No. : Purchase: 2013-14 (Switch Rack) February 6, 2013

CORRIGENDUM

The date for submission of Tender for ‘Supply of Switch Rack Hardware’ has been extended upto February 17, 2014 by 3:00 PM due to administrative reasons and date of opening the offers shall be on February 18, 2014 at 11:00 AM at ICSI-HQ.

Other terms & conditions of Tender for ‘Supply of Switch Rack Hardware’ dated January 16, 2014 remains the same.

The bidders may take note the above changes.

Date: February 6, 2014

(B PRADHAN)

JOINT DIRECTOR
TENDER DOCUMENT

Sub: Tender for Supply of Switch Rack Hardware


PART ‘A’

Sealed tenders are invited for supply of Switch Rack Hardware as per the details given in the Part ‘C’ of the Tender Document. The terms and conditions governing the instant Tender are as under:

1. The tender document may be obtained during working hours from January 16, 2014 to January 27, 2014 (till 1.00 PM) on all working days on payment of Rs. 100/- from the Reception Counter of the Institute on cash payment or by submitting a demand draft in favour of “The Institute of Company Secretaries of India”, payable at New Delhi. The tender document can also be downloaded from the website of the Institute (www.icsi.edu) for which parties would be required to enclose a demand draft of Rs. 100/- towards the cost of the tender document along with their quotes, failing which the tender shall be out rightly rejected.

2. The sealed tenders are to be submitted in prescribed format on your business letter head duly stamped and signed and dated on each page of Part ‘A’ & ‘B’ and ‘C’ as their unconditional acceptance to the terms prescribed by the Institute. Details/supporting documents wherever applicable, if attached with the tender should be duly authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature of the vendor/s.

3. Each tenderer shall submit the tender in two separate sealed envelopes, Part ‘A’ & ‘B’ along with EMD should be put in envelope No. 1 (Please mark the envelope as “No. 1 – Technical Bid”), Envelope No. 2 will contain only Part ‘C’ (Please mark the Envelope as “No. 2 – Financial Bid”). Both the sealed envelopes bearing No. 1 and 2 are to be put in main envelop i.e. Envelope No. 3.

4. The sealed tender duly superscribed, “Tender for Supply of Switch Rack Hardware” due on January 27, 2014”, should be addressed by name to Shri Sutanu Sinha, Chief Executive, The ICSI and sent at the Institute’s address given below either by registered post/speed post/or by dropping in the tender box placed at 3rd floor of Institute’s Headquarter & should reach on or before 3.00 PM of January 27, 2014.
Address:
Shri Sutanu Sinha  
Chief Executive  
The Institute of Company Secretaries of India  
ICSI House, 22, (3rd Floor : Tender Box)  
Institutional Area, Lodi Road  
New Delhi-110003

Tenders received after the stipulated date and time shall not be entertained. The Institute shall not be liable for any postal delays whatsoever and tender received after the stipulated time/date is liable to be rejected summarily without giving any reason.

5. The **Technical Bid shall be opened on January 28, 2014 at 10.30 AM** in the Institute of Company Secretaries of India at ICSI House, 22 Institutional Area, Lodi Road, New Delhi in the presence of those tenderer(s), who wish to be present. No separate communication will be sent in this regard. In the event of due date being a close holiday or declared Holiday for Central Government offices, the due date for opening of the bids will be the following working day at the appointed date, time and venue.

6. ICSI shall have the right to assess the competencies and capabilities of the Tenderer by going through the credentials given in the Technical Bid and on the basis of such credentials, ICSI may reject the candidature of the Tenderer without assigning any reason. In such case(s) the Financial Bid shall not be opened for that particular Tenderer. The Financial Bid of only those parties who qualify in the technical scrutiny shall be opened and time and date for opening the financial bid shall be intimated separately.

7. Prices quoted should be FOR Institute premises and should be inclusive of all charges viz. installation, acceptance test and charges for **three years onsite comprehensive warranty, 24 hours CRT (Call Resolution Time) for 365 days including Saturdays and Sundays, off hours support, escalation Matrix up to three (3) levels**.

8. Delivery period should be mentioned clearly in the proposal. Penalty for the late delivery and installation would be levied at the rate of half percent per week subject to a maximum of 10 percent of the value of the order as has not been supplied during the stipulated period. In case of delay beyond fifteen days from the stipulated period, Institute may at its discretion cancel the order and arrange to procure the same from the next bidder on the panel/open market at the sole risk, cost and responsibility of the vendor.

9. Institute’s usual payment terms are 30 days for 90% payment upon delivery of equipments as detailed above and acceptance of the supplied material and remaining 10% will be paid within thirty days of receipt of the Bank Guarantee of equivalent amount valid for entire warranty period failing which 10% amount will be retained as security deposit for the entire period of warranty. Vendor will be fully responsible for onsite comprehensive maintenance free of charge during the warranty period and in case of default, the Institute will have the right to arrange maintenance at vendor’s risk, cost and responsibility.

