



भारतीय उष्णदेशीय मौसम विज्ञान संस्थान
(पृथ्वी विज्ञान मंत्रालय, भारत सरकार का एक स्वायत्त संस्थान)
डॉ. होमी भाभा मार्ग पाषाण, पुणे- ४११ ००८

By Ordinary Post



INDIAN INSTITUTE OF TROPICAL METEOROLOGY
(An Autonomous Institute of the Ministry of Earth Sciences, Govt. of India)
Dr. Homi Bhabha Road, Pashan, Pune - 411 008. India

पीडब्ल्यूएस /PWS/141/20/2017

Date :

सेवा में/To,

Subject : Non- Comprehensive Maintenance Contract of for Workstations.

प्रिय महोदय / Dear Sir,

यह संस्थान उपर्युक्त विषयानुसार सामग्री/ सेवाएँ की खरीद करना चाहता है। इसलिए, इच्छुक बोलीदाताओं से अनुरोध है कि अपनी तकनीकी तथा कीमत बोली निम्नलिखित निर्देशानुसार प्रस्तुत करें :

This Institute wishes to procure goods/services as per subject cited above. Therefore, interested bidders are requested to submit their Technical and Price bids as per the instructions given below :-

बोली प्रस्तुत करने की अंतिम तिथि है। 17 जनवरी, 2018 तक 15:00 बजे तक।

The last date of submission of bids 17th January, 2018 up to 15:00 hrs.

तकनीकी बोली उसी दिन 15:30 बजे ऑनलाइन पद्धति द्वारा खोली जाएगी।

Technical Bids will be opened on the same day at 15:30 hrs. by online mode only.

संभावित बोलीदाताओं की व्यापक जानकारी एवं सूचना हेतु निविदा दस्तावेज इस संस्थान की वेबसाइट <http://www.tropmet.res.in/tenders> के साथ <https://eprocure.gov.in/cppp> पर भी उपलब्ध हैं।

Tender document are also available on this Institute's website <http://www.tropmet.res.in/tenders> as well as <https://eprocure.gov.in/cppp> for wide publicity and information of the prospective bidders.

बोलीदाता जो उपर्युक्त निविदा (PWS/141/20/2017) में भाग लेना चाहते हैं, उन्हें वेब पोर्टल <http://www.mstcecommerce.com/eprochome/iitm> पर उपलब्ध सूचना के अनुसार पंजीकृत करना होगा।

Bidders willing to participate for the above tender (PWS/141/20/2017), has to get registered themselves on web portal <http://www.mstcecommerce.com/eprochome/iitm> as per the instruction available at there.

धन्यवाद/Thanking you,

Yours faithfully,


(V.R. Mali)

Scientific Officer Gr-II
for Director

E-mail : pws@tropmet.res.in

निविदाप्रस्तावके लिए अनुदेश/INSTRUCTIONS TO TENDER

1. Quotation received after the due date will not be considered.
2. Quotation must be filled in legibly and overwriting/corrections, erasures etc. if any, must be duly attested, and ON YOUR LETTERHEAD ONLY.
3. The rates shall quoted according to the units indicated in the enquiry letter. When the rates are quoted in units different from those specified, the relation between the units shall be furnished.
4. The Institute will not be in position to furnish form (D) or form (AF) as the case may be for concessional rate of Sales Tax.
5. An order for supply when placed, must be completed in full within the delivery period indicated on the order. Failure to supply or replace the rejected materials if any, will render the order liable to be cancelled without notice and the material will be procured elsewhere at your risks and cost.
6. Quotations, not fulfilling the above instructions, are not likely to be considered.
7. The Institute reserves the right to accept or reject any quotation or part thereof without assigning any reason thereof.
8. Quotations must clearly indicate the features offered Unit Price [GST, Transport, Transit Insurance, Installation charges and one year on-site warranty. Institute cannot furnish any certificate for exemption or reduction in Sales Tax etc. Incomplete Quotation will not be considered and rejected.
No advance can be paid.
9. Bidders are advised to follow the instructions provided in 'Vendor's Guide' available on the said e-procurement website. For any query / technical help regarding MSTC E-procurement portal, bidders

may directly contact to the following officials of MSTC Limited :-

- i) Shri. Tejas V., Executive - (022) 22882854 / +91 9535718617
- ii) Shri. Ganesh Yadav, Senior Manager- (022) 22866261 / +91 9869043055

