

**Tender for Hosting IT infrastructure & Application Management  
for running messaging application of Kendriya Vidyalaya  
Sangathan**

**INDEX**

<b>SECTION</b>	<b>DESCRIPTION</b>	<b>Page Numbers</b>
1	CHAPTER-1 SCHEDULE OF TENDER PROCESS & ITS AMENDMENTS	3
2	CHAPTER-2 PRE BID CRITERIA	4
3	CHAPTER-3 SCOPE OF WORK	5-7
4	CHAPTER-4 GENERAL INSTRUCTION TO BIDDERS	8-14
5	CHAPTER-5 EVALUATION & SELECTION CRITERIA	15
5	CHAPTER -6 PERFORMA & ANNEXURES	16-25

## CHAPTER – 1

### 1.1 SCHEDULE OF TENDER PROCESS & ITS AMENDMENT

- a) The Tender will have 3 (Three) Parts viz., Prequalification Criteria, Technical Bid & Commercial Bid.
- b) Issue of Tender Document - From 04.04.2013 to 30.04.2013, 12.00 Noon (will be available in the website <http://www.kvsangathan.nic.in>)
- c) Cost of the Tender document (Non-refundable) : Rs. 1,000.00 (Rupees One Thousand only).
- d) The tender document can be downloaded from the above website and is to be submitted along with the Tender Document Fee of Rs. 1,000.00 (Rupees One Thousand only) in form of a Demand Draft, drawn on a scheduled bank, in favour of The Commissioner of Kendriya Vidyalaya Sangathan, New Delhi.
- e) Pre Bid queries are to be sent at [acedpkvs@gmail.com](mailto:acedpkvs@gmail.com) latest by 15.04.2013. Pre Bid queries will be responded by 18.04.2013.
- f) Receipt of Bids - on or before 02.05.2013 up to 12.00 Hrs. at Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi - 110 016. Bids received later than above schedule will not be entertained.
- g) Opening of General Bids & Eligibility Claims and EMD - on 02.05.2013 at 3:00 PM in the office of AC (EDP) of Kendriya Vidyalaya Sangathan, New Delhi in the presence of bidders who may want to attend.
- h) Opening of Technical Bids - on 06.05.2013 at 03:00 PM. Technical Bid will be opened only for qualified bidders as per pre qualification.
- i) Opening of Commercial Bids – will be opened only for bidders who qualify Technical Bid.

Notwithstanding anything else contained to the contrary in this tender document, Kendriya Vidyalaya Sangathan, New Delhi 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.

### 1.2 AMENDMENT OF INVITATION

At any time prior to the deadline for submission of bids, The Commissioner of Kendriya Vidyalaya Sangathan, New Delhi reserves the right to add / modify / delete any portion of this document by issuance of an addendum, which would be published on the website and will also be made available to the all the bidders who have indicated their intention to bid. The addendum shall be binding on all bidders.

## CHAPTER – 2

### PRE-QUALIFICATION CRITERIA

Technical Bid will be opened only for those who will qualify the following pre-qualification norms:-

- a.1 Tender cost Rs. 1,000.00
- a.2 The Bidder should have furnished the EMD of Rs. 20 Lakhs.
- a.3 The applicant must be either a firm registered under the Indian Partnership Act or a company registered under the Indian Companies Act, 1956. (Doc. Proof)
- a.4 The Company should be in existence for the last 3 (Three) Years.
- a.5 The Company should have the technical knowhow and infrastructure of its own to implement the project.
- a.6 The applicant should have an annual turnover of at least Rs. 100 Crore in any one of the three previous Financial Years and must submit certified copy of the audited balance sheet, as a proof of annual turnover stated.
- a.7 Applicants should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Govt. of India/State Govts. A self-declaration certificate should be enclosed. Preform in **Annexure 2**.
- a.8 Internet Data centre (IDC) needs to be Uptime Institute certified Tier III (design and constructed)
- a.9 Enterprise-grade SLAs for Datacenter with an assured uptime of 99.982% & above.
- a.10 Data Centre should be located in Delhi NCR.
- a.11 Bidder being ISP who can provide network across pan India upto remote places will be preferred
- a.12 Data centre should be located in their own premises.(Doc. Proof)

