

Ref: No.72053/02/2014-IT

Date: 09.06.2014

To  
The Interested firm  
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Sub: **Tender for Implementation of Mail, Web, Directory, Proxy, DNS Service etc. in SRFTI**

Dear Sirs,

Satyajit Ray Film & Television Institute (SRFTI) invites tender for the Implementation of Mail, Web, Directory, Proxy, DNS Service. The tender should be submitted in the enclosed form, furnishing the details of information as sought for therein.

**SRFTI** reserves the right to accept or reject any or all the tenders without assigning any reason. The tender should reach the office latest **by 14-00 Hrs on 07.07.2014** in a sealed envelope addressed to the Sr. Manager (M&R), Purchase Section, Satyajit Ray Film & Television Institute, E.M. Bypass Road, Kolkata-700 094.

Thanking you,

Yours faithfully,

**(Santanu Basu Mullick)**  
**Sr. Manager (M&R)**

**Encl: As above**



## **SATYAJIT RAY FILM & TELEVISION INSTITUTE, KOLKATA**

*(AN ACADEMIC INSTITUTION UNDER MINISTRY OF INFORMATION & BROADCASTING, GOVT. OF INDIA)*

E. M. Bypass Road, P.O. Panchasayar, Kolkata 700 094, Phone: (033) 24329300, 24328355, 24328356, FAX: (033) 2432-0723 / 9436

### **TENDER NOTICE FOR IMPLEMENTATION OF MAIL, WEB, DIRECTORY, PROXY, DNS SERVERS ETC. IN SRFTI**

**Sealed tenders in prescribed forms are invited from experienced firms for implementation of Mail, Web, Directory, Proxy, DNS servers etc. at SRFTI. For details, the tender may be seen. Tender documents, duly completed in all respect, should be submitted by 14:00 hrs. on 07/07/2014.**

**Director**

**SATYAJIT RAY FILM & TELEVISION INSTITUTE**  
**E. M. Bypass Road**  
**Panchasayar**  
**Kolkata - 700 094**

**TENDER NOTIFICATON**

**TENDER NO: 72053/02/2014-IT**

**Subject: Tender for implementation of Mail, Web, Directory, Proxy , DNS servers etc. at SRFTI.**

Sealed tenders in prescribed forms (in two parts) are invited for implementation of Mail, Web, Directory, Proxy , DNS servers etc.

i)	Earnest Money	Rs. 35,000/-
ii)	Security Deposit	10% of the Total Quoted Value
iii)	Pre-bid meeting	At 15-00 hours on 01/07/2014 at the Conference Room, SRFTI Animation Building.
iv)	Last date of submission of Tender	Upto 14-00 hours on 07/07/2014
v)	Date & time of opening of techno-Commercial Bid	Tentatively at 14-30 hours on 07/07/2014
vi)	Opening of Price Bid	Tentatively on 15/07/2014

The tender will be liable to be rejected if all requisite information are not furnished and all columns are not properly filled up and duly signed by the tenderer.

SRFTI reserves the right to reject any or all the tenders fully or partly without assigning any reason thereof.

**Director**

**SATYAJIT RAY FILM & TELEVISION INSTITUTE**  
**E. M. Bypass Road**  
**Panchasayar**  
**Kolkata - 700 094**

**GENERAL INSTRUCTION TO TENDERERS**

To  
M/S .....  
.....

Dear Sirs,

**Tender No: 72053/02/2014-IT**

**SUBJECT: Tender for implementation of Mail, Web, Directory, Proxy, DNS servers etc. at SRFTI**

Sealed tenders in prescribed forms (in two parts) are invited from experienced firms for implementation of Mail, Web, Directory, Proxy, DNS servers etc. at SRFTI.

**“Special Conditions of Contract” etc. are enclosed.**

**1. Earnest Money Deposit (EMD)**

Each tenderer shall have to deposit a sum of **Rs. 35,000/-** in Banker’s cheque/Draft from any schedule Bank, drawn in favour of ‘Satyajit Ray Film & Television Institute’, payable at ‘Kolkata’, as Earnest Money Deposit. The EMD should be submitted along with the techno-commercial part of the tender without which no tender will be accepted.