10. The Bid prepared by the Bidder shall include the following:-

i)	Bid Security / EMD of ₹.12,000.00 (₹. Twelve Thousand only)
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11. All bids must be accompanied by a Bid Security as specified above and must be delivered to the above office before the date and time indicated below. In the event of the date specified for bid receipt is declared as a closed holiday, the due date for submission of bids will be the following working day at the appointed time.


(V.R.Mali)

Scientific Officer Gr-II
for Director

Indian Institute of Tropical Meteorology, Pashan, Pune – 411 008

(Enclosure to Enquiry Letter No. PWS/141/20/2017/ dated 20/12/2017)

Technical specifications for Non-Comprehensive Maintenance Contract of for Workstations

Annexure – I

1. Preventive Maintenance of the workstations/servers will be carried out on quarterly basis.
2. No advance can be paid towards the maintenance charges.
3. Quarterly payment on completion of each quarter.
4. Vendor should have at least 5 years proven experience in the relevant field.
5. Maintenance service should be available from Monday to Friday from 9:30 to 18:00 Hrs. on some occasions such complaints to be attended non-working days/off duty hours or in emergency telephonically
6. Vendor should give SLA for 24X7 supports valid for 1 Year with 2 hours response time and same day's resolution.
7. The contract will be valid for a period of one year. Institute can terminate the AMC if not satisfactory. The contract may be terminated by either party by giving one month's notice in writing.
8. **Penalty Clause:** Penalty shall be imposed for not meeting the SLA i.e. if not responded within 2 hours at the rate of Rs. 500/- for delay of every 2 hours and maximum up to 5% of the total contract value.
9. Delay, if any beyond 30 days the maintenance contract would stand extended by the total number of days of delay without any additional charges.
10. The successful firm/contractor, within a period of 10 days, shall furnish a Bank Guarantee for 10% of the total cost of CAMC, valid till the end of the contract period towards security for smooth performance of the CAMC.
11. The cost of any part required to be replaced will be communicated to the institute by the contractor in writing and will be replaced by him only after receiving approval from the appropriate authority. The replaced part will carry a warranty of at least six months from the date of replacement.
12. In case of additional accessories or devices are to be added to this configuration later, its installation /maintenance should be done free of cost.
13. Taxes if any should be shown separately. Taxes will be paid only after copy of Govt. notification is produced by the vendor.
14. Service Reports should be submitted at the end of each quarter.
15. Director reserves the right to reject any or all tenders without assigning any reason.
16. In case any dispute regarding maintenance, the Director, Indian Institute of Tropical Meteorology Pune will be the final authority to decide the appropriate action and it will be binding on the vendor.
17. The Contract shall cover both preventive as well as corrective maintenance of all servers for all the working days (and holidays as and when required). The maintenance (both preventive as well as corrective) shall cover services for rectification of fault, if any repairs of specified components.


(V.R.Mali)

Scientific Officer Gr-II
for Director

E-mail : pws@tropmet.res.in

Non-Comprehensive Annual Maintenance Contract for Workstations detail as below:

