



**KUVEMPU UNIVERSITY
Office of the Registrar**

Jnana Sahyadri, Shankaraghatta – 577 451. Shimoga Dist.

No. KU/DEV/CNET/AVT/ 02 /2010-11

Dated : 07-06-2010

TENDER NOTIFICATION

Sealed tenders are invited in two bid system from eligible, reputed and authorized dealers for the Supply, Installation, Configuration and Maintenance of Antivirus Solution at Jnana Sahyadri Campus, Kuvempu University, Shankaraghatta. For details please visit our website: www.kuvempu.ac.in.

**Sd/-
REGISTRAR**



KUVEMPU UNIVERSITY

JNANA SAHYADRI - SHANKARAGHATTA

TENDER DOCUMENT

For

The Supply, Installation, Configuration and Maintenance of

Antivirus Solution for

Kuvempu University, Shankaraghatta.

2010-11

**JNANA SAHYADRI, SHANKARAGHATTA- 577 451,
SHIMOGA DIST.**

Tender Document Details for the supply, Installation, Configuration and Maintenance of Antivirus Solution at Kuvempu University, Shankaraghatta.

A. Preamble

Kuvempu University has established campus wide network on its main campus by connecting around 500 nodes under different VLANs throughout the Campus. The University is maintaining different servers for various applications under this network. There is a need of antivirus solution for maintaining of all servers and nodes under network.

B. Terms and Conditions for the Tender

1. Eligibility Criteria

- The vendor submitting the offers should be authorized distributor/reseller of Anti-Virus (AV) products, active in AV Software and related IT business for last five financial years.
- The Vendor should have a financial turnover of not less than 10 Crore in the previous financial years. A copy of relevant audited balance sheets of last five years should be submitted along with the offer.
- The Vendor should have sold and supplied at least 200 licenses of anti-virus software products and should submit copies of purchase orders as a proof along with offer.
- The Vendor must submit the manufacturer's authorization form (MAF) from OEM (Original Equipment Manufacturer) vendor, in the prescribed proforma(Annexure-A).
- The vendor should have a fully functional service/support centre with qualified engineers to provide quality service support at **Shivamogga**.

2. Two bid system Tender

Two copies of the offers (Technical & commercial) must be submitted at the same time, giving full particulars in a **separate sealed envelopes** superscribed as "Technical Offer" and "Commercial Offer" respectively and addressed to The Registrar, Kuvempu University, Shankaraghatta, on or before 25 June, 2010. Offers received after the last date will be rejected. All envelopes should be securely sealed and stamped.

Envelope-I (Technical Offer):

The Technical Offer (T.O) should be complete in all respects and should contain all information asked for, except prices. The T.O. should cover all items asked for in

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technical specifications columns. It should not contain any price information. The T.O. should be complete to indicate that all products and services asked for are quoted.

Envelope-II (Commercial Offer):

The Commercial Offer (C.O) should give all relevant price information and should not contradict the T.O. in any manner. Technical and Commercial Offer must be submitted in separate envelopes. It may be noted that if any envelope is found to contain both technical and commercial offer, then such offer will be rejected. Offers sent by fax or email will be rejected.

3. Non-transferable Tender

This tender document is not transferable. Only the party who has purchased this tender shall be entitled to quote.

4. Offer validity Period

The offer should hold good for a period of 120 days from the date of the opening of tender.

5. Modification and Withdrawal of Offers

The vendor may modify or withdraw his offer after its submission, provided that written notice of the modification or withdrawal is received by Kuvempu University, Shankaraghatta prior to the closing date and time prescribed for submission of offers. No offer can be modified by the vendor, subsequent to the closing date and time for submission of offers.

6. Opening of Offers by Kuvempu University, Shankaraghatta

Tender offers received within the prescribed closing date will be opened and scrutinized by the University Technical Expert Committee on 26-06-2010 at 10.30 a.m. Then the short listed qualified vendors will called for negotiation on same day.

