

# **ODISHA COMPUTER APPLICATION CENTRE**



## **REQUEST FOR PROPOSAL FOR ENGAGEMENT OF AGENCIES FOR IPV6 ASSESSMENT, DESIGN AND IMPLEMENTATION MONITORING**

**ENQUIRY NO. – OCAC-TJ-18/2009/ENQ/16009**

**Date: -- 13. 04. 2016**

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### **ODISHA COMPUTER APPLICATION CENTRE**

**OCAC Building, Plot No.-N-1/7D, Acharya Vihar Square, RRL Post Office,  
Bhubaneswar-751013 (INDIA)**

**Phone : 0674-2567064/2567280 , FAX :91-0674-2567842**

**Contact e-mail:sanjay.sahani@ocac.in**

## Important Info / Key Events / Activities and Dates of the Tender

	Remarks
Availability of Tender documents at OCAC website <a href="http://www.ocac.in">www.ocac.in</a> / <a href="http://www.odisha.gov.in">www.odisha.gov.in</a> / <a href="http://www.tenders.gov.in">www.tenders.gov.in</a>	13-04-2016
Last date for submission of Tender	03.05.2016, 12:00 Noon
Place of submission of Tender document	Odisha Computer Application Centre, Plot No.-N-1/7-D, Acharya Vihar Square, RRL Post Office, Bhubaneswar-751 013
Date and time for opening of General(prequalification) Bid	03.05.2016, 03:00 PM
Date and time for opening of Technical Bid	07.05.2016, 03:00 AM
Date and time for opening of Financial Bid	To be intimated later
Cost of Tender Document	Rs.1,000/- to be submitted with Technical Bid (in the shape of DD)
EMD	Rs.2,00,000/- to be submitted with Technical Bid (in the shape of DD)

**NOTE: The dates are subject to change according to the convenience and needs of the Purchaser.**

## **Table of Contents**

Important Info / Key Events / Activities and Dates of the Tender .....	2
Notice Inviting Tender .....	4
1. SECTION-I: Invitation for Bids.....	6
1.1. Objective .....	6
1.2. About Bid Documents .....	6
1.3. Schedule of Tender Process .....	6
1.4. Amendment of Invitation.....	7
2. SECTION-II: Pre-Qualification Criteria.....	8
3. SECTION-III: Instruction to Bidders .....	9
3.1. Bid Security (EMD):.....	11
3.2. Pre-Bid Meeting .....	12
3.3. Clarifications & Amendment to the Tender Document.....	13
3.4. Evaluation Criteria .....	13
4. SECTION-IV: General Terms & Conditions of Tender .....	17
4.1. Purchaser .....	17
4.2. Performance Bank Guarantee.....	17
4.3. Award Criteria .....	17
4.4. Price .....	17
4.5. Time Period for Completion of Project .....	17
4.6. Terms of Payment .....	18
4.7. Billing .....	18
4.8. Language of Bids.....	19
4.9. Penalty for Delay In Completion Of Contract .....	19
4.10. Force Majeure Condition .....	19
4.11. Standards .....	19
4.12. Validity.....	20
4.13. Modifications & Withdrawal.....	20
4.14. Responsibilities of The Bidder(S).....	20
4.15. Right to Reject/Accept The Tender .....	20
4.16. Patent Rights etc. ....	20
4.17. Jurisdiction of High Court of Odisha .....	21
4.18. Confidentiality.....	21
4.19. Obligation to Carry out Purchaser's Instructions .....	21
4.20. Final Authority .....	21
5. SECTION-V: Scope of Work .....	23
6. SECTION-VI: Annexure(S).....	26
6.1. Annexure (G1): General Information .....	26
6.2. Annexure (G2): Self Declaration .....	27
6.3. Annexure (G3): Acceptance of Terms & Conditions Contained In the Tender Documents .....	28
6.4. Annexure (G4): Self Declaration .....	29
6.5. Annexure (G5): Representative Authorization Letter .....	30
6.6. List Of Enclosures-General Bid .....	31
6.7. Annexure (T1): Project Experience.....	33
6.8. Annexure (T2): Proposed Manpower- Curriculum Vitae (CV) .....	34
6.9. Annexure (T3): Approach and Methodology .....	35
6.10. Annexure (T4): Work Plan.....	36
6.11. Annexure (P1): Price Bid Submission Form .....	38
6.12. Annexure (P2): Price Bid.....	39
6.13. Annexure (P3): Performance Bank Guarantee (PBG) Form .....	40



## **Notice Inviting Tender**

Sealed tenders are invited from consultancy agencies for IPV6 assessment, design and Implementation Monitoring.

The tender document can be downloaded from OCAC website, <http://www.ocac.in> / <http://www.odisha.gov.in>/ [www.tenders.gov.in](http://www.tenders.gov.in) which, after duly filled in, should be submitted at OCAC latest by 03.05.2016, 12.00 Noon, along with the prescribed tender document fees. The bids will be opened in presence of the bidders at 03:00 PM of 03.05.2016. The authority reserves the right to accept/reject any part of or all the quotations without assigning any reason thereof.