SR.NO.	ROOM	ITEM	CONFIGURATION	QTY
			Scientist User Name-CP - TSD Mr. S De	
1	S 115	Sun Fire V440	four 1.593-Ghz UltraSPARC IIIi processors,64-bit,4-way superscalar SPARC V9,32 KB data on chip,Main memory 32Gb maximum,two 1./100/1000-Mbps Base T Ethernet ports With Monitor	1
			Scientist User Name-CP - MML Mr.Mukhopadhyay	
2	S 143	HP B-2600	64 Bit RISC& 500MHZ with 1.5MB onchip cache 512 MB Memory 1x18 GB & 1x36 GB U WLVD SCSI HDD Int. 48X CDROM Drive 10/100 MBPS Lan Card HP FXE graphics Card/ 2 serial/ 1 parallel/2 USB 20/40 GB External DAT Drive with 4MM Media HP 64 Bit UX OS Ver 11.0 c,C++,F90 Compilers X Windows System & NFS HP-UX USB Keyboard kit with Mouse With Monitor-21" HP Colour Monitor	1
			Scientist User Name-CP - FRD Division - Mrs. Ashwini Kulkarni	
3	S 134	HP XW 4100	Intel Pentium D Processor 840 with EM 64 T (3.2Ghz, 2 x 1mb L2 Cache, 800 Mhz Genuine Winxp professional RHEL Workstations Keyboard, Mouse. 500gb Sata, 7200 rpm disk, 4 gb Memory, DVD rom,Nvidia Gfx Card With Monitor	1
			Scientist User Name-CP - C & H - Ms. S.Nandargi	
4,5	S 128	HCL Make Infiniti Challenger 5120	Intel P4 (Dual Core with EM 64 T) 3.00 Ghz , 800 FSB & 90 NM Processor Tecnology, 4GB DDR 2 RAM, 2x 200 GB 7200 RPM SATA HDD(int) 1.44mb FDD, 128mb Nvidia Quadro 540 Card, DVD writer, Optical Scroll Mouse, 460 Watts PSU, Gigabit Ethernet OS :- Windows XP Professional, RHEL Linux With Monitor	2
			Scientist User Name-I & OT - Dr. Thara Prabhakaran	
6	110 B	HP Z800 Workstation	HP Z800 1110W 80% efficient chassis, Hp z800 Localization kit, Intel Xeon W5590 3.33 8 MB/1333 QC CPU-1 and CPU-2, HP48 GB (12x4GB) DDR3-133 ECC Memory, NVIDIA Quadro FX4800 1.5GB Pcle, 1st card, HP 1.5TB SATA 7200 1st HDD, 2nd HDD, 3rd HDD, 4th HDD a (as RAID 5), Hp USB Standard Keyboard, Broadcom 5761 gigabit PCIe NIC (10/100/1000), HP USB Optical 3 button mouse, Linux installer kit software, HP 16X DVD+/-RW SuperMulti SATA, HP2 x high Perf Heat Sink thermal kit, HP 19" LCD Monitor LP 19 65, RHEL WS V5.3 For EM 64 T3 year RHN service access mail support (basic) With Monitor	1

		Scientist User Name-Mr. Anant Parekh		
7		HP XW 4600	C2D ,CPU E8400 @3.00GHZ , Windows & Linux Dual Boot , 8 Gb ram ,750 Gb HDD With Monitor	1
		Scientist User Name-Mrs. Swapna		
8		HP Z800 Workstation	HP Z800 1110W 80% efficient chassis, Hp z800 Localization kit, Intel Xeon W5590 3.33 8 MB/1333 QC CPU-1 and CPU-2, HP 16 GB DDR3-133 ECC Memory, NVIDIA Quadro FX4800 1.5GB Pcle, 1st card, HP 1.5TB SATA 7200 1st HDD, 2nd HDD, 3rd HDD, 4th HDD a (as RAID 5), Hp USB Standard Keyboard, Broadcom 5761 gigabit PCIe NIC (10/100/1000), HP USB Optical 3 button mouse, Linux installer kit software, HP 16X DVD+/-RW SuperMulti SATA, HP2 x high Perf Heat Sink thermal kit, Linux With Monitor	1
		Scientist User Name-Mr. Sameer Pokharel		
9	Grnd Floor	Connoi Model: NTPSC-780A-4	4 x Tesla C1060 Computing Processor (With 4GB each Onboard Memory) AMD phenom X4 Quad-Core 9850 Processor 2500MHz 512KB L2 Cache & AM2 Socket & 5.2 GT/s HyperTransport nVidia nForce 780a SLI Mother Board with 4*PCIe x16 Gen2.0 slots with 4-way graphics option 16 GB DDR2 RAM (4x4GB DIMMs) 10 TB SATA HDD (1 TB x 10) Onboard Graphics : Support Hybrid SLI. Audio: 7.1 channel HDA by Realtek ALC885, rated at an impressive 100dB SNR Dual Gigabit LAN by Broadcom BCM5786 and BCM5788 Onboard nVidia mGPU, Logitech Keyboard and Mouse. ATX Chassis with 1250W Cooler Master P/S DVD Writer. With Monitor	1
10	G-128 B	HP Z220 Workstation	8 GB Ram, 1 TB Hard disk With Monitor	1
		Scientist User Name-Mr.Milind Mujumdar		
11	S-202	Cooler Master	8 GB Ram, 1 TB Hard disk Intel Motherboard, NVIDIA Quadro 600 Xeon Processor With Monitor	1
		Scientist User Name-SMD Jeelani		
12	S-123	Lenovo Think station	8 GB Ram, 500 GB-2 Harddisk Intel Motherboard	1