**2. Refund/Adjustment of EMD & Security Deposit (SD)**

The amount of Earnest Money will be refunded to the unsuccessful tenderer(s) without interest, through A/C payee cheque /ECS, after finalization of the tender and against surrender of the original Money Receipt (MR) towards EMD. In case of successful tenderer, the EMD amount will be converted into Security Deposit (SD) and the balance amount of the Security Deposit will have to be deposited either in Banker’s Cheque or in Draft from any schedule bank drawn in favour of ‘Satyajit Ray Film & Television Institute’ payable at kolkata, within 07 days from the date of receipt of intimation in this regard. A fresh MR will be issued (against surrender & cancellation of the original MR towards EMD). In case the successful tenderer fails to deposit the balance amount of the Security Deposit within the stipulated date or fails to execute the Contract Agreement within 07 days from the date of issue of “Work Order”, then the EMD or SD amount, as applicable, deposited by the firm, will be liable to be forfeited.

However, in case, any damage is deducted from the aforesaid SD during the warranty period, the same amount will have to be replenished within 15 days from the date of intimation in that regard.

### **3. Retention of SD**

The Security Deposit (SD) will be retained by Satyajit Ray Film & Television Institute (SRFTI) without interest, till the time of successful completion of the contractual period. In the event of the contractor failing to execute the contract without sufficient reason acceptable to SRFTI, the security deposit will be forfeited along with cancellation of the contract.

### **4. Refund of Security Deposit**

After expiry of 1 year's warranty from the date of successful commissioning of the entire system or submission of performance guarantee (if AMC is awarded), whichever is later, and on satisfactory performance of the contract and on fulfillment of all obligations by the contractor under the contract, the security deposit without interest will be refunded to them subject to the following conditions:

- a) After deducting the amount from the Security Deposit, which may fall due towards any claim for loss or for whatsoever reasons felt necessary by SRFTI;
- b) The contractor shall have to apply for the refund of Security Deposit along with original Money Receipt issued against Security Deposit;
- c) Before releasing the Security Deposit, the contractor shall also have to submit a certificate to the effect that they have no claim(s) against SRFTI under this contract. If any Bill(s) for the job done under this contract is / are left pending at the time of releasing the Security Deposit, the contractor may furnish the certificate in the following format:

"I/We hereby certify that there are no claims against SRFTI under contract No .....  
for the job .....except to the extent of the claims preferred by me/us as per under-noted bills  
already submitted to you."

### **5. Validity period**

The tender shall remain valid for acceptance for a period of 06 (six) months from the date of opening of the price part of the tender. If any tenderer withdraws his tender before the aforesaid six months, the Earnest Money Deposit will be liable to be forfeited. However, the tenderer's consent may be sought for an extension of the period of validity of tender beyond the aforesaid 06 (six) months and the tenderer will have the liberty to refuse such request without forfeiting his EMD.

### **6. Documents for Techno –Commercial Bid.**

The tenderer shall submit self attested copies of the following documents along with the Techno-Commercial part of the tender.

- a) Letter of application as per Schedule "A".
- b) Proof of experience in the implementation of Mail, Web, Directory, Proxy , DNS servers and related activities in at least two (02) reputed Organizations/Academic Institutions either in the scope of one project or different project.
- c) The tenderer should have a fully equipped maintenance set –up / service centre in Kolkata and the details/proof of the same are to be provided.
- d) A detailed client list based in Kolkata indicating the name, address, contact person, phone No. are to be furnished by the tenderer.

- e) Earnest Money Deposit in the form of Bank Draft / Banker's Cheque in favour of SRFTI, Kolkata.
- f) Valid & relevant Trade License.
- g) Partnership deed (duly attested) in case the tenderer is a partnership firm,

OR

Certified copy of Memorandum of Association in case the tenderer is a company,

OR

Statement indicating the firm is a proprietorship one.

