible noise	< 50 dB.		
	Total Harmonic Distortion	< 3% for 100% linear load, < 5% for 100% non-linear load.		
	Crest factor	Not less than 3:1 on full non-linear load.		
	Output Waveform	Pure sine wave.		
	Cooling	Air-cooled.		
3	AC Input Voltage	230V AC single phase.		
	Voltage Range	160V AC to 270V AC		
	Frequency Range	50 ± 6% Hz.		
	Input Power Factor	0.9 at full output load leading to Unity with power factor correction (PFC).		
	Distortion	Less than 5%		
4	AC Output Voltage	230V AC ± 1%, single phase.		
	Regulation	Less than ± 1% in the following conditions; 1. No load to full load and vice versa. 2. Complete input Voltage Range. 3. 0.6 lag to Unity PF. 4. During entire Backup time.		
	Frequency Range	50 ± 0.5% Hz.		
	Load Power Factor	0.8 lagging.		
	Overall efficiency	80% or better on rated full load of 0.8 PF and 230V, 50Hz AC output.		
	Inverter efficiency	90% or better on rated full load of 0.8 PF and 230V, 50Hz AC output.		
	Overload Capacity	110% for 2min, 125% for 30 sec.		
5	Battery Bank Details	Sealed Maintenance Free Valve Regulated Lead Acid (VRLA) type.		
	Battery Type			
	Make	Reputed brands like CSB/ Panasonic/ Global Yuasa/ Exide/ Orchid/ Okaya / Amar Raja / Rocket make complying to JIS C 8702 test.		
	Recharge time, Charge Rating	Battery recharge time (after complete discharge to 100% charge) should not exceed 8 hours. Charger should be capable to charge battery on C10 rating.		
	Cut off voltage	Not less than 10.5Volt.		
	Battery Housing	Powder coated UPS & battery cabinet with caster wheel should of minimum 1mm thick good quality material and		

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		should be free from sharp edge, scratches, nicks, & burs etc. Enclosure should conform to all protection requirements. Max two battery banks may be used in parallel.		
6	Display Panel Indications	Mains ON, Load on Battery/ Inverter, Battery/ Load Level, Inverter over Load.		
	LCD Meter	To measure and monitor Input/ Output Voltage, Output Current, DC Current/ Voltage, Input/ Output Frequency.		
7	Protection Features	Short Circuit, Over Loading, Over Temperature, Input low/ high voltage control, DC low/ high voltage trip.		
	Audible Alarm	To indicate Over Temperature, Inverter Overload, Battery Low, Mains Fail.		
8	Isolation Transformer	Galvanic Isolation through Transformer		
9	Switch Provisions	Mains ON/ OFF MCB. Battery ON/ OFF MCB. Inverter Push Button with Reset.		
10	Output Connection	O/P Terminals of standard quality should be provided. Min 03 Nos. of 5/15A/ 230V female ISI/ IEC Mark socket and all 3 sockets should also be provided in addition to the O/P Terminals.		
11	Features Required	Cold Start. Manual Bypass Switch Compatibility to D/G sets.		
12	Warranty	3 years on site comprehensive onsite warranty on UPS & Battery.		

6.7 CCTV – Fixed Dome Camera

The Dome camera unit shall be 1/3" CCD Colour Dome camera and shall provide a minimum of 540 TV lines resolution. It shall have built-in 3 -9mm varifocal lens. The camera shall operate on minimum lux level not more than 0.15 lux .The complete unit shall be housed in an integrated dome and base unit, both preferably made from injection moulded plastic. It shall be possible to adjust the camera head inside the dome in both the planes so that it can be wall or ceiling mounted. The camera shall operate on 24 V AC or 12 volts D.C.

6.8 Specification for Digital Video Recorder(DVR) with Monitor

Make: -

Model: -

SL No	Features	Description	Complied (Yes/No)	Deviation if any
1.	Video compression	Latest technology H.264		
2.	Video Format	PAL		
3.	Operating System	Embedded Real time operating System (RTOS)		
4.	Resolution	FULL D1 resolution all 16 channels		