PRICE SCHEDULE

(Bidder should quote in this format however, if quoted in different format; all parameters given below should be covered)

Tender No: _____ Tender Date: _____
Quotation No. _____ Date: _____ Quotation Valid Upto: _____

NAME OF WORK :- NON-COMPREHENSIVE MAINTENANCE CONTRACT OF WORKSTATIONS

Description	Year	Period		Basic Cost	Taxes & Duties	Total Cost.
Non-Comprehensive Maintenance Contract of for Workstations	First Year					
	Second Year					
	Third Year					
Grand Total						

NOTE: Detail Taxes structure schedule should be clearly mentioned.

SIGNATURE OF AUTHORISED PERSON

Eligibility Criteria should have the documentary proof for below points

Sr. No.	Item	Compliance Yes / No	Remarks
1	Bidder should not have any record of having been black listed by any Govt. / Public sector organization in the last Three years.	Yes / No	
2	Bidder should be a company registered under the Companies Act, 1956 since last 3 years.	Yes / No	
3	Bidder must have Sales Tax and Income Tax Registration Certificate.	Yes / No	
4	Bidder should provide Excise details (Excise no/ Excise Range/ Excise Division/ etc...)	Yes / No	
5	Bidder should be registered with CST/LST/Service Tax certificate. (should enclose the copies)	Yes / No	
6	Bidder should provide copies of registration certificates for MVAT and service tax along with the technical proposal.	Yes / No	
7	Bidder should possess PAN card in the name & style of the Company. The copy should be attached along with the technical proposal.	Yes / No	
8	Bidder should have a dedicated & well-equipped, Pune based Office of operation that will also act as a spare parts stocking center.	Yes / No	
9	Bidder should provide complete escalation matrix elaborating their organizational details.	Yes / No	

Date:

Signature of the
Tenderer

Bidder Information Form

- (a) [The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted. This should be done of the letter head of the firm]

Date : [Insert date (as day, month and year) of Bid Submission]

Tender No .:[Insert number from Invitation for bids]

01.	Bidder's Legal Name [insert Bidder's legal name]
02.	In case of JV, legal name of each party. [insert legal name of each party in JV]
03.	Bidder's actual or intended Country of Registration: [insert actual or intended Country of Registration]
04.	Bidder's Year of Registration: [insert Bidder's year of registration]
05.	Bidder's Legal Address in Country of Registration: [insert Bidder's legal address in country of registration]
06.	<p>Bidder's Authorized Representative Information</p> <p>Name: [insert Authorized Representative's name]</p> <p>Address: [insert Authorized Representative's Address]</p> <p>Telephone/Fax numbers: [insert Authorized Representative's telephone/fax numbers]</p> <p>Email Address: [insert Authorized Representative's email address]</p>
07.	<p>Attached are copies of original documents of:</p> <p>Articles of Incorporation or Registration of firm named in 1, above.</p>

Signature of Bidder _____

Name _____

Business Address _____

ANNEXURE-B

Eligibility Certificate

This is to certify that we are not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation of Bids / Tender No. _____ dated _____.