**General Manager (Admn)  
Odisha Computer Application Centre  
Plotno.-N-1/7-D, Acharya Vihar Square,  
P.O.-RRL, Bhubaneswar-13**

**Phone: 0674-2567064/2567280, Fax: 91-0674-2567842**

**ODISHA COMPUTER APPLICATION CENTRE**



**REQUEST FOR PROPOSAL FOR ENGAGEMENT OF AGENCIES  
FOR IPV6 ASSESSMENT, DESIGN AND IMPLEMENTATION MONITORING**

**ENQUIRY NO. - OCAC-18/2009/ENQ/16009**

**GENERAL BID**

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**ODISHA COMPUTER APPLICATION CENTRE**  
OCAC Building, Plot No.-N-1/7D, Acharya Vihar Square, RRL Post Office,  
Bhubaneswar-751013 (INDIA)  
**Phone : 0674-2567064/2567280 , FAX :91-0674-2567842**

## 1. SECTION-I: Invitation for Bids

### 1.1. Objective

As per National IPv6 deployment roadmap released by Government of India in July 2010, all the central and state government departments and organizations are required to use IPv6 services. The objective of this tender is the engagement of a suitable agency/firm i.e. Bidder for IPv6 end to end consulting in respect of IT infrastructures i.e. Odisha State Data Centre (OSDC), Odisha State Wide Network (OSWAN), Odisha Secretariat Network (SecLAN).

Odisha Computer Application Centre (OCAC) invites sealed bids, under **two envelopes system**, from the bidders for engagement of consultancy agencies for IPv6 assessment, design and implementation monitoring.

### 1.2. About Bid Documents

The tender document comprises of the following:

SECTION- I	Invitation for Bids
SECTION- II	Pre-Qualification Criteria
SECTION- III	Scope of Work Instruction to Bidders
SECTION- IV	General Conditions of the Tender
SECTION- V	Scope of Work
SECTION- VI	Annexure(s) for General bid, Technical Bid and Price Bid

### 1.3. Schedule of Tender Process

- The RFP will have 3 (Three) Parts viz. Eligibility Claim/General Bid, Technical Bid & Price Bid.
- Issue of RFP document – The RFP document will be available at OCAC website, <http://www.ocac.in>, <http://www.odisha.gov.in/>, <http://tender.gov.in> from 13.04.2016 to 03.05.2016 upto 12:00 Noon. The RFP document can be downloaded by any prospective bidder from the website.
- Receipt of Bids – The RFP document, after duly filled in, should be submitted at OCAC latest by 03.05.2016, 12.00 Noon. RFP document fee and EMD must be submitted along with the general bid document in form of a demand draft (DD), drawn on a nationalised bank, in favor of Odisha Computer Application Centre and payable at Bhubaneswar.
- Opening of General Bids – On 03.05.2016 at 03.00 PM in Odisha Computer Application Centre in the presence of bidders who may choose to attend.



- Opening of technical bids – On 07.05.2016 at 03.00 PM at Odisha Computer Application Centre in the presence of bidders who may choose to attend.
- Opening of Price bids—to be intimated later (confirmed by e-mail / Postal / Website).

Notwithstanding anything else contained to the contrary in this RFP document, OCAC reserves the right to cancel / withdraw / modify fully or partially the “Invitation of Bids” or to reject one or more of the bids without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

#### **1.4. Amendment of Invitation**

In case of any seeming discrepancy between the press advertisement, other detailed provisions of the RFP print-document and the updated version on the web (up to 03.05.2016 till 12.00 Noon), the web-version will prevail. At any time prior to the deadline for submission of bids, OCAC reserves the right to add / modify / delete any portion of this document by issuance of an addendum, which would be published on the web site and will also be made available to all the bidders who have indicated their intention to bid. The addendum shall be binding on all bidders.

## 2. SECTION-II: Pre-Qualification Criteria

Before opening and evaluation of the technical proposals, Pre-qualification bid would be evaluated to assess their compliance to the following pre-qualification criteria. Bidders failing to meet these criteria or not submitting requisite proof for supporting pre-qualification criteria are liable to be rejected at the Pre-Qualification proposal level.

SL. No	Specific Requirements	Documents/ Proofs
1.	The bidder must be either a firm registered under the Indian Partnership Act or a Company Registered under the Indian Companies Act, 1956 or Limited Liability Partnership (LLP) act 2008 or shall be an R & D organization / Society of Government of India/State government/ government institute of repute like IIT/IISC/NIT/IIM/IIT.	Incorporation/ Registration Certificate
2.	Out of the total annual turnover of the company, a minimum of Rs. 5 Crore should be from consulting services in India (other than sales and implementation of H/W and S/W and N/W equipment) in last three FY ending 31 March, 201X.	Audited P&L and Balance Sheet
3.	The Bidder should have positive Net worth in each of the last three Financial Years.	Extracts from the audited Balance Sheet / P&L financial statements.
4.	The bidder should have consulting and project management experience in at least 5 years each of similar nature worth not less than 2 Crore each involving consulting assignments networking infrastructure or Data Centre assessment & auditing and case studies on IPv6 migration across Central Govt. /State Govt. /Govt. Departments/PSU's.	Client satisfactory letter / Ongoing / Completion Certificate / Work Order to be submitted along within the bid.
5.	The bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India or any State Government in the country of India.	Self-declaration certificate
6.	The bidder hasn't been blacklisted by any central/State Government institution and there has been no pending litigation with any government department on account of similar services	Self-declaration certificate
7.	The prescribed Tender document fee	
8.	The prescribed EMD	

<sup>†</sup> Necessary supporting documents on fulfillment of eligibility criteria should be attached for authentication along with a signed copy of the Tender document to indicate acceptance of all terms and conditions set forth in the tender. Organizations failing to provide complete information on any of the requirements are liable to be rejected.