7. Preliminary Scrutiny

The technical expert committee of the university will scrutinize all the details of technical offers as mentioned in prescribed proforma. The University has right to reject or accept the technical offers.

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8. Clarification of Offers

To assist in the scrutiny, evaluation and comparison of offers, the University, may, at its discretion, ask the vendors for clarifications about their offer. The request for such clarifications and the response of the vendor shall be made in writing.

9. Suggested format for Technical Offers

The technical offers must contain vendor's response to the anti-virus software requirements, as per Annexure-C, with all the columns filled in. The offer must also contain the product documentation and other details to support the response by vendor to Annexure –C.

The Technical offer must be made in an organized, structured and neat manner. No brochures / leaflets etc. should be submitted in loose form. The suggested format for submission of technical offer is as follows:

- Index
- Covering Letter
- Manufacturer's Authorization Form, as per Annexure-A
- Terms & Conditions Compliance Table
- Technical offer, complete in all respects, as per Annexure-B
- Technical documentation (Product Brochures, leaflets, manuals, etc.)
- Licensing Offer Details
- Bill of Material, as per Annexure C1 (Technical Version) & C2 (Commercial)
- Copy of purchase orders from past clients as a proof of having sold at least 10 licenses.
- Audited balance sheets for last five years.
- Details of the staff having expertise in Antivirus solution.

10. The offer may not be evaluated by the University in case of non-submission or partial submission of technical details. The University will not allow/permit changes in the technical specifications after the due date for submission of offer. The relevant product information offered, printed product brochure, technical specification sheets etc. should be submitted along with the offer. Failure to submit this information along with the offer could result in disqualification.

11. The supply, Installation, Configuration and Maintenance of Antivirus Solution for Kuvempu University, Shankaraghatta, shall be required to be undertaken in different locations in the same campus as directed by the University authorities.

12. The price shall exclude the excise duty, if any. The University will provide necessary exemptions certificate. The rate to be shown separately.

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13. Comprehensive warranty for the Antivirus Solution shall be for one year from the date of successful functioning and its validation from the expert committee. However, the vendor may quote the charges for additional warranty and subscription charges for subsequent second and third year after first year warranty period.
- i. During the period of warranty the maintenance of Antivirus solution is with free of cost.
 - ii. The Antivirus solution shall be kept in full working condition
 - iii. The service call shall be attended within one day.
 - iv. In case of any delay in attending service calls, the additional delay beyond one day will be added to warranty period and warranty period shall stand correspondingly extended.
14. The rate should be inclusive of freight, forwarding, insurance and installation.
15. Payment Schedule:
- i. Kuvempu University will not pay any advance at the time of placing the purchase order.
 - ii. Kuvempu University will make 100% payment after successful completion of supply, installation, configuration, testing, training, documentation and validation from the expert committee.
16. The University is entitled to avail any special discounts wherever provided (viz. Excise duty concessions, tax concessions, etc.,) for the antivirus solution/product and these benefits should be passed on to the University.
17. Admissible Taxes will be deducted at sources as per Government norms in every bill.
18. A service engineer may be required to be stationed at Kuvempu University campus, Shankaraghatta for upkeep and maintenance of the antivirus solution/product for the period of one month from the date of completion of work.
19. **Additions and Alterations:** The quantity mentioned in the tender documents are approximate final billing will be based on actual supply. The agency shall execute any additions or alterations as directed by the University authority.
20. **Conditional offers:** Conditional offers are not acceptable. The offer by ineligible vendors shall not be considered.