Authorised Signatory

Name: _____

Designation: _____

ANNEXURE-C

Non-Black listing Self Certificate

This is to certify that M/s. _____ has not been blacklisted by any Central / State Government Department / organization in last 3 years.

Authorised Signatory

Name: _____

Designation: _____

SERVICE SUPPORT DETAIL FORM

Sr. No.	List of similar type of equipments serviced in the past 3 years	Address, Telephone Nos., Fax No. and e-mail address of the buyer	Nature of training Imparted/ service provided	Name and address of service provider

Signature and Seal of the manufacturer/Bidder.....

Place :

Date :

DEVIATION STATEMENT FORM

PART -I

The following are the particulars of deviations from the requirements of the tender specifications:

CLAUSE	DEVIATION	REMARKS (INCLUDING JUSTIFICATION)

Place:

Date:

Signature and seal of the
Manufacturer/Bidder

NOTE:

Where there is no deviation, the statement should be returned duly signed with an endorsement indicating "No Deviations".

This is an E-Procurement event of IITM, Pune. The E-Procurement service provider is MSTC Ltd., 225C, A.J.C. Bose Road, Kolkata-700 020.

Bidders are requested to read the terms & conditions of this tender before submitting their online tenders. Bidders who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender process for opening of Commercial bid.

Process of E-Tender :

A) **Registration:** The process involves Bidder's registration with MSTC E-Procurement portal which is free of cost. Only after registration, the Bidder(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Commercial Bid will be done over the internet. The Bidder should possess Class III signing type digital certificate. Bidders have to make their own arrangement for bidding from a P.C. connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

SPECIAL NOTE: THE TECHNICAL BID, COMMERCIAL BID HAVE TO BE SUBMITTED ON-LINE AT
www.mstcecommerce.com/eprochome/iitm

- Bidders are required to register themselves online with www.mstcecommerce.com/eprochome/iitm -> Register as vendor -- Filling up details and creating own user id and password and submit the details.
- Bidders will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.

In case of any clarification, please contact IITM, Pune /MSTC, (before the scheduled time of the e-tender).

Contact person (IITM):

Y.S.Belgude

Assistant Manager

Telephone No. : 020 25904483

Contact person (MSTC Ltd):

1. ShriTejas V

Executive

Tel: 022 22882854 / +91-9535718617

e-mail: ganeshyadav@mstcindia.co.in

3.Smt. Lisbeth Dias

Sr. Manager

Tel No: 022 22883501 / +91-9820158988

email: lpaadickan@mstcindia.co.in

2.Shri Ganesh Yadav

Sr. Manager

Tel. No.: 022 22022096 / +91-9869043055

B) System Requirement:

System Requirements are indicated under **Vendor Guide** available on Login Page of Website:

www.mstcecommerce.com/eprochome/iitm

Latest version of Java software to be downloaded and installed in the system. Security level should be medium

To enable ALL active X controls and disable 'use pop up blocker' under Tools->Internet Options-> custom level (Please run IE settings from the page www.mstcecommerce.com once). Prospective vendors are suggested to refer to "Vendor Guide" at www.mstcecommerce.com/eprochome/iitm.

- Part I Technical bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can witness electronic opening of bid.
- Part II Commercial bid will be opened electronically of only those bidder(s) whose Part-I Technical Bid is found to be acceptable by IITM, Pune. Such bidder(s) will be intimated date of opening of Part-II Commercial bid, through valid email confirmed by them.

- All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.