- h) Valid Sales Tax Clearance certificate/ VAT Registration No.
- i) General information as per schedule "B"
- j) A separate forwarding letter of acceptance of SRFTI's Terms & Conditions.
- k) Signed & stamped copies of SRFTI's Tender Documents (i.e. each page of the tender document needs to be signed & stamped by the tenderer) including cancelled, Blank Rate Schedule i.e. without any price.
- l) Filled in Schedule "C" regarding warranty clause.
- m) The details of time schedule for the completion of the job as per Schedule "D".
- n) Duly signed copy (as a token of acceptance) of the minutes of the Pre-bid meeting, if made available in the website, will have to be submitted.
- o) Tender specific MAF (Authorization letter from OEM) for each quoted product.

Tenderers may please note that non-submission of any of the aforesaid documents/non- fulfillment of any of the aforesaid criteria might lead to techno-commercial disqualification of their offers. The tenderer shall be required to produce documents as mentioned from (f),(g),(h) in original, as and when called for by SRFTI.

#### **7. Manner of submission of tender**

The tender must be submitted in sealed covers superscribed "**Tender for implementation of Mail, Web, Directory, Proxy, DNS servers etc. at SRFTI**" and put in the Tender Box bearing the same superscription kept for the purpose in the office of the under-mentioned by **14.00 hours on 07/07/2014**. The manner of submission of tenders shall be as detailed below:

- i) The tender must be submitted in two parts, all under separate sealed covers duly superscribed "**Techno-commercial Bid**" & "**Price Bid**" and all the sealed covers should be kept within the main sealed cover superscribed "**Tender for implementation of Mail, Web, Directory, Proxy, DNS servers etc. at SRFTI**"

ii) The sealed cover superscribed “**Techno-commercial Bid**” should contain the documents as mentioned at para6 above.

iii) The sealed cover super scribed “**Price Bid**” should contain only the Rate Schedule (F) duly filled in.

#### **8. Evaluation criteria of the price bids:**

i) Tenders will be evaluated on the basis of the total cost of the contract(implementation of **Mail, Web, Directory, Proxy, DNS servers etc. at SRFTI**) including the cost of Comprehensive Annual Maintenance Contract for three (03) years.

ii) The lowest tenderer will be the firm for which the total financial implication of SRFTI as per the aforesaid criteria would be the lowest.

The successful Tenderer will be notified through letter of intimation from the Institute, asking the successful tenderer to deposit the balance amount of security deposit which would be followed by issuance of “Work Order” that their offer has been accepted and the basis on which the same has been accepted. The “Work Order” will constitute the formation of a contract until the contract has been affected pursuant to Clause 13 of “General Instructions to Tenderers”

#### **9. Rates to be fully inclusive of all expenditure:**

The successful contractor must have cleared all duties/taxes and otherwise complied with all rules and regulations of the Central and the State Governments, Statutory bodies, local authorities etc. SRFTI shall not be liable to pay any money to the contractor at all in way of operation of this contract except for the total amount quoted and all other charges/costs should be borne by the contractor. However, in case of variation in taxes like VAT, ST, Octroi etc. in between the date of submission of tender and the original date of completion of the period of contract or extended period thereof not attributable to the contractor, the same would be considered at actual.

#### **10. Terms of payment:**

The contractor will be paid the contract value subject to furnishing certificate regarding successful completion of the job by the joint technical committee comprising representatives of SRFTI and the contractor, within one month from the date of submission of bill complete in all respect.

The aforesaid “contract value” will mean the gross value of the contract quoted by the contractor (without taking into account of cost of Annual Maintenance Contract)

#### **11. Not bound to accept lowest tender**

SRFTI is not bound to accept the lowest tender(s) in part or in full.

#### **12. Contract Agreement**

The successful tenderer(s) shall be required to execute within 07days from the date of acceptance of the tender at his (their) own cost and expenses ‘Contract Agreement’ on a non-judicial stamp paper valued not less than Rs.50/- (Rupees fifty only) signed jointly by the representatives of SRFTI and successful tenderer under official seals, as per format at schedule “E” enclosed with this tender document

### **13. Dispute:**

In the event of any dispute, question or difference arising during the contractual period or during any other time, as to any matter connected with or arising out of the contract, the decision of the Director, SRFTI shall be final and binding upon all parties.