## CHAPTER - 3

### 3.1 Scope of Work

- a. Data Centre provider needs to entire IT Infrastructure which covers server, storage, network devices to support MS exchanged based mailing services for 30000 users for 5 years including maintenance, support and installation services.
- b. KVS requires a service to deploy MS Exchange 2010, Active Directory on Windows Server 2008 and MS Threat Management Gateway 2010 for 30,000 staff and teachers at a service provider IDC in NCR Delhi
- c. Out of 30000 users 28000 users need 100 MB virtual provisioning mail box size and rest 2000 power users need mail box of 1 GB size.
- d. All the users of this secure mail infrastructure will access the mail using internet.
- e. The complete infrastructure will be created using server hosting services and its support and maintenance for 5 Years.
- f. Design and deploy the Microsoft Active Directory Services (AD DS) and other necessary components, which include:
  - g. Design of logical structure of AD DS ( Activate Directory, Directory Services)
  - h. Design of physical structure of AD DS;
  - i. Design the placement of FSMO roles and Global Catalogue (flexible style master operation)
  - j. Design of basic Group Policy Objects for AD DS
  - k. Design AD DS objects naming convention (for users, groups, hosts, sites and site links).
  - l. Design the OU structure (Organisational unit)
- m. Deploy the AD DS infrastructure according to the recommended server configuration and architecture.
- n. Deploy Exchange 2010 and Threat Management Gateways as per Microsoft best practice.
- o. Hosted Exchange Service must have Safe and Blocked Senders functionality to explicitly allow or block email from a specific domain name, IP address, or email address.
- p. The Hosted Exchange Service must have an Email Gateway for email content filtering, providing the KVS( Kendriay Vidyalay Sangathan) with integrated and comprehensive inbound threat protection with outbound data loss prevention (DLP).

- q. Backup of power user for 15 days and archiving of data for 5 years should be part of mailing services.
- r. The bidder shall have to configure/customize managed hosting mailing Solution at Data Centre.
- s. The Bidder should include everything for the successful implementation of ms exchange based mailing infrastructure. i.e Domain registration of MX creation, antispam, antivirus, SSL etc.
- t. The Bidder should include 30,000 email ID creation as a part of the scope of work. Necessary details will be provided by KVS.
- u. Necessary Global Groups needs to be created based on the requirement of KVS. The details will be shared with the successful bidder.

### **3.2 Contract Period**

This contract for managed hosting mailing services shall be for a period of 5 years.

**3.3** The bidder must submit compliance to the following Clauses for the Data Centre where the proposed managed hosting mailing service at service provider Data Centre.

- i. The Data Center Facility must be a uptime certified Tier III or above Data Center in design and build. (The Tier III Data Center must be built on either TIA 942 guidelines or Uptime Institute Guidelines).
- ii. The bidder must have ISO 27001 Certifications / SAS 70 for Data Center operations - latest Quality Standards
- iii. Bidder must have implemented at least three (03) Data Center with ISO 27001 certification.
- iv. The bidder must have
  - Valid Sales Tax / VAT Registration Certificate.
  - Valid Service Tax Registration Certificate.
  - Valid Trade License.

**3.4** Managed hosting mailing Service must adhere to the following:

- i. Managed hosted mailing Services should provide a highly secure, automated method of protecting the critical mailing box data,
- ii. Power user backup is required for 15 days.
- iii. 7 years of mail box archiving of power users
- iv. Each backup should be system tested for integrity.

**3.5** The Management Portal should provide the following functionality:

- i. View and raise mailing administration Requests.
- ii. Ability to change passwords.
- iii. Service Reporting
- iv. The ability to launch the self-restore data from backup function (authorized users only)

**3.6 Data Restore Services should provide the following functionality:**

- The client should be provided with the ability to perform an unlimited number restores of data from backup disk via the Management Portal within a 24x7 service calendar.
- Access to restore is available to designated client administrators.