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5.	Playback	16 channel Simultaneous playback		
6.	View/Compress Resolution	400 Frames per second (FPS) (Minimum)		
7.	Video input	16 channels composite video (1.0Vp-p, 75 OHM)		
8.	Monitor video output	1 channel BNC (1.0Vp-p, 75 OHM), 1 VGA output		
9.	HDMI output	1 HDMI output		
10.	Ethernet ports	Gigabit (10/100/1000) Ethernet port mandatory		
11.	Form Factor	Rack Mountable		
12.	Display mode	1,4,6,9,16		
13.	Recording Mode	Manual, Scheduled, Motion, Emergency		
14.	Recording	Time and Date stamping on recording		
15.	Playback	Supports Rwd, Fwd, Play/Pause, Frame Control		
16.	Frame rate	400 FPS		
17.	Alarm function	Local and Remote alarms for : video loss, motion detection, sensor alarm, HDD space lacking alarm, video abnormal check and HDD error detect		
18.	Alarm input / output	4 ch input / 2 ch output		
19.	Communication interface	RJ45 10M/100M/1000M UTP, RS485, RS232		
20.	Remote viewing	IE browser and Central monitoring software		
21.	Hard disk	Min 500 GB and support upto 2TB.		
22.	USB interface	2 X USB (2.0); Support USB flash disk, USB HDD		
23.	Backup	Network backup, USB backup, CD-RW/DVD-RW through network		
24.	Network	Support TCP/IP, ARP, RARP, PPPOE and DHCP. Supports Dynamic and static IP		
25.	Bandwidth Control	Automatic		
26.	Network Control	Supports web browser and CMS software.		
27.	CMS	Central monitoring support with multiple DVRs and multiple user access simultaneously		
28.	Mobile Software	Mobiles support for Symbian ,Windows, Apple, Blackberry, Android		
29.	Monitor, Keyboard and Mouse	TCO-05 certified 18.5" or higher wide TFT monitor. OEM keyboard & OEM optical two button scroll mouse		
30.	Warranty	Comprehensive onsite Warranty for 3 years		

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6.9 Specification for Biometric Device for attendance

Make: -

Model: -

SL No	Description	Complied (Yes/No)	Deviation if any
Hardware: -			
1.	FP + RFID Uni- optical sensor 3" colour TFT LCD		
2.	3000 enrollment & 1,00,000 data storage		
3.	Built-in RFID support		
4.	Lightening fast FP matching algorithm (Biokey VX 10.0 dual engine)		
5.	Combined with BIO600 32 bit hardware platform suitable for 1:1 or : N FP matching		
6.	Data transfer : USB 1.1 Flashdisk & TCP/IP		
7.	Installation with LAN cable laying and connectivity to one computer		
8.	Enrolment of all employees in the office		
9.	Machine should be web server enabled		
10.	Data should be auto called from machine		
11.	Battery back- up in case of power failure		
12.	Comprehensive onsite Warranty for 3 years		
Software:-			
13.	Customization of software as per the requirement for multiple entry-exits with multiple device and necessary report generation like.		
	% employees coming late by 1 hour and		
	% employees leaving early by ½ an hour		

6.10 12U - Server Rack

Make: -

Model: -

Rack Units	12U
Height	12U (21")
Depth	31"
Width	19"
Cable entry	3.25W x 15.25"L (bottom), 1.5"W x 15.25"L (top)
Standard Package Content	Main frames
	Tempered glass front door with lock
	Rear door with lock

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	Removable solid side panels with lock (push-down type)
	4 Full size square cut vertical mounting railings
	1 set of depth supporter (0.5"x0.5" adjustable)
	Fan panel with 3 fans installed and expandable up to total 11
	Light duty Castors
	25 sets of M6 cage nuts and screws
	Vented top panel with cable entry and cable fixtures
	Solid bottom panel with cable entry and cable fixtures
	Door Grounding wires
	Fully assembled
	Max. front rails to rear rails: 25.25"

6.11 Comfort AC with Stabilizer

Capacity	minimum 2 Tonnage
Cooling Capacity	minimum 24000 BTU / Hr
Compressor	Hermetically Sealed Scroll Type
Refrigerant	R 22 Type
Power Supply	Three Phase, 380-415 V, 50 Hz
Air Flow Rate	minimum 19 cu m / min
Noise Level	< 50 dB
Operation	Remote Control
Energy star:	5 Star
Stabilizer	Stabilizer having ISI Quality Certification with matching Rating

6.12 Computer Table with Chair

Item	Specifications
Computer Table (For One computer : 18mm Prelaminated board top & sides with fine class finishing and designing)	<ol style="list-style-type: none"> 1. Length: 1200 mm Width: 600mm Height: 750mm 2. Keyboard Tray : 01 Nos 3. Raw Material (specs of laminations & thickness): 18mm Prelaminated Particle Board, 3mm Prelaminated MDF Board 4. Metal Parts: 1) BM Slide for Keyboard 2) Castor Mounting Plate, 3) Locking Bracket, 4) Angle Clit 5. Hardware: Screw, KD Fitting, Wooden Dowel, PVC Inserts 6. Construction: KD fitting, Wooden Dowel & Angle Clit. 7. Drawers: No of drawers -03 with lock system 8. Box for CPU. <p>Note: Sample must be produced by the bidder.</p>
Computer chair (Adjustable cum revolving chair with arm)	1) SEAT/BACK ASSEMBLY: made up of 1.2 cm. thick hot pressed plywood upholstered with fabric and moulded Polyurethane foam together with seat and back covers. SEAT SIZE : 45.0cm.(W) x 42.0cm.(D)

