



**प्लाज़्मा अनुसंधान संस्थान**  
**INSTITUTE FOR PLASMA RESEARCH**

---

**NAME OF WORK : PROVIDING 24 x 7 OPERATION AND  
MAINTENANCE OF DATA CENTER**

---

निकट इन्दिरा पुल, भाट, गांधीनगर 382428 (भारत)  
**NEAR INDIRA BRIDGE, BHAT, GANDHINAGAR 382 428 (INDIA)**  
दूर भाष / **TELEPHONE : 91-079-23962260**  
फैक्स / **FAX : (079) 2396 2277**  
ईमेल- / **Email: stores@ipr.res.in**

## INDEX

<b>S.No.</b>	<b>SECTION</b>	<b>DESCRIPTION</b>	<b>PAGE No.</b>
1.	NIT	NOTICE INVITING TENDER (Complete)	
		INDEX	NIT: 02
		INVITATION LETTER	NIT: 03
		INSTRUCTION FOR ONLINE SUBMISSION	NIT: 04
		NIT DETAILS	NIT: 05
		TENDER REQUIRMENTS FOR ELIGIBILITY	NIT: 06 – 08
		LIST OF DOCUMENTS TO BE SCANNED AND UPLOADED BY TENDERERS	NIT: 09
		FORMAT OF UNDERTAKING TO BE SUBMITTED BY TENDERER	NIT: 10
2.	SECTION-I	INSTRUCTION TO TENDERERS	Section - I – 5 Pages
3.	SECTION-II	SCOPE OF WORK, TECHNICAL SPECIFICATION, OTHER DETAILS	Section - II – 6 Pages
4.	SECTION-III	ELIGIBILITY COMPIANCE SCHEDULE	See Excel File Section_III_Eligibility_Compliance & Commercial Bid.xls
5.	SECTION – IV	PRICE BID	See Excel File Section_IV_Price_Bid.xls

TENDER FORM  
**INSTITUTE FOR PLASMA RESEARCH**  
(An Autonomous Institute of  
Department of Atomic Energy, Government of India)  
Near Indira Bridge; Bhat; Gandhinagar-382428; India

**Invitation to Tender and Instructions to Tenderers**

Assistant Stores Officer, Institute for Plasma Research invites, online tenders for Providing 24 x 7 Operation and Maintenance of Data CENTER as detailed in the Purchaser's Tender documents. The conditions of contract and instructions to tenderers which will govern the contract are given in tender documents.

If you are in a position to quote for the supply in accordance with the requirements stated in the attached Tender Form please submit your quotation **online**.

Tender submitted by **fax/cable/telegram or any mode other than online will NOT be considered at all** and all such tenders will be rejected without any notice to the tenderer.

Yogesh Dadheech  
Assistant Stores Officer  
Phone: (079) 2396 2260  
Email: [yogesh.dadheech@ipr.res.in](mailto:yogesh.dadheech@ipr.res.in)  
Institute for Plasma Research

## INSTRUCTION FOR ONLINE SUBMISSION

- 1) It is mandatory for all the applicants to have **class-III digital signature certificate** from any of the licensed Certifying Applicant to participate in e-tendering.
- 2) In order to participate in online e-tendering process, it is mandatory for the applicants to have **user ID & password** to get access to the website [www.tenderwizard.com/DAE](http://www.tenderwizard.com/DAE). The applicants have to get registered their firm / company with the service provider, M/s ITI Limited for user ID & password. The registration shall be done by paying an annual registration fees to M/s ITI Limited and completing other formalities as mentioned in the website, [www.tenderwizard.com/DAE](http://www.tenderwizard.com/DAE). Validity of online registration is for one year from the date of its issuance and may be renewed by paying the applicable amount. For assistance/clarifications please contact Mr. Sunil K Patel at mobile 09624981992, e-mail: [twhelpdesk426@gmail.com](mailto:twhelpdesk426@gmail.com) or [nodalofficer.et@ipr.res.in](mailto:nodalofficer.et@ipr.res.in) or All India Help line No: 91-80-40482000/18004255048, e-mail: [daehelpdesk@tenderwizard.co.in](mailto:daehelpdesk@tenderwizard.co.in).
- 3) The applicants, who have already obtained such valid user ID and password from M/s ITI Limited, for any other tender of DAE, need not obtain fresh user ID and password for the purpose of participation in the present tender.
- 4) The services for e-tendering is provided by M/s ITI Ltd., Tender wizard Help Desk Centre, # 24, 1st Floor, Sudha Complex, Near Havanoor Circle, 3rd Stage, 4th Block, Basaveshwaranagar, Bangalore – 560079, Ph: 91-80-40482000/18004255048, Telefax: 91-80-40482114, Email: [daehelpdesk@tenderwizard.co.in](mailto:daehelpdesk@tenderwizard.co.in).
- 5) The quotations shall be submitted online in the prescribed format before the date and time as mentioned in tender document. No other mode of submission is acceptable.
- 6) On successful e-payment of tender processing fees, the applicants can download the tender documents (including Excel sheets, if any) from the e-tendering portal.
- 7) Submission of the offer document after the due date and time shall not be permitted. Time being displayed on e-Tendering portal shall be final and binding on the applicant.
- 8) Applicants are advised to submit their documents well before the due date. Institute shall not be responsible for any delay in submission of documents for any reason including server and technical problems.
- 9) **Applicants are advised to fill all the details of the excel files of the Tender.**
- 10) In case of any problem with the submission of the offer documents, the applicant may have the assistance of helpdesk or use the help manual given on the said website or mobile and e-mail mentioned elsewhere.