**3.7 On call crisis support is required on a twenty four (24) hours basis seven (7) days a week inclusive of holidays in the case of a disaster and recovery mode of operation.**

## CHAPTER - 4

### GENERAL INSTRUCTIONS TO THE BIDDERS

All the bidders must carefully observe the following instructions. Offers/Tenders not strictly in accordance with these instructions are liable to be rejected: -

- 4.1 Tenders should be submitted through Registered Post/Speed Post/Courier/By Hand (Through Authorized Representative) in separate sealed covers both for Technical Bid & Financial Bid, each cover should be super scribed with the words, Technical / Financial Bid & **Tender No.** The earnest money in the form of Bank Guarantee or Demand Draft shall be submitted in a separate sealed envelope and super scribed "**EMD**". All these documents i.e. Technical and Financial Bid & EMD in separate sealed cover should be sent in one envelope at address "**AC (EDP) KVS (Hqrs.), KENDRIYA VIDYALAYA SANGATHAN, 18, INSTITUTIONAL AREA, SHAHEED JEET SINGH MARG, NEW DELHI – 110016**". Tenders received not in proper sealed cover or received telegraphically shall be rejected.
- 4.2 Offers/Tenders shall positively reach before the stipulated time and date prescribed for their receipt i.e. **upto 12.00 Hrs. on 30.04.2013**. Those received late will not be considered/ opened at all regardless of the date of posting of the tender. The Kendriya Vidyalaya Sangathan Board shall take no cognizance of postal delay(s).
- 4.3 Tenders should be typed or written in ink, offers/tenders written in pencil shall be rejected.
- 4.4 The prices quoted should be exclusive of payment of statutory levies, duties and taxes, as applicable.
- 4.5 The rates should be quoted in figures as well as in words.
- 4.6 Bank charges, if any, will be to the account of the bidder.
- 4.7 The Bidders should indicate specifically the Delivery Schedule. The bids of the suppliers not conforming to KVS's prescribed delivery schedule shall be loaded in line with the penalty clause i.e. 1/2% of the total cost per week of delivery period quoted in excess of that prescribed subject to a maximum of 10%.
- 4.8 **The period of the validity of offer should not be less than 60 days from the date of opening of tender.**
- 4.9 The KVS reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.
- 4.10 Amendment in bid document or price and any other conditions, after the opening of the tenders, shall not be entertained.
- 4.11 Offers/Tenders will be opened on the date and time prescribed by KVS in the presence of authorized representatives of bidders, who actually submitted the tender, if they present themselves at the time of opening of tenders. In case the date of

opening of tenders falls on a holiday or holiday is subsequently declared on that date, the tenders will be opened on the next working day following the holiday.

- 4.12** The tenders once submitted shall not be returned to the tenderer and shall be retained by KVS.
- 4.13** The Bidder may modify or withdraw his tender by giving notice in writing before the deadline for submission of tender. The modification or withdrawal words shall be marked on the envelope. The withdrawn tender document shall not be returned.
- 4.14** The bidder should submit a list of orders of the offered work executed/under execution with complete details as per **Annexure-I**.
- 4.15** The bidder should carefully read and study every clause of this specification and offer his comments on each clause of this specification in his tender. **Silence of the bidder on any clause of this specification shall be taken, as acceptability of the said clause to the bidder and accordingly the said clause will be provided in the purchase order.**
- 4.16** The tenderer shall state in his tender the address and place of data centre. The KVS shall have access to the data centre of the supplier's at any time during work hours for the purpose of inspection.
- 4.17 DOCUMENTS TO BE FURNISHED WITH GENERAL BID**
- a. As per pre-qualification criteria of general bid along with all supporting document
  - b. Self-Declaration of ineligibility for corrupt and fraudulent practices (**Annexure-2**)
  - c. Representative authorization letter (**Annexure-3**)
  - d. Copy of Income Tax Clearance, Service Tax Clearance and VAT Clearance (as Applicable)
  - e. Brief profile of the company (**Annexure-5**)

**4.18 DOCUMENTS TO BE FURNISHED WITH TECHNICAL BID**

This part of the bid must comprise of the following documents

- a. Details of the job undertaken as per scope of work.(**Annexure-1** )
- b. Technical architecture
- c. Bill of material (specification of hardware/software/services etc.)
- d. Acceptance of terms & conditions contained in the tender documents (**Annexure-4**)
- e. Bid Particulars (**Annexure-6**)
- f. Bid Letter (**Annexure-7**)
- g. Proposed Methodology (**Annexure-8**)
- h. Soft Copy of the presentation on CD/DVD/Pen Drive (2 set each)

**4.19 COMMERCIAL BID**

The Commercial Bid shall be given in prescribed format (**Annexure-9**). Commercial Bid will be opened only when the bidder qualifies technical bids by getting 80% or above out of maximum marks.