### **14. Termination of Contract**

The contract may be terminated anytime within the currency period of the contract by SRFTI at its sole discretion for any of the following factors, after giving 7 days Notice, and for such cancellation, SRFTI will under no circumstance be subject to any liability:-

a) If the contractor fails to carry out the work as per desired specification and/or fails to commission the system within the stipulated period without any valid reason acceptable to Director, SRFTI.

b) Breach of any terms and conditions of contract.

c) Any unlawful act of the contractor(s) on any third party on behalf of the contractor entailing any damage / loss to the property / material of SRFTI or any inconvenience to SRFTI .

d) In case SRFTI has to deduct damages from the contractor due to non-fulfillment of the required warranty / AMC requirements, on more than two occasions during the warranty period of 01 year or more than two occasions during the AMC period of 03 years.

The decision of Director, SRFTI to this effect shall be final.

### **15. Pre-bid Meeting**

All Tenderers are advised to attend the Pre-bid meeting in order to make themselves fully aware of the work conditions. In the event of non-attendance of the Pre-bid meeting by the Tenderers, it would, however, be presumed that the tenderer has fully considered all factors, risks & contingencies which will have direct & indirect impact on his expenses & profit from the work and no correspondence from the tenderer / contractor in this regard would be entertained. The 'Record Note of discussion' of the Pre-bid meeting, if circulated, would also be made available in the website of SRFTI, Kolkata.

### **16. Escalation**

During the entire period of contract (warranty period plus AMC period) or the extended period thereafter, as the case may be, the contractor shall not be entitled to receive any escalation for any increase in the price of labour, materials, spares or any other items.

### **17. Deviation**

It is impressed upon the tenderer that the instant tender should be based on the conditions and specifications stipulated in the tender documents and that the tenderer shall not stipulate his own terms and conditions in deviation thereof, as apart from the likelihood of vitiating the tender. Such deviations will lead to non-uniformity of tender and make evaluation of tenders difficult and accordingly, will render such tender liable to rejection/cancellation. However, if the tenderer feels that deviation is unavoidable, he should enumerate the same clause-wise along with justification separately and submit the same within the stipulated time to the Director, SRFTI. The issues raised would be discussed in the Pre-bid meeting. The decision of the Tender Committee on the proposed deviation will, however, be binding on the tenderers and SRFTI.



## **18. Warranty period**

The free on-site warranty period shall be for **01 year** from the date of taking over the entire installation by SRFTI, after successful commissioning of the entire system by the successful bidder. Free warranty shall include free replacement of all spares/components/PCBs. The tenderer should furnish warranty as given in schedule "C" along with Techno- Commercial offer. After expiry of one year's warranty period, a fresh work order may be issued on the contractor for providing Non-Comprehensive AMC for 3 years (but, the order of Non-Comprehensive AMC will be for one year at a time, and the subsequent order for the same may be issued depending on the performance during the previous year), depending upon their performance during the warranty period.

## **19. Annual Maintenance Contract (AMC)**

The tenderers may have to undertake Non Comprehensive Annual Maintenance Contract (AMC) of the entire system for 3 years from the date of expiry of the warranty period, at the rates quoted by the tenderer, to be awarded by SRFTI, where the contract for AMC may be awarded for one year at a time, depending on the performance of the contractor during the previous warranty /AMC period. The payment for AMC will be made on quarterly basis after evaluating the performance of the contract during the quarter. The amount of quarterly payment will be 1/4th of the quoted value for the entire year.

During the AMC period the following factors are to be ensured by the contractor:-

The contractor would be required to provide system support of entire system on all working days of SRFTI (from 10 A.M to 05:30 P.M) during the period of AMC, to be awarded after expiry of the warranty period.

First level of resolving any issue would be through remote support (I,e taking control of the system remotely), if not resolved the issue must be resolved on site.

## **20. Damage payable by the contractor**

During the warranty / AMC Period the following factors are to be ensured by the contractor:-

i) The contractor would be required to provide for day to day maintenance / troubleshooting from their end on all working days of SRFTI (from 10a.m. to 05:30p.m.) during the period of warranty / AMC, if awarded, after the successful completion of the warranty period.

ii) The above arrangement should be ensured by software support by the contractor and the system has to be made operational or corrected within 4 hours from the time of receipt of complaint.