### 3. SECTION-III: Instruction to Bidders

- Odisha Computer Application Centre, N-1/7-D, Nayapalli, near planetarium, Acharya Vihar square, Bhubaneswar-751013 invite sealed RFP from the engagement of consultancy agencies for IPv6 assessment, design and implementation monitoring.
- The successful bidder shall have to complete the project within 15 months from the date of work order. Consortium is not allowed.
- There are three parts of RFP namely general bid, technical bid and price bid. The bidder is required to fill out all the three parts of RFP documents and place them in three separate sealed envelopes which should be super scribed as (a) "General Bid-ENQUIRY NO. OCAC-TJ-18/2009/ENQ/16009 (b) "Technical Bid-ENQUIRY NO. OCAC-TJ-18/2009/ENQ/16009 and (c) "Price Bid- ENQUIRY NO. OCAC-TJ-18/2009/ENQ/16009 These envelopes should be placed in another sealed envelope and addressed to Odisha Computer Application Centre, Plot no.- N-1/7-D, Nayapalli, Near Planetarium, Acharya Vihar Square, Bhubaneswar -751013. The envelope must show the name of the tenderer, address and should be super scribed as " IPv6 Assessment, Design and Implementation Monitoring, ENQUIRY NO. - OCAC-TJ-18/2009/ENQ/16009, on the top of the envelope. In addition, outer envelope should indicate tender opening date.
- A non-refundable demand draft of Rs. 1,000/- in favour of Odisha Computer Application Centre payable at Bhubaneswar is to be submitted along with the General bid towards the cost of the RFP document. Besides, the EMD as indicated later at clause 3.1 (Bid Security Clause) must be enclosed along with the Technical Bid document. General bid document not accompanying the requisite Tender document fee and EMD shall be considered as non-compliant, summarily rejected and will not be considered for further evaluation.
- The sealed tenders will be opened at Odisha Computer Application Centre, N-1/7-D, Nayapalli, near planetarium, Acharya Vihar square, Bhubaneswar-751013 as per the schedule mentioned above in presence of the tenderers or their authorized representatives as may desire to be present.
- Bidders who are qualifying the eligibility criteria will be considered for technical bid opening.

- Technically qualified bidders will be considered as successful bidders for price bid opening.
- Tenders shall be fully in accordance with the requirements of the general terms and conditions and the technical specifications attached hereto. Appropriate formats furnished with this specification shall be used in quoting tender prices. Incomplete, illegible, unsealed and without signature tenders will be rejected.
- All offers should be made in English and clearly type written.
- The bidder must submit all documents as asked in Annexure section.
- The bidders should furnish the following information and documents with the General, Technical and Price Bids.

**A) General Bid: (Annexure G1 to G5)**

- a) Copy of the Registration certificate of the firm with organization profile.
- b) Bidder should give an undertaking that they are not under a declaration of ineligibility for corrupt and fraudulent practices issued by Govt. of India or any state Govt.
- c) Self Declaration that the bidder hasn't been black listed by any Govt. /PSU agencies.
- d) Authorized signatory for the bid from the bidder.
- e) Signed copy of the tender document as an acceptance to the terms and conditions of the tender.
- f) Service Tax Registration Certificate and PAN no. allotted by Income Tax Department.
- g) Tender document fee as a non-refundable demand draft of Rs. 1,000/- in favour of Odisha Computer Application Centre, payable at Bhubaneswar.
- h) EMD as mentioned at clause 3.1 (Bid Security Clause)
- i) Duly filled in for checklist.

**B) Technical Bid: (Annexure T1 to T4)**

- a) Project Experience
- b) Approach and Methodology
- c) Work Plan
- d) Proposed Manpower

**A) Price Bid: (Annexure P1 to P3)**

- (a) The bidder shall submit the Price Bid submission letter, as given in the Annex P1.
- (b) The rates quoted by the bidder, shall be inclusive of all Taxes such as VAT/ service tax as applicable in Odisha, as given in the Annex P2.
- (c) The price validity of the tender should be valid for at least a period of 180 days beyond all the contractual obligation. Failure in the validity of Tender may leads to reject.
- (d) Price bid should be unconditional and it should be as per the specified format.

**3.1. Bid Security (EMD):**

- (a) EMD of Rs. 2,00,000/- shall be furnished along with the bid as bid security.
  - (b) The bid security shall be only in the form of Demand Draft drawn in favour of Odisha Computer Application Centre, payable at Bhubaneswar drawn in any nationalized bank.
  - (c) The demand draft shall be submitted along with General bid. Bids submitted without bid security shall be rejected.
  - (d) The bid security shall be forfeited if a bidder withdraws its bid during the period of bid validity.
  - (e) In case of a successful bidder the bid security may be forfeited if the bidder fails to accept the Work Order or fails to furnish performance security after accepting the Work/ Purchase Order.
- Modification of specifications and extension of closing date of tender if required will be made by an Addendum. Copies of Addenda will be updated on the OCAC's website. This shall form a part of the tender.

- The purchaser reserves the right to accept or reject any or all tenders without assigning any reason whatsoever. The purchaser may also alter the quantities of material at the time of placing orders.
- Bidders shall carefully examine the tender documents and the technical specification and fully inform themselves as to all the conditions and matters, which may in any way, affect the work or the cost thereof. Should a bidder find discrepancies in or omissions from the specification or other documents, or should there be any doubt as to their meaning, he should at once notify the purchaser and obtain clarification in writing. This however does not entitle the bidder to ask for time beyond the due date fixed for receipt of tenders.
- Submitted tender forms with overwritten or erased or illegible rate or rates not shown in figures and words in English will be liable for rejection. In case of discrepancy between words and figures noted against the item of the tender and between unit rates and the total amount, the decision of the competent authority accepting the tender will be final and binding on the bidders. Corrections in the tender, if unavoidable, should be made by rewriting with date and initial of the tenderer after scoring out of the wrong entries.
- Request from the bidders in respect of additions, alterations, modifications, corrections etc. of either terms or conditions or rates after opening of the tender may not be considered.
- The Bidder shall bear all costs associated with the preparation and submission of its Bid, including cost of presentation for the purposes of clarification of the Bid, if so desired by the Purchaser and Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

### **3.2. Pre-Bid Meeting**

- a) A Pre-bid meeting will be held on the date and address mentioned in cover page. The representatives (Maximum Two persons) of the interested organisations may attend the pre-bid meeting at their own cost. The prospective participants have to inform the General Manager (Admn) OCAC, and on the mail id([sanjay.sahani@ocac.in](mailto:sanjay.sahani@ocac.in)) mentioned for attending the pre-bid meeting.
- b) The purpose of the meeting is to provide bidders with information regarding the Tender and the Solution, and to provide each bidder with an opportunity to seek

clarifications regarding any aspect of the Tender.