	<p>BACK SIZE : 39.0cm.(W) x 47.0cm.(H)</p> <p>2) SEAT / BACK COVERS: Injection moulded in black Co-polymer Polypropylene.</p> <p>3) ARMREST ASSEMBLY: 'R' TYPE armrests with injection moulded from black Nylon fitted to the seat.</p> <p>4) PERMANENT CONTACT MECHANISM: a) 360° revolving type. b) 14° maximum back-tilt . c) Tilt tension adjustment.</p> <p>5) PNEUMATIC HEIGHT ADJUSTMENT: Adjustment stroke of 12.5 cm.</p> <p>6) TELESCOPIC BELLOW ASSEMBLY: 3 piece telescopic type and injection moulded in black Polypropylene.</p> <p>7) PEDESTAL ASSEMBLY: Injection moulded in black 30% glass-filled Nylon and fitted with 5 nos. twin wheel castors (castor wheel dia. 5.0cm.).</p> <p>8) TWIN WHEEL CASTORS: The twin wheel castors are injection moulded in black Nylon for trouble free movement.</p> <p>9) DIMENSIONAL DATA: WIDTH (W): 62.5 CM. DEPTH (D): 62.5 CM. HEIGHT (H): 87.0– 99.5 CM. SEAT HEIGHT (SH): 42.0– 54.5 CM.</p> <p>10. colour: maroon/blue etc.</p> <p>11. ISO/ISI certified branded make.</p> <p>Note : Sample must be produced by the bidder Repair & maintenance Warranty : one year from the date of supply</p>
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6.13 Monitor, Keyboard and Mouse

Display	TCO-05 certified 18.5” or higher wide TFT monitor
Keyboard & Mouse	104 Keys OEM keyboard with rupee sign engraved & OEM optical two button scroll mouse.

7. Bid Formats

7.1 General Bid

7.1.1 Bidder's Profile

Details of the Bidder (Company)				
1	Name of the Bidder			
2	Address of the Bidder			
3	Status of the Company (Public Ltd/ Pvt. Ltd)			
4	Details of Incorporation of the Company		Date:	
			Ref. #	
5	Details of Commencement of Business		Date:	
			Ref. #	
6	Valid Sales tax registration no			
7	Valid Service tax registration no.			
8	Permanent Account Number (PAN)			
9	Name & Designation of the contact person to whom all references shall be made regarding this tender			
10	Telephone No. (with STD Code)			
11	Fax No. (with STD Code)			
12	E-Mail of the contact person			
13	Website			
14	Financial Details (as per audited Balance Sheets) (in Cr)			
15	Year	2010-11	2011-12	2012-13
16	Net Worth			
17	Turn Over			
18	PAT			

Signature & Seal of the Bidder

7.1.2 Declaration Regarding Clean Track Record

To,

General Manager, Odisha Computer Application Centre (OCAC),
(Technical Directorate under IT Department, Govt. of Odisha), OCAC Building,
Plot No. N-1/7D, Acharya Vihar Square,
RRL Post Office,
Bhubaneswar – 751 013, Odisha

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP

Document [No.-----] regarding selection of bidder to
Supply, Installation & Commissioning of Common Infrastructure for Digitization of
Affidavits received by Patra Commission

I hereby declare that my company has not been debarred/black listed by any
Government / Semi Government organizations in India. I further certify that I am
competent officer in my company to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

7.1.3 Declaration of Acceptance of Terms and Conditions in RFP

To,

General Manager, Odisha Computer Application Centre (OCAC),
(Technical Directorate under IT Department, Govt. of Odisha), OCAC Building,
Plot No. N-1/7D, Acharya Vihar Square,
RRL Post Office,
Bhubaneswar – 751 013, Odisha

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP

Document [No.-----] regarding selection of bidder to
Supply, Installation & Commissioning of Common Infrastructure for Digitization of
Affidavits received by Patra Commission

I declare that all the provisions of this RFP/Tender Document are acceptable to my
company. I further certify that I am an authorized signatory of my company and am,
therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

7.1.4 Cover Letter

To,

General Manager, Odisha Computer Application Centre (OCAC),
(Technical Directorate under IT Department, Govt. of Odisha), OCAC Building,
Plot No. N-1/7D, Acharya Vihar Square,
RRL Post Office,
Bhubaneswar – 751 013, Odisha

Sir,

Subject: RFP for Supply, Installation & Commissioning of Common Infrastructure for
Digitization of Affidavits received by Patra Commission

Reference: Tender No: <TENDER REFERENCE NUMBER> Dated <DD/MM/YYYY>

We, the undersigned Bidders, having read and examined in detail all the Tender documents do hereby propose to provide the services as specified in the Tender document number <TENDER REFERENCE NUMBER> Dated <DD/MM/YYYY> along with the following:

1. EARNEST MONEY DEPOSIT (EMD)

We have enclosed an EMD in the form of a Demand Draft for the sum of Rs. 1, 00,000/- (Rupees One Lakh only). This EMD is liable to be forfeited in accordance with the provisions of the Contract.