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21. **Acceptance /Rejection criteria:** The University reserves the right to accept or reject any or all the offers any time without notice to competitors and without assigning any reason. Lowest rates alone shall not be criteria for selection or rejection of any offer. Technical competence of vendor shall also be considered while finalising the offer.
22. **Training:** Training should be provided with proper documentation to the University staff to manage antivirus solution/product functionality.
23. **EMD** of Rs.30,000-00(Rupees Thirty Thousand) of DD in favour of the Finance Officer, Kuvempu University payable at State Bank of Mysore, Jnana Sahyadri should be enclosed along with offer documents.
24. EMD amount will be released after warranty period of one year with out any interest.
25. Agency shall give the Bank Guarantee for Rs. 10% of cost of purchase order value for the period of one/two/three years based on the choice of the years.
26. Agency should have satisfactorily completed atleast Two such work of value of not less than the value of the work called for during the preceding three years.
27. **Indemnity:** Vendor shall indemnify, protect and save Kuvempu University against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the software supplied by him.
28. Unsuccessful competitors will receive their EMD within a span of two month.
29. Violation of conditions listed herein will attract forfeiture Bank Guarantee during the period of warranty depending on the severity of violation decided by Registrar, Kuvempu University, Shankaraghatta.
30. In case of any disputes decision of the Registrar, Kuvempu University shall be the final.

C. Instructions

1. Tender forms with detailed specifications will be issued on non refundable payment of Rs. 3000/-. The cost of the application form may be remitted in **Finance Office, Kuvempu University, Shankaraghatta**". The Tender forms will be issued on all working days from 15-06-2010. Tender forms can also download from the website: www.kuvempu.ac.in.
2. Estimated cost of the Project is Rs. 15.00 Lacks.

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3. The price of the items should be landing price at Kuvempu University. Sales Tax components should be specified clearly.
4. The University is exempted from Educational Discount (ED). Hence, wherever, ED involved do not include the price, but only state the rate of ED in the terms and conditions.
5. The offer for the cost of the items should be quoted in Indian Rupees only.
6. Tenders should be submitted on or before 25-06-2010 in sealed envelopes and should be addressed to **the Registrar, Kuvempu University, Jnana Sahaydri, Shankaraghatta – 577451, Shimoga Dist.**
7. Dealers/Partners/Agents of the anti-virus product companies must submit a Manufacturer's Authorization Form (MAF) from parent organization (OEM), stating that they have been authorized to quote on their behalf and offer the Antivirus products to Kuvempu University. The MAF must be in the format specified in Annexure-A. Submission of MAF is a qualification criterion. Failure to submit the MAF will result in disqualification of the tender offer.

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Annexure-A

Manufacturer's Authorization Form (MAF)

Dated :

To,
The Registrar
Kuvempu University
Jnana Sahyadri
Shankaraghatta – 577451
Shivamogga Dist.

Dear Sir,

Tender Reference No :.....

We..... who are established and
reputable manufactures of..... having offices at
.....and do hereby authorize

M/s..... (Name and address of Agent/ Dealer) to
offer their quotation, negotiate and conclude the contract with you against the above
invitation for tender offer.

We hereby extend our full guarantee and warranty as per terms and conditions of the
tender and the contract for the equipment and services offered against this invitation for
tender offer by the above firm.

Yours faithfully,
(Name)

For and on behalf of M/s.....
(Name of OEM)

Note: This letter of authority (MAF) should be on the letterhead of the manufacturer (OEM) and
should be signed by a competent person of the manufacturer.

Annexure-B - Technical Offer (Curriculum vitae of the Networking Vendor)

Before quoting the rate for the the supply, Installation,Configuration and Maintenance of Antivirus Solution for Kuvempu University, Shankaraghatta, the interested vendors are requested to carefully go through the details and provide all the necessary information with supporting documents.