In the event of the failure of the contractor in fulfilling its obligation as mentioned Herein above, then an amount equivalent to 0.5% of the yearly AMC value would be deducted for delay of every hour or part thereof beyond the aforesaid 4 hours, from the Security Deposit / yearly AMC value payable for the relevant period, subject to a ceiling of 10 % of the AMC value.

## **21. Risk Purchase**

Without prejudice to any of its legal rights, SRFTI shall have the power to recover the said amount of compensation in clause 20 above, from any money due or likely to become due to the contractor. The payment or deduction of such compensation shall not relieve the contractor from his obligation to complete the work or from any of his other obligation/liabilities under the contract and in case of the contractor's failure and at the absolute discretion of Director, SRFTI, the work may be ordered to be completed by some other agency at the risk and expense of the contractor after a minimum 07 days notice in writing is given to the contractor by the Director, SRFTI.

## Special conditions of contract

### Scope of Work

The scope of work is to implement the following services on the existing SRFTI IT infrastructure

Email Service on Cluster Mode  
LDAP based Directory Services on Cluster Mode  
Primary & Secondary DNS  
Web Services on Cluster Mode  
Proxy service on Cluster mode  
Backup of all data & configuration file

### Existing IT Infrastructure

The existing IT Infrastructure is a 2 Server (IBM x3650M4) virtualized setup along with a IBM DS 3512 Storage. Server virtualization has been done with VMWARE VSphere hypervisor and the following services are already running on the VMs:

1. Alfresco on CentOS
2. KOHA based Library System on Ubuntu
3. Attendance System on Windows
4. DSpace on CentOS
5. AV on Windows
6. File Server on Red Hat Linux

### Proposed Service Descriptions that need to be implemented

#### **2. VM's with Mail Service (Mail Service+ Primary DNS & Failover Mail Service +Primary DNS)**

Two virtual machines will be deployed in order to cater the Mail & DNS services in high availability mode. Operating system will be considered as RHEL 64bit. High availability will be achieved through Red Hat resilient storage add-ons.

Mail Service will be based on Postfix server, with two webmail clients Horde/Squirrel Mail& Round Cube (with the necessary plugins as desired by the Institute). Administration of the mail service will be done through open source hosting control panel.

#### **2. VM's with Linux Web Service (Web Service + Secondary DNS & Failover Web Service + Secondary DNS)**

Two virtual machines will be deployed in order to cater the Web Services in high availability mode. The web services will be configured with the LAMP stack and Tomcat Application Server. Operating system will be RHEL 64bit. High Availability (Cluster) will be achieved through Red Hat resilient storage add-ons. The hosting server will have CGI, PHP5, Java, Perl, Python enabled. Administration of Web service & Data Base management will be done through open source based GUI.

## **2. VM'S with LDAP & Squid Proxy (LDAP + Squid Proxy & Failover LDAP + Squid Proxy)**

Two virtual machines will be deployed in order to cater the Directory & Squid Services in high availability mode with one Directory & Proxy Service as Primary Service in one VM & Other Directory & Proxy Service as secondary services on other VM. The services will run on latest stable version of CentOS. High Availability (Cluster) will be achieved with open source based cluster service/suit.

The squid proxy will run as transparent proxy service without the users configuring their client browser.

### **High-Availability should be addressed in the following way:**

In case of Physical Server Failure, the VM will shift to the other server. This will be handled by VMWARE.

In case of services failure in one VM, the services should be run in the second VM and alert in the form of email should be sent to the system administrator

### **UTM Setting.**

The vendor will make the necessary changes in the UTM/Anti-spam Gateway as per requirement of the Institute for running the services under the scope.

### **Back Up & Restore Solution**

Open Source Backup software, preferably Bacula [Free version], would be configured on a physical system [on the same LAN as the servers] to take file level backups of all Linux based systems (including the existing VMs) implemented in the two servers. This backup will be automated and scheduled and would be taken on a dedicated NAS box/Backup drive connected over GBPS network with the Backup Server.