10. While Part “C” describes specifications desired by the Institute, vendors are also welcome to quote for richer specifications, which will be considered at the sole discretion of the Institute.
11. The rates quoted should be valid for at least 90 days from the date of opening of quotations.

12. The bidders are required to deposit an earnest money of **Rs. 1500/- (Rupees One thousand and five hundred only)** for supply of Switch Rack by way of demand draft drawn in favour “The Institute of Company Secretaries of India”, payable at “New Delhi’. The tender not accompanied with earnest money shall be rejected summarily. The earnest money of unsuccessful tenderers will be refunded without any interest/bank commission/collection charges after the order has been issued in favour of successful party. EMD amount of the successful tenderer will be refunded without any interest/bank commission/collection charges after the order has been executed successfully and payment to the vendor for the procurement has been settled as per the terms and conditions of the purchase order.

**GENERAL:**

a) All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator to be appointed by the Secretary of the Institute of Company Secretaries of India, New Delhi. The award of the sole arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Conciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Delhi.

b) The Institute reserves the right to accept or reject any or all tenders including the lowest tender/s without assigning any reason at its sole discretion and the decision of the Institute will be final and binding on all concerned.

c) The quantities indicated in Part “C” are tentative and may be increased/decreased at the sole discretion of the Institute and the vendor shall have no right to claim any minimum/definite volume of business.

d) For any details/clarifications, Shri Ankur Yadav, Senior Director, IT on telephone No. 0120-4522012, may be contacted.

Date: January 16, 2014

( B Pradhan )

JOINT DIRECTOR
1. Name and complete address of the Tendered & Company
2. Tele/Fax/E-mail/Cell No. of the Tendered Company
3. Contact person’s name & residence telephone No.
4. Details of registered office, if any, along with contact person’s name and tele. No.
5. Legal status i.e. public/private limited/any other alongwith documentary evidence.
6. Composition of Directors/ Partners etc.
7. Income-Tax registration number along with documentary evidence.
8. a) Sales Tax registration number along with documentary evidence.
    b) Please also specify, if you are registered with appropriate Authority under Works Contract Act, 1999. (Please provide details).
9. List of existing clients to whom hardware/ software of similar kind in last 1 year installed with details of company, value of business, concerned person name & his telephone no. (Please attach full details)
10. a) List of existing installations being maintained as per following:
    Name of the Company/Type of Hardware being maintained/No./Last year’s turn over.
    b) Please indicate the hardware principal & brands you represent and your level of association.
11. Please indicate in full the following details:
    a) Manpower available - Technical & Non-technical
    b) Collaborations for spares. Please indicate the quantum of inventories you maintain for spares and consumables and Lead-time for obtaining spares from open market.
    c) Turnover of the company for last 3 financial years (Please attach supporting documents)
    d) Escalation matrix for lodging the complaint during the warranty.

Name and Signature of Bidder with Corporate Seal and Mobile No.
**PART- ‘C’ FINANCIAL BID**

Rates Quoted should be Net Unit Rate (Unit Price + VAT + Cartage, if any)

Purchase: 2013-14 (Server)  
**January 16, 2014**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Item Name/Specification</th>
<th>Unit of Measurement</th>
<th>Qty. Reqd.</th>
<th>Unit Rate in Rupees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Floor Standing Rack Switch Rack</strong> - 42U / 600W / 800D, with Heavy Duty Extruded Aluminum Frame for rigidity. Top cover with FHU provision. Top &amp; Bottom cover with cable entry gland plates. Two pairs of 19” mounting angles with ‘U’ marking. Depth support channels - 3 pairs. With an Overall Weight Carrying Capacity of 500Kgs. Side Panels ,Front MS Door Perforated; Rear MS Door Split Perforated Fan 90CFM 230V AC, 4” dia Levelling legs (set of 4) Mounting hardware; Vertical cable manager : 1; Horizontal cable manager : 5; PDU of 12 sockets of IEC C13 &amp; 2 Sockets of IEC C19 with 1; MCB &amp; input 5 no. of 15Amps: 1; Earthling Bar 19; 48 ports loaded jack panel, 2U: 3 nos.</td>
<td>Each</td>
<td>1 Nos.</td>
<td></td>
</tr>
</tbody>
</table>

**Terms & Conditions:-**

- 3 years on site comprehensive warranty on hardware within 2 hours call attending support and penalty of Rs.500/- per day in case of default after 24 hours. The hardware is to be repaired within 24 hours of lodging the complaint. In case of default, a penalty of Rs.500/- per day would be levied.

**Delivery : C-37 Sector-62 Noida**

Delivery Period Days :

Validity of Offer :

Any Special Terms :

(Please Specify)

Date:  
Name and Signature of Bidder with Corporate Seal and Mobile No.
ACCEPTANCE CERTIFICATE

I……………………………. (Designation)……………………… of (Name of the Company) …………………………


Signature
Name:

DATE: Company Seal