#### 4.20 Other Condition

- i. Loading, if any, on the bids of the tenderers who have not agreed to the following KVSs terms & conditions.
  - a) Tenderers offering delivery periods longer than the specified delivery period shall be loaded @1/2 % per week or part thereof for their excess period subject to a maximum of 10%.
  - b) The KVS may adopt any additional evaluation criteria which is considered fair & equitable, so as to bring price bid on an equal footing for proper comparison with other bids
- ii. The supplier has to sign integrity pact with KVS.

#### 4.21 EARNEST MONEY AND SECURITY DEPOSIT:

- (i) A security money of Rs. 20 Lakhs in the form of DD/Bank Guarantee should be submitted along with the tender in the favor of KVS, Hqrs. New Delhi. Earnest money deposit DD/Bank Guarantee shall necessarily accompany the sealed tender, without which the tender shall be rejected forthwith and the tenders shall be sealed.
- (ii) Exemption from EMD will be as per Govt. Finance Rule.
- (iii) Earnest money deposit furnished with the tender in the form of a cheque or in any other form not specifically approved by the KVS, shall not be accepted under any circumstances, nor shall a request from the tenderer for the transfer of earnest money, security deposit furnished against any previous tender to the tender under consideration, be entertained.
- (iv) As soon as, the tender has been decided upon and the purchase order placed on the selected supplier or suppliers, the earnest money deposit of the unsuccessful tenderers shall be released to them forthwith by the purchasing department through the Accounts Officer concerned, without waiting for any formal application in this regard from the unsuccessful tenderers. The purchasing department shall ensure that the refund of earnest money deposit so allowed is made within 30 days of the decision on the purchase case by the purchase approving authority.
- (v) The earnest money furnished by the successful tenderer on whom the purchase order is placed shall be converted into security deposit as a guarantee for faithful and satisfactory execution of the purchase order up to the warranty period.
- (vi) Transfer of security deposit from one purchase order/contract to another will not be permitted.
- (vii) The earnest money/security deposit taken from the firms under this para shall be forfeited in part or in full under the following circumstances:
  - a. If the tenderer withdraws his tender at any stage during the currency of his validity period, his earnest money shall stand forfeited in full.
  - b. If the P.O. has been issued but the supplier refuses to comply with it, the earnest money deposited by him, shall be forfeited in full, irrespective of the fact whether the KVS sustains any loss on account of his default or not. This forfeiture shall be without prejudice to the right of the KVS to claim any other

- damages as admissible under the law as well as to take such executive action against the supplier as blacklisting, etc.
- c. Where the purchase order has been accepted but the supplier stops making the supplies after partially fulfilling the purchase order, the security deposit shall be retained and adjusted against any loss that may be caused to the KVS through risk purchase from alternative source and/or any other damage recoverable from the supplier under the terms of the contract.
  - d. In the event of a breach of contract in any manner, the security deposit shall be forfeited and adjusted against the claim of the KVS on the supplier for any damages or for any loss sustained by the KVS on account of such breach.

#### **4.22 TERMS AND CONDITIONS OF COMMERCIAL BID**

##### **a. DELIVERY AND COMMISSIONING PERIOD**

The bidder shall have to complete/enable the managed hosting solution, training and its implementation within 8 weeks from the date of issue of the Work Order.

In case the supplier is unable to complete whole or any items of work within stipulated period, for recognised reasons of "Force Majeure" mentioned in **clause-b** below for which he shall be responsible to furnish, well in time, sufficient evidence and data to the satisfaction of the KVS to prove the existence of conditions mentioned in the **clause-b** so as to justify grant of extension by the KVS of the 'Delivery, Installation & Commissioning Period' mentioned above. Such extension will be granted by the KVS for the period for which the completion of work is proved by the supplier to have been delayed for the said reasons due to 'Force Majeure'. If the material is installed or commissioned by the supplier after the expiry of the said period without any approval from the KVS, such a supply will be at the sole liability and risk of the supplier.