Backup of all configuration files, web content folder, database dump etc. is to be taken into consideration.

SRFTI will provide the vendor with the Backup Policy.

### **Implementation Documentation**

The vendor will provide SRFTI with the detail implementation manual with detail architecture drawings. Implementation manual will consist of step by step installation & configuration of the services under scope.

## **2. Force Majeure:-**

In the event of the contractor or SRFTI being prevented from fulfilling its obligation in part or in full arising out of this contract due to any Force Majeure event like acts of God(flood, earthquake etc) or war, civil commotion, strike, etc the effected party shall forthwith but in no case later than 24 hours from the commencement of such event, intimate the other party as to the commencement of such event and continue to intimate after every seven days during continuance of such event. The effected party shall, upon cessation of such event, promptly inform the other party and shall commence its obligation in part or in full arising out of this contract, which was kept suspended due to such event of "Force Majeure".

### **3. Completion Time:-**

The entire supply, installation & commissioning and training of the job will have to be executed within 60 days including continuous trial run of at least 7 days followed by inspection & final approval of the Joint Technical Committee from the date of receipt of the work order. The time schedule for completion of the contract shall have to be given separately as indicated in the schedule "D" and should be submitted along with the Techno Commercial offer.

If in the opinion of the Director of the Institute completion of the work shall be delayed for any just cause not attributable to the act, default or omission of the contractor, the Director of the Institute may extend the time for the completion of the work to such date as he shall consider reasonable. Provided that the contractor makes a written application to the Director of the Institute at or before the time when the cause of the delay is occurring or about to occur.

### **4. Acceptance of System**

Upon Completion of the work the job will be certified by a joint technical committee comprising of Associate Professor-SRD, Assistant Professor-Film Editing, Sr. Manager-IT, Accounts Officer, Purchase Officer& Hardware Manager.

### **5. Liquidated Damage / Compensation for Delay**

The time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor and shall be reckoned from the date of receipt of the work order. In case the work is not completed within the aforesaid stipulated period, Liquidated damage @1.0% of the value of the work order excepting the cost of AMC, would be deducted from the bill of the contractor, for delay of per week or part thereof, subject to deduction of maximum 10% of the value of the work order.

### **6. Training**

On completion of the job, the successful tenderer has to provide hands-on training for atleast 05 working days on the implementation & operation of webserver, mailserver, proxy, Directory service, backup & restore operation.

**Schedule- A**

**Tender No: 72053/02/2014-IT**

**Tender for implementation of Mail, Web, Directory, Proxy, DNS servers etc. at SRFTI.**

**LETTER OF APPLICATION**

Registered Business Name: \_\_\_\_\_

Registered Business Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

FAX: \_\_\_\_\_

To:

Director

Satyajit Ray Film & Television Institute

E.M. Bye Pass Road

Kolkata 700 094

Sir,

We hereby request to be qualified with Satyajit Ray Film & Television Institute (SRFTI) as a Tenderer for Tender for implementation of Mail, Web, Directory, Proxy & DNS servers etc. at SRFTI, Tender No 72053/02/2014-IT

We authorize SRFTI or its authorized representatives to conduct any investigations to verify the statements, documents and information submitted along with the tender and to verify the financial and technical aspects of this application. For this purpose, we hereby authorize (any public official, engineer, bank, depository, manufacturer, distributor. etc.) or any other person or firm to furnish pertinent information deemed necessary and requested by SRFTI to verify statements and information provided in this application or regarding our competence and standing.

1. The name and position of persons who may be contacted for further information, if required, are as follows:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail id: \_\_\_\_\_

2. We declare that the statements made and the information provided in the duly completed tender documents and in the application herein are complete, true and correct in every detail. On verification at any time in the future if it is found that information furnished in the tender documents and in this application and statements made therein are not true, incomplete or incorrect, we hereby authorize SRFTI to reject our tender along with this application..

3. I/We understand that Satyajit Ray Film & Television Institute reserves the right to reject any application for tender without assigning any reason thereof.