- c) Request for clarifications from the bidders shall be received through email (in the format specified below), not later than 10 calendar days before the last date for submission of bids. All requests shall be addressed to the General Manager (Admn) OCAC.

- d) Request for clarifications Format:

Page No	Section	Sub-Section	Clarification	Remarks

Company Name	Person Name	Designation, Number	E-Mail,	Contact

### **3.3. Clarifications & Amendment to the Tender Document**

- a) Bidders may request a clarification of any item of the Tender document up to 10 days before the Proposal submission date. Any request for clarification must be sent in electronic mail to the General Manager (Admn) OCAC.
- b) At any time till 10 days before the deadline for submission of bids General Manager (Admn) OCAC may, for any reason, whether an own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding document by amendment.
- c) All amendments made in the document would be published in the website of <http://www.ocac.in>, <http://www.odisha.gov.in>, <http://tender.gov.in>.
- d) Bidders are also advised to visit the aforementioned website on a regular basis for updates. General Manager (Admn), OCAC also reserves the right to amend the dates mentioned in cover page for the bid process.

### **3.4. Evaluation Criteria**

- (a) The bidder who has complied with all the Eligibility criteria will be qualified for technical bid opening; Noncompliance of any one of the criteria by the bidder will be liable to be rejected.
- (b) The bidders who are shortlisted based upon Eligibility criteria, to make a presentation on their solution at OCAC, at their own cost. OCAC in its best interest reserves the right to reject/modify the proposed solution.
- (c) The evaluation committee may invite the eligible bidders to make a presentation to the OCAC at a date, time and location notified by the OCAC. The purpose of such presentations would be to allow the bidders to present their Approach & Methodology to the committee and the key points in their proposals.
- (d) The Bidder shall be required to make a presentation on the following areas.
  - Organization Profile
  - Similar Project Experience
  - Overall Understanding of the project
  - Approach and Methodology
  - Training Methodology
  - Work Plan
  - Proposed Key Professional to be engaged
- (e) Depending on the evaluation methodology, each Technical Bid will be assigned a technical score out of a maximum of 100 points as per the below Technical Evaluation Criteria Table. Based on the technical score, the bidders shall be ranked and bidders shall qualify for the evaluation in the commercial process, provided their score is 75 or above.
- (f) The minimum absolute technical score to qualify for commercial evaluation is 75. OCAC's decision in this regard shall be final & binding and no further discussion / interface will be held with the bidders whose bids are technically disqualified / rejected.
- (g) Out of the technically qualified bidders, the bidder with the lowest financial quote shall be considered as L1 and award of the contract shall be made to the bidder with the lowest cost (L1).
- (h) The Purchaser reserves the right to negotiate specifications, prices during evaluation if found necessary.
- (i) Technical Bid Evaluation Criteria are given below:

SL. NO	Technical Evaluation Criteria	Maximum Score	Score	Remarks
<b>1</b>	<b>Experience</b>	<b>40</b>		
1.1	IT Consulting with Project Management experience (Data Centre / IT Infrastructure projects in Govt. Sector)	25	<=1 project: 10 marks <=3 project: 15 marks > 3 project: 25 marks	
1.2	Case studies on IPv6 Consulting (IT Infrastructure projects in Govt. Sector)	15	<=1 project: 5 marks <=3project:10 marks >3 project: 15 marks	
<b>2</b>	<b>Key professional staff</b>	<b>17</b>		
2.1	Number of Technical Resource  <b>Lead Consultant (1 No.)</b> - BE/BTECH/MCA/BCA with CCNP gold certification , ITIL V3 Foundation Certification (preferred), above 8 years of proven experience in Data Centre /State Data Centre Assessment /Design/Security/ Audit with IPv6 case study experience  <b>Consultant (4 No.) cum Trainer</b> - BE/BTECH/MCA/BCA with CCNA gold certification, above 4 years of proven experience in Data Centre /State Data Centre Assessment / Audit, ITIL V3 Foundation Certification (preferred) - IPv6 case study knowledge and experience is highly desirable	17	- BE/BTECH/MCA/BCA with CCNP gold certification , ITIL V3 Foundation Certification (preferred), above 8 years of proven experience in Data Centre /State Data Centre Assessment /Design/Security/ Audit with IPv6 case study experience -: 5 Marks  - BE/BTECH/MCA/BCA with CCNA gold certification, above 4 years of proven experience, IPv6 Knowledge and experience is highly desirable: 3 Mark each	
<b>3</b>	<b>Project Presentation</b>	<b>31</b>		
3.1	Understanding the Project	06	Marks shall be awarded	

3.2	Approach and Methodologies	15	by committee	
3.3	Project Work Plan	10		
4	Financial Health	12		
4.1	Avg. Turnover last three FY in similar consulting experience	12	<=10 Crore: 6 Marks > 10 Crore: 12 Marks	
Total Score		100		



## **4. SECTION-IV: General Terms & Conditions of Tender**

### **4.1. Purchaser**

Odisha Computer Application Centre (OCAC), Plot No.-N-1/7-D, Nayapalli, Near Planetarium, Acharya Vihar square, Bhubaneswar-751013.