##### **b. FORCE MAJEURE:**

The Supplier shall not be liable for any Penalty charges due to delay in manufacture or delivery of material/ work/service resulting from any causes beyond the company's reasonable control including but not limited to compliance with regulations, orders or instructions of Central/State or Municipal Govt. or Agency thereto, Acts of God, Acts of Civil and Military authorities, fires, floods, strikes lockouts, freight embargoes, war risks, riots and civil commotion's and the supplier will seek extension of delivery period within three weeks of the occurrence of any such event and clearly state the anticipated delay in supply on account of such event/events. On receipt of such a request from the Supplier, the delivery period be extended upto the time requested for by the Supplier, subject to the further condition that if the delivery period is likely to be extended by more than sixty days on account of any event the KVS will be at liberty to cancel the un-executed portion of the Purchase Order without assigning any reason and without payment of any compensation.

**c. EXTENSION OF DELIVERY PERIOD**

Any genuine delay in approval of technical details, preparation of site, issuance of amendment of purchase order, conducting inspection and approval of inspection tests/test certificates for allowing despatches etc. will count towards extension of delivery period by corresponding period other than admissible under Force Majeure Conditions, if any, substantiated by the supplier and duly accepted by the purchasing authority.

**d. PENALTY CHARGES**

If the supplier fails to abide by the provisions of **clause a: Delivery and commissioning period**, he shall be liable to pay Penalty Charges @ 1/2% per week or part thereof of the ex-works delivery price excluding taxes and duties (but including freight charges where break-up of FOR destination price is not available) of such portion of material as has not been delivered, installed or commissioned within the **Clause a:delivery and commissioning period** subject to maximum of 10% of the contract value of the delayed/undelivered portion of the material. The penalty shall not be applicable to the submission of the permissions /clearances provided the permissions/clearances have been applied within 8 weeks from the date of receipt of order.

**e. TERMS OF PAYMENT**

Payment shall be made on quarterly basis subject to the satisfactory performance.

**f. TDS, WORKS CONTRACT TAX, OTHER TAXES etc.**

The TDS, works contract tax, other taxes etc, if any, shall be deducted as per rules.

**g. SERVICE TAX:**

Service tax as applicable at the time of execution of the contract/work subject to rates prevailing within the contractual delivery period shall be paid by the KVS.

**h. NEGLIGENCE:**

If the firm neglects to execute the work with due diligence and expedition or refuses or neglects to comply with any reasonable order given in writing by the KVS in connection with Purchase Order or shall contravene the provisions of the Purchase Order, the KVS may give 21 days notice, in writing, to the firm to make good the failure, neglect or contravention complained of and should the firm fail to comply with the notice within reasonable time from the date of service thereof, in case of failure, neglect or contravention capable of being made good, within that time or otherwise within such time as may be reasonably necessary for making it good, then and in such cases, the KVS shall be at liberty to take the Contract wholly or partly out of the hands of the supplier and recontract at reasonable price with any other person or persons. In such an event it shall be lawful for the KVS to retain any such balance which may otherwise be due by him to the firm on any account including the amount of Bank Guarantee and apply the same towards the execution of the whole or balance of the works so re-contracted, as aforesaid. If no such balance is due by the KVS to the firm or if due, is not sufficient to cover the amount thus recoverable from the firm, it shall be lawful for the KVS to recover the whole or balance of the amount from the firm by action of law.

**i. BANKRUPTCY:**

☛ If the supplier shall commit any act of bankruptcy or being a Corporation, commence to be wound up except for reconstruction purposes, or carry on its business under a Receiver, the executors, successor or other representative in law of the estate of the supplier or any such Receiver, liquidator, or any person in whom the contract may become vested, shall forthwith give notice thereof in writing to the KVS and shall for one month during which the supplier shall take all reasonable steps to prevent stoppage of the work, have the option of carrying out the contract subject to the supplier providing such Guarantee as may be required by the KVS but not exceeding the value of the work for the time being remaining unexecuted. In the event of stoppage of the work the period of the option under this clause shall be fourteen days only. Provided that should the above option not be exercised, the contract may be terminated by the KVS by notice in writing to the supplier and the same power and provision reserved to the KVS in the last proceeding clause of taking the work out of the supplier's hands shall immediately become operative.

**j. CONFIDENTIALITY**

The KVS data being backed up at the Service provider's data centre shall at all times will be kept confidential and shall in no circumstances shall be passed on in any manner whatsoever to any other organization/department etc. The service provider shall be liable to indemnify the KVS if any breach of contract takes place. The data backed up at data centre shall remain the property of KVS and shall be deleted in case contract is terminated/expires.