Yours faithfully,

Seal of firm making (Authorized representative of applicant/the application principal tenderer)

Date:

Encls:

**Schedule- B**

**Tender No. 72053/02/2014-IT**

**Tender for implementation of Mail, Web, Directory, Proxy, DNS servers etc. at SRFTI.**

**GENERAL INFORMATION**

Company Name: \_\_\_\_\_

Head Office Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FAX No. : \_\_\_\_\_ Telephone No. \_\_\_\_\_

**Regional Office Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FAX No. : \_\_\_\_\_ Telephone No. \_\_\_\_\_

**Local Office Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FAX No. : \_\_\_\_\_ Telephone No. \_\_\_\_\_

Country and Year Incorporated \*

\_\_\_\_\_

\_\_\_\_\_

Main Lines of Business:

1. \_\_\_\_\_ since \_\_\_\_\_

2. \_\_\_\_\_ since \_\_\_\_\_

3. \_\_\_\_\_ since \_\_\_\_\_

Organization chart showing structure of company including names and position of Directors, General Managers and other key Personnel and total number of qualified key technical personnel in Company's current employment for execution of this project is enclosed.

**Schedule- C**

**Tender No: 72053/02/2014-IT**

**Tender for implementation of Mail, Web, Directory, Proxy, DNS servers etc. at SRFTI.**

**WARRANTY**

I/We certify that the warranty shall be given for a period of one year starting from the date of satisfactory installation, commissioning and handing over of the equipment and the work conducted under the contract. During the warranty period, I/we shall provide the “after sale service” and the replacement of defective / or any part(s) of the equipment or rectification of defects of work of the equipment will be free of cost.

The replacement of the parts shall be arranged by us, at our own cost and responsibility. We undertake that the above warranty shall begin only from the date of handing over the entire installation for satisfactory and faultless functioning of the equipment for one year continuously at Institute premises. The benefit of change in dates of the warranty period shall be in the interest of SRFTI.

During the warranty period, we shall provide at least 3 preventive maintenance visits.

Uptime Guarantee: During the warranty period, we will be responsible to maintain the equipment including all the accessories in satisfactory faultless working conditions. All complaints will be attended by us within 4 hours from the receipt of the complaint and the system would be made operational within 24 hours.

Penalty: Damages as per clause 20 of “General Instruction to tenderers” would be applicable.

We shall try to repair the equipment at Institute premises. However, in case it is not possible to repair the equipment at Institute premises, we will take out the equipment to our site on our own expenses with proper substitution arrangement of the equipment. We shall take the entire responsibility for the safe custody and transportation of the equipment taken out for repair still the equipment is rehabilitated to the Institute after repair. If any loss of equipment occurred during our custody, we will compensate to Institute for such losses.

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Tenderer

NAME AND ADDRESS

NAME AND ADDRESS

.....

.....

.....

.....

.....

.....

Tel / Fax No. \_\_\_\_\_

Tel / Fax No. \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**Schedule- D**

**Tender No: 72053/02/2014-IT**

**Tender for implementation of Mail, Web, Directory, Proxy, DNS servers etc. at SRFTI.**

**Time Schedule**

Period required for delivery of all items at site from the date of placing order \_\_\_\_\_ days.

Period required for installation, commissioning the system from the date of delivery at site \_\_\_\_\_ days.

Signature of Tenderer \_\_\_\_\_



## Schedule -E

### CONTRACT AGREEMENT

**THIS AGREEMENT** made this day of \_\_\_\_\_, 2014 between the **Satyajit Ray Film & Television Institute, Kolkata (SRFTI)**, an academic Institution under Ministry of Information & Broadcasting, Govt. of India \_\_\_\_\_ (hereinafter called the 'the Institute') or one part and \_\_\_\_\_ (hereinafter called 'the Contractor' which expression shall unless excluded by or repugnant to the context, be deemed to include its heirs, executors, administrators, representatives and assignees or successors in office) of the other part.

WHEREAS, the Institute is desirous that certain work should be undertaken towards Tender for **implementation of Mail, Web, Directory, Proxy, DNS servers etc. at SRFTI** and have accepted the Tender submitted by the Contractor for the execution of such works.