C) **Special Note towards Transaction fee:** Transaction fee is to be paid by RTGS/NEFT to MSTC Limited. Vendor required to use link "Transaction Fee Payment" for generating. The detail procedure and to generate Challan for bank account details can be checked under **Vendor Guide** provided on Login Page of Website : www.mstcecommerce.com/eprochome/iitm

OR

Vendor Guide Can be Downloaded from below URL:

<http://www.mstcecommerce.com/eprochome/Vendor-Guide-V5.pdf>

- **NOTE:** The bidders should submit the transaction fee ON OR BEFORE THE PRESCRIBED DATE as they will be authorized for bid submission only after receipt of transaction fee by MSTC.
- Click on Transaction Fee Payment -> Select event no from the drop down box -> Select NEFT/ RTGS or Online Payment.
On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. Take the printout of the challan and make the payment. There shall be auto authorization of payment. Bidder shall be receiving a system generated mail.
- Bidders may please note that the transaction fee should be deposited by debiting the A/C of the bidder only; transaction fee deposited from or by debiting any other party's a/c will not be accepted. Transaction fee is nonrefundable.
- In case of failure to submit the payment towards Transaction fee for any reason, the Bidder, will not have the access to online E-Tender.

<p>D) All notices, /corrigendum and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by IITM, Pune. Hence the bidders are required to ensure that their corporate email i.D. provided is valid and updated at the stage of registration of Bidder with MSTC (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).</p>
<p>E) E-Tender cannot be accessed after the due date and time mentioned in NIT.</p>
<p>F) Bidding in E-Tender:</p> <ul style="list-style-type: none"> • Bidder(s) need to submit necessary Transaction fees to be eligible to bid online in the E-Tender. Transaction fees are non refundable. • The process involves Electronic Bidding for submission of Technical and Commercial Bid • The bidder(s) who have submitted the above fees can only submit their Technical Bid and Commercial Bid through internet in MSTC website www.mstcecommerce.com/eprochome/iitm/ → Vendor Login → My menu→ Auction Floor Manager→ live event →Selection of the live event • The bidder should allow to run an application namely enApple by accepting the risk and clicking on run. This exercise has to be done twice immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that clicking on the Technical bid. If this application is not run then the bidder will not be able to save/submit his Technical bid. • After filling the Technical Bid, bidder should click 'save' for recording their Technical bid. Once the same is done, the Commercial Bid link becomes active and the same has to be filled up and then bidder should click on "save" to record their Commercial bid. Then once both the Technical bid & Commercial bid has been saved, the bidder can click on the "Final submission" button to register their bid • Bidders are instructed to use 'Attach Docs' link to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB. <p>G) In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.</p> <p>H) During the entire E-Tender process, the bidders will remain completely anonymous to one another and also to everybody else.</p> <p>I) The E-Tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.</p> <p>J) All electronic bids submitted during the E-Tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply.</p> <p>K) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.</p> <p>L) Purchaser reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.</p> <p>M) Submission of bid in the E-Tender floor by any bidder confirms his acceptance of terms & conditions for the tender.</p>
<ul style="list-style-type: none"> • Unit of Measure (UOM) is indicated in the E-Tender. Rate to be quoted should be as per UOM indicated in the E-Tender floor. • The Purchaser has the right to cancel this E-Tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
<ul style="list-style-type: none"> • The online tender should be submitted strictly as per the terms and conditions and procedures laid down on website www.mstcecommerce.com/eprochome/iitm/ of MSTC Ltd.
<ul style="list-style-type: none"> • The bidders must upload all the documents required as per terms of NIT / Tender Document. Any other document uploaded which is not required as per the terms of the NIT / Tender Document shall not be considered. The bid will be evaluated based on the filled-in technical & commercial formats.
<ul style="list-style-type: none"> • The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, appropriate punitive action / legal action can also be taken against defaulting bidders.
<ul style="list-style-type: none"> • Bidders are requested to read the Bidder guide and see the video in the page www.mstcecommerce.com/eprochome/iitm/ to familiarize them with the system before bidding.