**k. ARBITRATION**

If at any time, any question, dispute or difference whatsoever, shall arise, between the KVS and the Supplier, upon or in relation to or in connection with the contract, the provisions of Indian Arbitration and Conciliation Act-1996 and of the Rules there-under and any Statutory Amendment/Modifications or re-enactment thereof for the time being in-force, shall be deemed to apply to and be incorporated in the contract.

**l. CANCELLATION OF WORK ORDER:**

The KVS shall have the right to amend or cancel the order at any time before the receipt of intimation regarding manufacturing of material if he is satisfied that the delay in execution of the order by the supplier is willful and detrimental to the interests of the KVS. In case where after the commencement of manufacture, there is a willful delay on the part of the supplier in the despatch/manufacture of the material, the KVS may cancel the order for whole/unexecuted portion after giving a notice of 15 days to the supplier.

**m. JURISDICTION OF COURT:**

In case of any dispute between the parties, the Courts at Delhi only shall have the jurisdiction to settle/decide and adjudicate upon such matters. Before approaching the court of law, and dispute or difference arising in connection with the contract shall be referred by either party for arbitration in accordance with **Clause- 16** above.

**n. SIGNING OF WORK ORDER**

The supplier will be furnished with two copies of the purchase order one copy to be retained by the supplier and the second copy of the purchase order will be returned by the supplier to the KVS after signing each and every page of the P.O. by his authorized representative in token of the un-conditional acceptance of the purchase order. The supplier

will also furnish documentary proof evidencing that the signatory is an authorized representative of the supplier.

## CHAPTER - 5

### EVALUATION & SELECTION CRITERIA

**Quality-cum-Cost Based Selection (QCBS)** method shall be followed for choosing the company, 70% weightage shall be given for Quality (Technical Bid Score) and 30% weightage shall be given for commercial quote using following formula,

$$S_{\text{Tech}} = \text{Technical Score}/\text{Maximum Technical Score} * 100$$

$$S_{\text{com}} = \text{Minimum Commercial Quote}/\text{Maximum Commercial Quote} * 100$$

$$S_{\text{final}} = S_{\text{tech}} * 70\% + S_{\text{com}} * 30\%$$

### Technical Evaluation Table

Sl. No.	Item	Specification & Marks		
		Specification	Tier IV	Tier III Certified
1	Level of Data Centre	Specification	Tier IV	Tier III Certified
		Marks	30	25
2	Data Centre in Own Premise	Specification	If Yes	If No
		Marks	10	0
3	Data Centre NCR	Specification	NCR	Outside
		Marks	20	0
4	ISP Provider Pan India	Specification	Yes	No
		Marks	20	0
5	Govt. / PSU	Specification	Yes	
		Marks	20	
6	SLA	Specification	99.982%	Above 99.982
		Marks	20	25
7	Location of DR	Specification	In same seismic zone	In different seismic zone
		Marks	20	25
8	ISO 27001 Certification	Specification	Yes	No
		Marks	10	0
<b>Total Maximum Marks</b>			<b>150</b>	

#### Financial Qualification.

This opening of financial bid will be done only for bidders scoring 120 and above as per technical evaluation table.

**CHAPTER – 6****PERFORMA & ANNEXURE****ANNEXURE-1****6 PROFORMA & ANNEXURE****7.1 PROJECT PROFILE****Company Name & Address**

Name			
Address			
City		District	
State		Pin	
Telephone		Cell	
Fax		E-mail	

**Details of similar projects already undertaken:-**

**ANNEXURE – 2**

**7.2 SELF DECLARATION**

Date :

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

To,  
**The Commissioner,**  
Kendriya Vidyalaya Sangathan,  
18, Institutional Area,  
Shaheed Jeet Singh Marg,  
New Delhi - 110 016.

In response to the Tender No.- **KVS (Hq.) EDP-1/2013**, Dated 08.04.2013, I / We hereby declare that our company \_\_\_\_\_ is having unblemished past record and was not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time.

(Signature)

**ANNEXURE-3**

**7.3 REPRESENTATIVE AUTHORIZATION LETTER**

Date :

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

To,

**The Commissioner,**

Kendriya Vidyalaya Sangathan,

18, Institutional Area,

Shaheed Jeet Singh Marg,

New Delhi - 110 016.