### **4.2. Performance Bank Guarantee**

The bidder shall furnish a Performance Bank Guarantee (PBG) for 10% (ten percent) of the contract price within 15 days of issue of Work Order. The PBG must be from the nationalized bank in India. This Performance Bank Guarantee (PBG) shall remain valid for 60 days beyond all the contractual obligation. Failure of submission PBG within the specified time period may lead to cancel the Work Order.

### **4.3. Award Criteria**

Out of technically qualified bidders, the bidder with the lowest financial quote shall be considered as L1 and award of the contract shall be made to the bidder with the lowest cost (L1). If the L1 bidder refuses / fails to accept the Work Order within fifteen days, the next higher responsive bidder (L2) will be proposed to accept the Work Order at the rates offered by the lowest bidder (L1) and If L1 bidder refuses / fails at any stage of contract, the whole or part of amount of work can be given to the L2 bidder at L1 rate.

### **4.4. Price**

The prices quoted should be in Rupees for delivery F.O.R. destination and inclusive of Excise Duty and other taxes but excluding local Sales Tax (OST/VAT). Any price other than F.O.R. destination price will not be considered. The F.O.R. destination price should be inclusive of Entry Tax. OST/VAT amount should be mentioned clearly and separately, If OST is paid in advance the necessary document need to be enclosed.

### **4.5. Time Period for Completion of Project**

The successful bidder should have to complete the project within 15 months from the date of work order.

<b>Milestone ( Please refer to section: V (Scope of Work)</b>	<b>Timeline</b>
Milestone -1:	2 months
Milestone -2:	1 month
Milestone – 3:	3 months
Milestone-4: (Detailed Project Management Plan)	2 months
Milestone –4: (Execution, Progress Tracking)	After onboarding of Implementing Agency

#### 4.6. Terms of Payment

- The Bidder shall obtain sign-off for each milestone completed from the Purchaser and raise invoice against the same.
- Payments shall be made promptly by the Purchaser, not later than sixty (60) days after submission of an invoice along with supporting documents or request for payment by the bidder, and the Purchaser has accepted it. But if the progress is not satisfactory and according to agreed work program/schedule the payment may be withheld.
- The final payment under this Clause shall be made only after satisfactory completion of the activities mentioned in the Scope of Work (Milestone (4)).
- If any excess payment has been made by the Purchaser due to difference in quoted price in proposal and Bidder's invoice, the purchaser may without prejudice to its rights recover such amounts by other means after notifying the Bidder or deduct such excess payment from any payment subsequently falling due to the Consultant.

<b>Milestone as indicated in SoW</b>	<b>Payment Schedule (in %)</b>
Milestone (1) with sign off all reports deliverables	20 of total bid value
Milestone (2) with sign off all reports deliverables	30 of total bid value
Milestone (3) with sign off all reports deliverables	20 of total bid value
Milestone (4) with sign off all reports deliverables and successful completion of all activities	30 of total bid value

#### 4.7. Billing

The Bidder shall specify the Branch/ Location from which they will raise the bill and in whose favour payment will be released.

#### **4.8. Language of Bids**

The Bids prepared by the Bidder and all correspondence and documents relating to the Bids exchanged by the Bidder and the Purchaser, shall be written in the English Language, provided that any printed literature furnished by the Bidder may be written in another language so long as it is accompanied by an English translation in which case, for purposes of interpretation of the Bid, the English translation shall govern.

#### **4.9. Penalty for Delay In Completion Of Contract**

In case of delay in providing of services penalties at the following rates shall be imposed on the total amount of delayed services:

- 2% of total project cost for delay of the first two weeks
- 5% of total project cost per two weeks for subsequent delays
- Maximum delay of two months is tolerable, beyond which the order may be cancelled.

The decision of the Purchaser in this regard shall be final, conclusive and binding.

#### **4.10. Force Majeure Condition**

If the execution of the contract is delayed beyond the period stipulated in the consultancy as result of outbreak of hostilities, declaration of an embargo or blockade of fire, flood, acts of God, then Purchaser may allow such additional time by extending the time frame as considered to be justified by the circumstances of the case and its decision will be final. If additional time is granted by the Purchaser, the supply order shall be read and understood as if it had contained from its inception the execution date as extended.

#### **4.11. Standards**

The services shall conform to a National / International standard as applicable.

Bids shall remain valid for 12 months from the last date of submission. The Bidder(s) may be required to give consent for the extension of the period of validity of the bid beyond initial 12 months, if so desired by the Purchaser in writing or by fax. Refusal to grant such consent would result in rejection of bid without forfeiture of the EMD. However, any extension of validity of bids will not entitle the Bidder to revise/modify the bid. The decision of the Department in this regard will be final, conclusive and binding on the Bidder.

#### **4.13. Modifications & Withdrawal**

The bid submitted may be withdrawn or resubmitted before the expiry of the last date of submission by making a request in writing to the General Manager of Purchaser to this effect. No Bidder shall be allowed to withdraw the bid after the deadline for submission of bids.

#### **4.14. Responsibilities of The Bidder(S)**

The detailed scope of work is specified in Section - V "Scope of Work". This section outlines major activities only.

#### **4.15. Right to Reject/Accept The Tender**

The purchaser reserves the right either to reject or accept any or all tenders. The purchaser has exclusive right to alter the quantities of materials at the time of placing the final purchase order. The type and quantity of items indicated in the tender are provisional and may change as per the actual requirement. After placing the purchase order, the purchaser may order to defer the delivery of the material. It may be clearly understood by the bidders that the purchaser need not assign any reason for the above action.