## NIT Details:

NIT No.	IPR/ST/TN-AMC/06/18-19 dated 15.10.2018
Nature of Work	Providing 24 x 7 Operation and Maintenance of Data CENTER
Estimated Cost	Rs.30.45 Lakh (Rupees Thirty Lakh Forty Five Thousand only)
Tenure of Contract	01 (One) Year extensible for 01 (One) more year.
Tender Processing Fee	Tender Processing Fee of <b>Rs.1770.00 (Rupees One Thousand Seven Hundred Seventy only)</b> should be paid online through electronic mode to M/s ITI Limited.
EMD	<b>Rs.60,900.00 (Rupees Sixty Thousand Nine Hundred Only)</b> <b>Note:</b> Copy of Demand Draft to be uploaded with the quotation, Original DD should be sent to Institute on or before the specified tender closing date and time (see below)
Tender document available for view and downloading on website	<b>10.00 Hrs. on 16.10.2018 to 12.55 Hrs. on 14.11.2018</b>
Clarifications regarding Tender document	<b>10.00 Hrs. on 16.10.2018 to 16.00 Hrs. on 31.10.2018</b>
Closing of online submission of tenders	<b>14.11.2018 at 13.00 Hrs.</b>
Time and Date of online Opening of Tender	<b>14.11.2018 at 14.30 Hrs.</b>

**The applicant can seek clarifications (pre-bid) regarding the tender document up to 31.10.2018 (16:00 Hrs.) by uploading their queries on website [www.tenderwizard.com/DAE](http://www.tenderwizard.com/DAE). The clarifications will be uploaded on the same web portal [www.tenderwizard.com/DAE](http://www.tenderwizard.com/DAE) by 07.11.2018 (17:30 Hrs.).**

Detailed tender notice along with Eligibility criteria and Tender Document is available on website [www.tenderwizard.com/DAE](http://www.tenderwizard.com/DAE) for free view and downloading. For participating in the e-tendering process, it is mandatory to get registered on the above e-tender portal and required to have Digital Signature Certificate (Class -III). For new registration/ tendering help, bidders may contact DAE Helpdesk at daehelpdesk@tenderwizard.co.in Phone No: (80)-40482000/ 9624981992/ 18004255048. A copy of this tender notice is also available on the Institute's website [www.ipr.res.in//purchasetenders.html](http://www.ipr.res.in//purchasetenders.html). For further information, please contact: 079 23962260, Fax: 079 23962277.

## **Tender Requirements for Eligibility & Qualification:**

**Note:** Notwithstanding the tenderer's compliance to the following requirements the bids can be subjected to additional evaluation as necessary.

### **ELIGIBILITY QUALIFYING CRITERIA:**

<b>No</b>	<b>Eligibility Criteria</b>	<b>Documents required to Upload</b>
1	The bidder should be an established Information Technology company / IT System Integrator (SI) and should have been in the business for a period at least three years as on 01.08.2018.	(i) Company profile and documents supporting the year of establishment and registration/Memorandum and articles of associations. (ii) Copies of Work order confirming year and area of activity.
2	The bidder must have well-established and operational service and support facility at Ahmedabad / Gandhinagar operated for at least 3 years to ensure satisfactory service support.	(i) Relevant Document of proof (Rent agreement/Shop establishment certificate/Property ownership deed) and undertaking letter signed by the authorized signatory."
3	The bidder must have an experience of maintaining the Data Center O&M of minimum two sites. Note: Bidder's in-house data center shall not be considered.	(i) Copy of work/contract order with details of customer references
4	The bidder must have on its roll technically qualified professionals for required services.	(i) Certificate from bidder's HR department for number of technically qualified professional certified professional employed by the company.
5	The bidder should have average annual turnover of Rs. 76 Lakhs (Minimum) in the last three financial years.	(i) Copies of audited annual accounts/Balance sheet along with Profit & Loss account or CA certified statement for last three financial years.