Ms, /Mr, \_\_\_\_\_ is hereby authorized to sign relevant documents on behalf of the company in dealing with Tender No.- **KVS (Hq.) EDP-1/2013**, Dated 08.04.2013, 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

**ANNEXURE-4**

**7.4 ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER DOCUMENTS**

To,  
**The Commissioner,**  
Kendriya Vidyalaya Sangathan,  
18, Institutional Area,  
Shaheed Jeet Singh Marg,  
New Delhi - 110 016.

Sir,  
I have carefully gone through the Terms & Conditions contained in the Tender No.- **KVS (Hq.) EDP-1/2013**, Dated 08.04.2013 regarding hosting of massaging solution for KVS.

I declare that all the provisions of this 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

Signature of witness

Signature of the Tenderer

Date:

Date:

Place:

Place:

## ANNEXURE-5

## 7.5 BRIEF VENDOR PROFILE

01	Name of the Firm/Company				
02	Year Established				
03	Address of Office				
04	Telephone No,				
05	Fax No,				
06	E-mail Address				
07	Website				
08	No, of years of Proven experience of providing similar Services.				
09	Annual turnover Audited Annual Turnover in last two years	Annual turnover of the company in Rs,			
		FY	Turn Over (Rs.)		
			PBT	PAT	ATO
		2011-2012			
		2010-2011			
	2009-2010				
10	Paid up capital as 01-Apr-2012				

Signature of witness

Date:

Place:

**ANNEXURE-6**

**7.6 TECHNICAL BID (BID PARTICULARS)**

1. Tender Number : **KVS (Hq.) EDP-1/2013**
2. Name of the Tenderer: \_\_\_\_\_
3. Full Address of the Tenderer : \_\_\_\_\_
4. Name of the actual signatory: \_\_\_\_\_
5. Tenderer's proposal number and date : \_\_\_\_\_
6. Name & address of the officer : \_\_\_\_\_

to whom all references shall be made regarding this tender

Telephone

Fax :

E-mail

Witness

Address

Company

Date

Signature Name

Designation

Company

Date

Tenderer

Signaturer

Name

**ANNEXURE-7**

**7.7 BID LETTER (TECHNICAL BID)**

To,  
**The Commissioner,**  
Kendriya Vidyalaya Sangathan,  
18, Institutional Area,  
Shaheed Jeet Singh Marg,  
New Delhi - 110 016.

Ref: Tender No: **KVS (Hq.) EDP-1/2013, Dated 08.04.2013**

Sir,

We declare:

- i) That we have domain knowledge in implementing the project under reference
- ii) That we/our principals are equipped with adequate manpower/machinery/ technology for providing the services as per the parameters laid down in the Tender Document and we are prepared for live/technical demonstration of our capability and preparedness before the representatives of Kendriya Vidyalaya Sangathan.

We hereby offer to provide the Services at the prices and rates mentioned in the Commercial Bid.

- 1 Schedule for Providing Services  
We do hereby undertake, that, in the event of acceptance of our bid, the Services shall be provided as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.
- 2 We enclose herewith the complete Technical Bid as required by you, This includes:
  - i) Project Profile (**Annexure 1**)
  - ii) Bid Particulars (**Annexure 6**)
  - iii) Bid Letter (**Annexure 7**)
  - iv) Proposed Methodology & Timeline (**Annexure-8**)
- 3 We agree to abide by our offer for a period of 120 days from the date fixed for opening of the Technical Bids and that we shall remain bound by a communication of acceptance within that time.
- 4 We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake to provide services as per these terms and conditions. The deviations from the Terms of Reference are only those mentioned.
- 5 Certified that the tenderer is a company and the person signing the tender is the duly constituted

attorney.

- 6 Bid Security (Earnest Money) for an amount equal to Rs, 20,000,00/- (Rupees Twenty Lakhs Only) is enclosed in the Cover containing the letter for Pre-qualifying Requirements.
- 7 We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof or placement of letter of intent awarding the contract, shall constitute a binding contract between us.

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

Signature of Tenderer

Full Address:

Telephone No

Fax No

**Annexure-8**

**Proposed Methodology**

**Annexure-12**

<b>Description</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Hosting charges for messaging services					