#### **4.16. Patent Rights etc.**

The vendor shall indemnify the purchaser against all claims, actions, suits and proceedings for the infringement or alleged infringement of any patent, design or copy write protected either in the country of origin or in India by use of any equipment supplied by the vendor claims if made on the purchaser, shall be notified to the vendor of the same and the vendor shall at his own expense either settled such dispute or conduct any litigation that may arise there from.

#### **4.17. Jurisdiction of High Court of Odisha**

Suites, if any arising out of the contract shall be filed by either party in a court of Law to which the jurisdiction of the High Court of Odisha extends.

#### **4.18. Confidentiality**

- The Bidder shall not, and without the Purchaser prior written consent, disclose the contract or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Purchaser in connection therewith to any person other than a person employed by the Bidder in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- The Bidder shall not without the Purchaser prior written consent, make use of any document or information.
- Any document other than the contract itself shall remain the property of the Purchaser and shall be returned (in all copies) to the Purchaser on completion of the Bidder's performance under the contract if so required by the Purchaser.

#### **4.19. Obligation to Carry out Purchaser's Instructions**

The Bidder shall also satisfy the purchaser or this inspector that adequate provision has been made to carry out his instructions fully and with prompt attitude.

#### **4.20. Final Authority**

The final authority for payments will be the consignee except otherwise specifically stated and if the vendor/supplier desires to appeal against any matter he shall appeal to Odisha Computer Application Centre, N-1/7-D, Nayapalli, near Planetarium, Acharya Vihar square, Bhubaneswar-751013 whose decision in consultation with the IT department, Govt. of Odisha on such matters shall be final and conclusive.



**REQUEST FOR PROPOSAL FOR ENGAGEMENT OF AGENCIES  
FOR IPV6 ASSESSMENT, DESIGN AND IMPLEMENTATION MONITORING**

**ENQUIRY NO. - OCAC-TJ-18/2009/ENQ/16009**

**TECHNICAL BID**

=====

**ODISHA COMPUTER APPLICATION CENTRE**

OCAC Building, Plot No.-N-1/7D, Acharya Vihar Square, RRL Post Office,  
Bhubaneswar-751013 (INDIA)

**Phone : 0674-2567064/2567280 , FAX :91-0674-2567842**

## **5. SECTION-V: Scope of Work**

The details pertaining to the engagement for each of the above-listed items is detailed below -

### **1. Milestone(1): IPv6 Migration Assessment and Gap Analysis**

- Assessment of current state of networks, applications and services with detailed inventory including vendor, software and hardware versions amongst others through modes like Interviews and sessions with various stakeholders to understand and charter a strategy plan for IPv6 Implementation.

The major locations are as follows:

- Secretariat Local Area Network (SECLAN)
  - Odisha SDC
  - Odisha SWAN including SHQ, all DHQ, all BHQ
- The Consultant shall clearly list out the IPv6 gaps in existing infrastructure including the upgrade plan like software or hardware upgrade required to support IPv6
- Reports to be submitted by the Consultant:
  - a) Detail Project plan
  - b) Current State Assessment Report (network devices, applications, services)
  - c) Detailed Inventory Report (network devices, applications, services)
  - d) Existing IPV6 adoption plan
  - e) Current IPV6 Infrastructure Readiness
  - f) IPv6 effects on the business and network with Key Networks Key Performance Indicators
  - g) IPv6 Readiness (network devices, applications, services)
  - h) Upgrade plan for Network, Application and services including the software and hardware upgrade required to support IPv6
  - i) IPv6 training plan

### **2. Milestone(2): Network Planning and Design**

- The Consultant must develop IPv6 high level Architecture blueprint that includes Network Logical and Physical Topology, IPv6 Addressing scheme, Switching and routing , IPv6 security infrastructure features, Software protocols and features configuration amongst others
- Reports to be submitted by the Consultant:
  - a) Detailed IPv6 Implementation roadmap
  - b) IPv6 Integration Planning - Transition Methodology Options – Identification, Evaluation and Selection
  - c) Network Design and configuration planning, as per selected transition methodology
  - d) Procurement plan and Budget Planning for network infrastructure equipment, systems and 3rd party applications
  - e) Security Planning, Network Implementation and Test Plans
  - f) Documenting all the activities carried out in standardized formats

### **3. Milestone(3): Selection of Implementing Agency (IA)**

- Preparation of techno-commercial tender document for the selection of Implementing Agency (IA)
- Preparation of the evaluation criteria for the selection of implementing agency based on the inputs of the respective department/organization.
- Preparation of Contract Agreement

### **4. Milestone(4): Implementation Monitoring (Project Management )**

- The Consultant shall appoint a project manager as a single point of contact

**4.1:** The Consultant shall review the detailed project plan that consists of Objectives and Approach, Stakeholders Identification, Project Scope and Timelines, Cost Management, Resource Planning, Document Management, Change Management, Risk Management and Risk Mitigation Plan, Procurement Management, Configuration Management

**4.2.:** The Consultant shall also track the project execution and progress by monitoring the reviewing the Test Plan and validation for test and production networks, applications, services Migration and Network Implementation execution.