01	Name of the vendor(in Block letters)	
02	Address Phone : Fax : Email :	
03	Year of establishment of the Firm	
04	Chief executive/Managing Director Name and Address with Phone number and E-mail	
05	Contact person who will be put incharge of the work with Phone Number and e-mail	
06	Do you have a PAN of Income Tax. Give No.	Yes <input type="checkbox"/> No <input type="checkbox"/> PAN No. <input type="text"/>
07	Enclose Income Tax clearance certificates for the 2007-08 and 2008-09 assessment years.	Enclosed <input type="checkbox"/> Not enclosed <input type="checkbox"/>
08	Are you regularly remitting Karnataka sales Tax (KST)? If 'yes' enclose the Sales Tax clearance certificate for KST.	Yes <input type="checkbox"/> No <input type="checkbox"/>
09	Are you imported the Antivirus Solution from abroad. If 'yes' enclose the supply order	Yes <input type="checkbox"/> No <input type="checkbox"/>
10	Are you regularly remitting Central Sales Tax(CST)(enclose the CST clearance certificate)	Yes <input type="checkbox"/> No <input type="checkbox"/>
11	Technical competency: Technical work force of the vendor with their curriculum vitae	Enclosed <input type="checkbox"/> Not enclosed <input type="checkbox"/>
12	Enclose the details of Supply of Antivirus solution which the vendor has completed satisfactory for the preceding Three years (enclose the satisfactory certificates issued by the customers)	Enclosed <input type="checkbox"/> Not enclosed <input type="checkbox"/>
13	Your firm should have satisfactorily completed atleast one such work of value not less than the value of the work called for during the preceding Three years(enclose details)	Yes <input type="checkbox"/> No <input type="checkbox"/>
14	The Vendor should have a financial turnover should not less than 10 Crores in the previous financial years called work in any financial year in the preceding five years.(enclose the details)	Yes <input type="checkbox"/> No <input type="checkbox"/>

15	Are you equipped to import the Antivirus Solution from abroad?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
16	Are you ready to complete the entire task within stipulated time	Yes <input type="checkbox"/>	No <input type="checkbox"/>
17	Are you authorised from the product manufacturer for bidding in the tender. If so, produce a letter from the product manufacturer quoting the tender number.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
18	Are you ready to deposit Earned Money Deposit (EMD) Rs.30,000/-(Rupees Thirty Thousand) as EMD	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		DD No.:	Date:
		Bank :	
19	Whether the vendor willing to give Bank Guarantee for 10% of basic cost value of P.O. for the period of One/Two/Three years warranty period based on the choice of the years	Yes <input type="checkbox"/>	No <input type="checkbox"/>
20	Whether the vendor willing for a service support during the subscription period of one/two/three years which shall include total Antivirus maintenance in all respect at free of cost based on the choice of the years.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
21	Are you ready to accept any additions or alterations in the proposed Antivirus Solution task as per the requirements of the University	Yes <input type="checkbox"/>	No <input type="checkbox"/>
22	Are you ready to agree the payment terms and conditions as below: 100 % on supply, installation, configuration, testing, training and documentation and validation by the expert committee.	Agree <input type="checkbox"/>	Do not agree <input type="checkbox"/>
23	Agree to deduct Tax at source as per Government norms in every bill	Agree <input type="checkbox"/>	Do not agree <input type="checkbox"/>
24	Are you ready to give proper training with proper documentation to the University staff free of cost	Yes <input type="checkbox"/>	No <input type="checkbox"/>

On behalf of theCompany/Firm, I certify that the information furnished above are true to the best of my knowledge and if anything found to be incorrect I understand my offer will be rejected.

Place:
Date :

Chief Executive/Managing Director.

Annexure-C1

Bill of Material and Price Statement (Technical Offer)

S.No	Item Description	Qty.
1.	Enterprise Anti Virus software to protect Desktops and servers on Microsoft Windows Platform of all versions 500 Users	500
2.	CD Media and Documentation for above product	01

We hereby confirm that we have submitted our commercial offer as per the format given in Annexure B2 submitted separately

Name of the person submitting offer:

Signature of the person submitting the offer:

Company Seal:

Annexure-C2

Bill of Material and Price Statement (Commercial Offer)

S.No	Item Description	Qty.	Licensing/sub scription Cost for One Year	Licensing/sub scription Cost for Two Years	Licensing/sub scription Cost for Three Years
1.	Enterprise Anti Virus software to protect Desktops and servers on Microsoft Windows Platform for 500 Users	500			
2.	CD Media and Documentation for above product	01			

Taxes :

Name of the person submitting offer:

Signature of the person submitting the offer:

Company Seal:

Note :

- The cost must include upgrades and updates as specified in the tender.
- All taxes and levies must be separately specified in the commercial offer.