**OTHER COMPLIANCE & CONDITIONAL REQUIRMENTS:**

- 1) Bid shall have compliance to the technical scope, general and special conditions of the contract without any deviations. No conditional compliance shall be acceptable.
- 2) Short listing of the bidders shall be subject to thorough verification of their credentials along with eligibility compliance, acceptance of technical scope, general and special conditions. If required, inspection of works either ongoing and/or carried out by them by a technical evaluation committee.
- 3) Contractor must ensure to quote rate of each item. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as “0”. Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as “0” (ZERO).
- 4) IF ANY INFORMATION FURNISHED by the applicant is found to be incorrect at a later stage, they shall be liable to be debarred from tendering / taking up works in the Institute.
- 5) Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
- 6) If any tenderer withdraws his tender within the validity period and before award of work whichever is earlier or make any modifications in the terms and conditions of the tender which are not acceptable to the institute, then the institute shall without prejudice to any right or remedy, be at liberty to forfeit the Earnest money absolutely. Further, the tenderer shall not be allowed to participate in the re-tendering process of the same work.
- 7) Taxes :-
  - a. Contractor should be registered under GST The bidder should not consider GST in his rates.
  - b. Income Tax and Cess as applicable shall be deducted from each bill paid to the contractor.
  - c. Contractor should be registered under EPFO & ESIC and as per law shall pay EPF & ESI of contract workers to concerned department from time to time. The same will be reimbursed by institute after satisfying that it has been actually and genuinely paid by the contractor. The bidder should not consider EPF & ESI in his rates.
  - d. Any other taxes/cess as per Government directives shall be deducted from each bill paid to the contractor, from time to time.

- 8) The successful bidder whose tender is accepted will be required to obtain Police Verification Certificate (PVC) issued by Office of the Superintending of Police of the concerned district at his own cost for all his workmen i.e. Engineers, Supervisors and Operators to work inside the Institute and should quote accordingly. The PVC will be valid for three years. In case of receipt of any adverse character and antecedent remarks/notification against the contractor/company/ firm/proprietor and/or his contract personnel, consequent to the security vetting, the Institute reserves absolute right to terminate the contract forthwith without assigning reason/show cause notice. Under the circumstances the contractor will have no right to claim good any loss/liability that may be incurred as consequence to the above action initiated by the Institute. The Institute also reserves the right to forfeit in part/full performance guarantee and/or security deposit in possession of the institute for failure on part of the contractor

The institute reserves the right to accept / reject any prospective application without assigning any reason thereof. The institute does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all of the tenders received without assigning any reason. All tenders in which, any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected.



<b><u>LIST OF MANDATORY DOCUMENTS TO BE UPLOADED</u></b>	
<b>Sr. No.</b>	<b>Description</b>
1	Work Order(s) confirming year and area of Activity, Memorandum and Articles of Associations.
2	Relevant Documents of proof and Undertaking letter signed by the Authorized Signatory.
3	Copy of the Work Order(s) with details of customer references.
4	Certificate from bidder's HR Department for number of technically qualified professionals certified professional employed by the company.
5	The copies of Audited Annual Accounts/Balance Sheet along with Profit & Loss Account or CA Certified Statement for last three financial years shall be attached along with the bid.
6	Income tax clearance certificate/latest IT return
7	Any other document that bidder feels necessary in support of his candidature.
8	Certificates :
i)	PAN (Permanent Account Number) Registration
i)	GST registration certificate
iii)	EPF/ESI Registration certificate
9	E-payment details towards cost of processing fee
10	Undertaking for having gone through the documents as per Technical Bid in the specified format.
<b>NOTE:</b>	
1	Scanned copy of original documents to be uploaded
2	In the event of work award, the documents submitted by the successful bidder shall be verified with originals before the award of work.
3	In case, if date of opening of bid is declared as Government holiday in the Institute then the date of opening shall be treated as next working day. No separate intimation given to bidders. However, date and time of online submission of bid shall remain unchanged.

(This need to be printed in Tenderer's letter head)

---

To  
Assistant Stores Officer,  
Institute for Plasma Research  
Near Indira Bridge  
Bhat  
Gandhinagar-382428 (INDIA)

Dear Sir,

I/We have gone through the tendering conditions pertaining to the Tender and General Conditions of Contracts and Special Conditions of Contracts contained in Tender Documents. I/We hereby agree to the stores conforming to the tender specifications and also agree to abide by your General Conditions of all Contracts and Special Conditions of Contract contained in the Tender document.

- You will be at liberty to accept any one or more of the items offered by us and I/We shall be bound to comply with the Purchase Order/Contract.
- I/We hereby agree to keep the price valid for your acceptance for a period of 120 days from the date of opening of the Tender.
- I/We are also uploaded all the leaflets/catalogue, etc. pertaining to the Tender.

Yours faithfully  
Stamp and Signature of the Tenderer