## **ODISHA COMPUTER APPLICATION CENTRE**





**TENDER FORMATS**

**REQUEST FOR PROPOSAL FOR ENGAGEMENT OF AGENCIES  
FOR IPV6 ASSESSMENT, DESIGN AND IMPLEMENTATION MONITORING**

**ENQUIRY NO. - OCAC-TJ-18/2009/ENQ/16009**

**ANNEXURE(S)- General Bid**

=====

**ODISHA COMPUTER APPLICATION CENTRE**

OCAC Building, Plot No.-N-1/7D, Acharya Vihar Square, RRL Post Office,  
Bhubaneswar-751013 (INDIA)

**Phone : 0674-2567064/2567280 , FAX :91-0674-2567842**



## 6. SECTION-VI: Annexure(S)

### 6.1. Annexure (G1): General Information

Company Name			
Registered Office Address			
City		Pin	
State		Website	
Telephone		Mobile	
Fax		E-mail	
Corporate Office Address			
City		Pin	
State		Website	
Telephone		Mobile	
Fax		E-mail	
Company Name			
Contact Person Name			
Address		Pin	
State		Designation	
Telephone		Cell	
Fax		E-mail	
EMD & Tender Document Fee Details			

Signature of the Bidder

Date:

Place:

Company Seal



## 6.2. Annexure (G2): Self Declaration

Date : \_\_\_\_\_

Ref : \_\_\_\_\_

To

The General Manager (Admn.)  
Odisha Computer Application Centre  
OCAC Building, Plot No. N-1/7-D  
Acharya Vihar Square  
RRL Post Office  
Bhubaneswar – 751 013  
Odisha

In response to the ENQUIRY NO. - OCAC-TM- \_\_\_\_\_, Dt: \_\_\_\_\_. Ms. /Mr.

\_\_\_\_\_, as a \_\_\_\_\_, I / We hereby declare that our  
company \_\_\_\_\_ is having unblemished past record and was not  
declare ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of  
time.

Signature of witness  
Date:  
Place:

Signature of the Bidder  
Date:  
Place:

Company Seal



### **6.3. Annexure (G3): Acceptance of Terms & Conditions Contained In the Tender Documents**

To

The General Manager (Admn.)  
Odisha Computer Application Centre  
OCAC Building, Plot No. N-1/7-D  
Acharya Vihar Square  
RRL Post Office  
Bhubaneswar – 751 013  
Odisha

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Document ENQUIRY NO. - OCAC-TJ-18/2009/ENQ/16009, regarding Engagement of Agencies for IPv6 Assessment, Design and Implementation Monitoring.

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

Signature of witness  
Date:  
Place:

Signature of the Bidder  
Date:  
Place:

Company Seal



#### 6.4. Annexure (G4): Self Declaration

Date : \_\_\_\_\_

Ref : \_\_\_\_\_

To

The General Manager (Admn.)  
Odisha Computer Application Centre  
OCAC Building, Plot No. N-1/7-D  
Acharya Vihar Square  
RRL Post Office  
Bhubaneswar – 751 013  
Odisha

In response to the invitation No. ENQUIRY NO. -OCAC-TM-01/2013/ENQ/14002 , Ms./Mr. \_\_\_\_\_, as a \_\_\_\_\_, I / We hereby declare that our company \_\_\_\_\_ is having unblemished past record and have not been declared blacklisted by any Central/State Government/PSU institution and there has been no pending litigation with any government department on account of similar services. I/We further declare that our company has not defaulted in executing any Government order in the past.

Signature of witness  
Date:  
Place:

Signature of the Bidder  
Date:  
Place:

Company Seal

## **6.5. Annexure (G5): Representative Authorization Letter**

Date : \_\_\_\_\_

Ref : \_\_\_\_\_

To

The General Manager (Admn.)  
Odisha Computer Application Centre  
OCAC Building, Plot No. N-1/7-D  
Acharya Vihar Square  
RRL Post Office  
Bhubaneswar – 751 013  
Odisha

Ms. /Mr. \_\_\_\_\_ is hereby authorised to sign relevant documents on behalf of the company in dealing with invitation reference No. ENQUIRY NO. – OCAC-TJ-18/2009/ENQ/16009 ,Dt: \_\_\_\_\_. She /He is also authorised to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking you,

Authorised Signatory

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Signature attested

Company Seal

## 6.6. List Of Enclosures-General Bid

Sl.No.	Enclosure description	Enclosed (Yes/No)	Annexure/Attachment/Page No./ Envelop No. of the enclosure
1.	Copy of Registration Certificate of the firm		
2.	Organization Profile		
3.	<b>Annexure-G1:</b> General Information		
4.	<b>Annexure-G2:</b> Declaration of ineligibility for corrupt and fraudulent practice		
5.	<b>Annexure-G3:</b> Self Declaration that the bidder hasn't been black listed by any Govt./PSU		
6.	<b>Annexure-G4:</b> Representative Auth Letter		
7.	<b>Annexure-G5:</b> Acceptance of terms and Conditions		
8.	Copy of PAN no allotted by Income Tax Department		
9.	Copies of Annual audited accounts statements certified by a chartered Accountant		
10.	Tender Paper Cost in a sealed envelope with general bid( <i>Super scribe Tender document cost on the top of the sealed envelope and write name of the firm on the back side of DD</i> )	:	
11.	EMD in a sealed envelope with general bid ( <i>Super scribe EMD on the top of the sealed envelope and write name of the firm on the back side of DD</i> )	:	
12.	Technical bid duly signed (sealed envelope)		
13.	Financial bid duly signed (sealed envelope)		
14.	Signature with Date		
15.	Name		



**TENDER FORMATS**

**REQUEST FOR PROPOSAL FOR ENGAGEMENT OF AGENCIES  
FOR IPV6 ASSESSMENT, DESIGN AND IMPLEMENTATION MONITORING**

**ENQUIRY NO. - OCAC-TJ-18/2009/ENQ/16009**

**ANNEXURE(S):Technical Bid**

=====

**ODISHA COMPUTER APPLICATION CENTRE**

OCAC Building, Plot No.-N-1/7D, Acharya Vihar Square, RRL Post Office,  
Bhubaneswar-751013 (INDIA)

**Phone : 0674-2567064/2567280 , FAX :91-0674-2567842**



**6.7. Annexure (T1): Project Experience**

[Using the format below, the responding Company should provide information on the similar assignments as required for qualification criteria/technical evaluation]

SL. No	Item	Details
<b>General Information</b>		
1	Customer Name	
2	Name of the contact person and contact details for the client of the assignment	
<b>Project Details</b>		
3	Project Title	
4	Start Date & End Date	
5	Current Status (work in progress / completed)	
6	Number of staff deployed on the assignment	
7	Order Value of the project (in Rs. Lakhs)	
Description of project: (Highlight the components / services involved in the project which are of similar nature to the project for which this RFP is floated.)		