AND WHEREAS, the Institute issued Work Order No. .... Dated ..... To the Contractor for Tender for **implementation of Mail, Web, Directory, Proxy, DNS servers etc. at SRFTI**

AND WHEREAS, as per Clause no. 12 of "General Instructions to Tenderers", the successful tenderer (i.e the Contractor herein) is required to execute Contract Agreement to be signed jointly by the representative of the Institute and the Tenderer (i.e the contractor herein)

NOW THIS AGREEMENT WITNESSTH AS FOLLOWS :

1. In the Agreement, words and expressions shall have the same meanings as are respectively assigned to them in "General Instructions to Tenderers" hereinafter referred to.
2. That the following documents shall be deemed to form and be read and construed as part of this agreement viz.,
  - a) The said Tender document and the acceptance of the Tender
  - b) The General Instructions to the Tenderers
  - c) Special Conditions of contract
  - d) Rate Schedule
  - e) All correspondence by which the contract is added, amended, varied or modified in any way, by mutual consent.
  - f) Minutes of the Pre- bid Meeting
3. That In consideration of the payments to be made by the Institute to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Institute to execute the work in conformity in all respects with the provisions of the contract and the documents described hereinabove at para 2.
4. That the Institute hereby covenants to pay the Contractor in consideration of such execution at the contract prices at the time and in the manner prescribed by the contract.

In witness whereof the parties hereto have caused their respective common seals to be hereunto affixed (or hereunto set their respective hands and seals) the day and year first above mentioned.

The Common Seal of the SRFTI  
Kolkata. was hereunto affixed  
in the presence of

Name \_\_\_\_\_

Address \_\_\_\_\_

Signed, Sealed and delivered  
at Kolkata in the presence of

Name \_\_\_\_\_  
Contractor

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Schedule- F**

**SATYAJIT RAY FILM & TELEVISION INSTITUTE**  
(An Academic Institute under Ministry of I&B, Govt. of India)

**Tender No:72053/02/2014-IT**

<b>Tender for implementation of Mail, Web, Directory, Proxy, DNS servers etc. at SRFTI.</b>
<b>Last Date for Submission: 07/07/2014</b>
<b>To be submitted at tender box, SRFTI, Kolkata</b>

1.	Name of the Firm/Agency		
2.	Address of the Firm/Agency	Tel:	Fax:
		E-Mail:	

**Price Bid for Implementation of Mail, Web, Directory, Proxy, DNS Servers etc.**

SL No	Item/Specification	Make/Model /Part No	Qty.	Unit Rate (in Rs.)	Total Cost Including all Taxes & Charges (in Rs.)
1	Intel Xeon Processor E5-2630 6C 2.3GHz 15MB Cache 1333 MHz 95W with accessories for IBM x3650M4 (7915-D2A) Server Upgrade		1		
2	Memory (1*8GB, 2R*4, 1.35V) PC3L-10600 CL9 ECC DDR3 1333MHZ LP RDIMM for IBM x3650M4 (7915-D2A) Server Upgrade		4		
3	2TB 7.2K 3.5 inch NL SAS HDD for IBM DS3512 ( 1746-A2D) Storage upgrade		4		
4	Redhat Enterprise Linux Server, Standard (1-2 Sockets) (Up to 4 Guests) -1 year		2		
5	Redhat Enterprise Linux Server Add on: Resilient Storage (1-2 Sockets)(Up to 4 Guests) – 1 year		2		
6	Implementation, Documentation & Training Charges				
	<b>Total (A)</b>				

**Price Bid for Annual Maintenance Contract**

SL. No.	Description	Total Cost Including all Taxes & Charges
1	Rate For 1 <sup>st</sup> year ( i.e. 2 <sup>nd</sup> year from the date of commissioning of the entire system)	
2	Rate For 2 <sup>nd</sup> year ( i.e. 3 <sup>rd</sup> year from the date of commissioning of the entire system)	
3	Rate For 3 <sup>rd</sup> year ( i.e. 4 <sup>th</sup> year from the date of commissioning of the entire system)	
<b>Total (B)</b>		

**C. Grand Total including all Taxes & Charges**

(A+B).....

[in words.....]