2. DEVIATIONS

We declare that all the services shall be performed strictly in accordance with the Tender documents except for the variations, assumptions and deviations, all of which have been detailed out exhaustively in the following statements, irrespective of whatever has been stated to the contrary anywhere else in our Tender:

Further we agree that additional conditions or assumptions, if any, found in the Tender documents other than those stated in deviation schedule shall not be given effect to.

3. CONTRACT PERFORMANCE GUARANTEE BOND

We hereby declare that in case the contract is awarded to us, we shall submit the contract performance guarantee bond in the form prescribed format

4. BID VAILIDITY PERIOD

We agree to abide by this bid for a period of 180 days after the date fixed for bid opening or for any further period for which bid validity has been extended and it shall remain binding upon us and Bid may be accepted at any time before the expiration of that period.

We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

Signature & Seal of the Bidder

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We understand that our bid is binding on us and that you are not bound to accept a bid you receive.

Thanking you,

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

7.1.5 Authorization Letters from OEMs

To,

General Manager, Odisha Computer Application Centre (OCAC),
(Technical Directorate under IT Department, Govt. of Odisha), OCAC Building,
Plot No. N-1/7D, Acharya Vihar Square,
RRL Post Office,
Bhubaneswar – 751 013, Odisha

Subject: RFP for Supply, Installation & Commissioning of Common Infrastructure for
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Sir,

We _____, (name and address of the manufacturer) who are
established and reputed manufacturers of _____ having factories at
_____ (addresses of manufacturing / development locations) do hereby
authorize M/s _____ (name and address of the Bidder) to bid,
negotiate and conclude the contract with you against the above mentioned tender for the
above equipment manufactured by us.

We hereby undertake to support above mentioned equipment for the duration of 6 years
from the date of Final Acceptance Certificate.

We also confirm that the products quoted are not end of life products.

Yours faithfully,

For and on behalf of M/s _____ (Name of the manufacturer)

Signature

Name

Designation

Address

Date

Directorate Seal

Note: This letter of authority should be on the letterhead of the concerned manufacturer
and should be signed by a person competent and having the power of attorney to bind
the manufacturer.

Signature & Seal of the Bidder

7.2 Financial Bid Format

S. No.	Item	Quantity (x)	Per Unit Cost (y)	Taxes per unit (z)	Total $x * (y + z)$
1.	Server (Rack mounted)	2 nos.			
2.	Share Computing Solution for 30 Nodes with Access Devices and Software	1 no.			
3.	External Hard Disk (1 TB) for data backup	4 no.			
4.	Monitor	30			
5.	Keyboard	30			
6.	Mouse	30			
7.	Unmanaged 24-Port Switch	2 nos			
8.	Patch Panel	2 nos			
9.	Information Outlet	35 nos			
10.	5 KVA On-Line UPS	1 no			
11.	CCTV Camera	4 nos			
12.	Digital Video Recorder(DVR) with Monitor	1 no			
13.	Biometric Device for attendance	1 no			
14.	Air Conditioned Server Rack	1 no			
15.	CAT6 + UTP Copper Cable (500 MHz.) 23AWG	2 Boxes			
16.	1 Mtr. CAT-6 UTP Patch cable	35 nos			
17.	Fixing, wiring and punching of Information	35 nos			

Signature & Seal of the Bidder

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	Outlet with SMB				
18.	Cable pulling laying and wiring using ISI marked 1" PVC Pipe / Casing capping using PVC sleeves and screws	mtrs.			
19.	Necessary Electrical wiring				
20.	Computer Table	30			
21.	Computer Chair	30			
22.	Comfort AC with Stabilizer	1			
23.	Resident Engineer to Support O&M	1			
Total Cost (Amount quoted in Figures) (C)					
Total Cost in Words					

Place: _____ (Name & Signature of Bidder)

Date: _____ on behalf of (Name of Company)

Note:

- Prices shall be quoted inclusive of all taxes, duties, freight and forwarding and cost of labour for installation.
- Printed brochures of items quoted should be enclosed.
- The bidder should mention the warranty period against all manufacturing defects.
- In case of any discrepancy between Unit Price & Total Price, the Unit Price will prevail.

Signature & Seal of the Bidder