## 6.8. Annexure (T2): Proposed Manpower- Curriculum Vitae (CV)

1. Proposed Position [only one candidate shall be nominated for each position]:
2. Name of Company [Insert name of Company proposing the staff]:
3. Name of Staff [Insert full name]:
4. Date of Birth:
5. Nationality:
6. Education [Indicate college/university and other relevant specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:
7. Membership of Professional Associations:
8. Other Training [Indicate significant training since degrees]:
9. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
10. Employment Record [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below):  
 dates of employment, name of employing organization, positions held, Project handled.]:  
 From [Year]: To [Year]:  
 Employer:  
 Positions held

Detailed Tasks Assigned	Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned
[List all tasks to be performed under this assignment]	[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the project] Name of assignment or project: Year: Location: Client: Main project features: Positions held: Activities performed:

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

[Signature of staff member or authorized representative of the staff] Day/Month/Year  
 Full name of authorized representative

## **6.9. Annexure (T3): Approach and Methodology**

The responding bidder should propose the proper approach and methodology of the assignment.

## 6.10. Annexure (T4): Work Plan

The responding bidder should propose the main activities of the assignment, their content and duration, phasing and interrelations including resource planning to be deployed and delivery dates. The proposed work plan should be consistent with the approach and methodology, showing understanding of the scope of services, deliverables as given in scope of work.

The responding bidder should use the below format to describe the work schedule for different tasks:

S.N	Activity	Weeks												
		1	2	3	4	5	6	7	8	9	10	11	12	N..
1														
2														
3														
4														
5														

**TENDER FORMATS****REQUEST FOR PROPOSAL FOR ENGAGEMENT OF AGENCIES  
FOR IPV6 ASSESSMENT, DESIGN AND IMPLEMENTATION MONITORING****ENQUIRY NO. - OCAC-TJ-18/2009/ENQ/16009****ANNEXURE(S):Price Bid**

=====

**ODISHA COMPUTER APPLICATION CENTRE****OCAC Building, Plot No.-N-1/7D, Acharya Vihar Square, RRL Post Office,  
Bhubaneswar-751013 (INDIA)****Phone : 0674-2567064/2567280 , FAX :91-0674-2567842**

## 6.11. Annexure (P1): Price Bid Submission Form

(To be submitted on the Letterhead of the responding Company)

[Location, Date]

To

Ref: Tender no <> *dated* <dd/mm/yy>

Subject: Submission of proposal in response to the tender for “Engagement of consultancy agencies for IPV6 Assessment, Design and Implementation Monitoring, Enquiry **No** <OCAC-TJ-18/2009/ENQ/16009>.

Dear Sir,

We, the undersigned, offer to provide the consulting services for <*Insert title of assignment*> in accordance with your RFP dated <Insert Date> and our Technical Proposal. Our attached Financial Proposal for the sum of <*Insert amount(s) in words and figures*>. This amount is inclusive of taxes as listed at Annexure P2 (Summary of Costs for each category) attached.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,  
Yours sincerely,

Authorized Signature [In full and initials]:  
Name and Title of Signatory:

**6.12. Annexure (P2): Price Bid**

<b>Particulars</b>	<b>Base Price (Rs.)</b>	<b>Taxes including Service Tax as applicable</b>	<b>TOTAL Price (Rs.)</b>
IPV6 ASSESSMENT, DESIGN AND IMPLEMENTATION MONITORING			

Authorized Signature [In full and initials]:  
Name and Title of Signatory:

### **6.13. Annexure (P3): Performance Bank Guarantee (PBG) Form**

To

The General Manager (Admin)  
Odisha Computer Application Centre  
Plot No. - N-1/7-D, AcharyaVihar  
P.O.-RRL, Bhubaneswar - 751013  
EPBX: 0674-2567280/2567064/2567295  
Fax: +91-0674-2567842

Whereas, << name of the supplier and address >>(hereinafter called “the Bidder”) has undertaken, in pursuance of contract no. << insert contract no. >> dated. <<insert date >> to provide Implementation services for << name of the assignment >> to OCAC (hereinafter called “the beneficiary”)

And whereas it has been stipulated by in the said contract that the Bidder shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, << name of the bank >> a banking company incorporated and having its head /registered office at << address of the registered office >> and having one of its office at << address of the local office >>have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, upto a total of Rs.<< insert value >> (Rupees << insert value in words >> only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of Rs .<< insert value >> (Rupees << insert value in words >> only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until << *Insert Date* >>)

Notwithstanding anything contained herein:





I. Our liability under this bank guarantee shall not exceed Rs<< insert value >>(rupees << insert value in words >> only).

II. This bank guarantee shall be valid up to << *insert expiry date* >>)

III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before << *insert expiry date* >>) failing which our liability under the guarantee will automatically cease.

**(Authorized Signatory of the Bank)**

**Seal**

**Date**