



Request for Quotation for Provisioning of Endpoint (Protection) Security Solution at the South Asian University

REQUEST FOR QUOTATION (RFQ)

RFQ No. ICT/06032018

March 2018

South Asian University
(a University established by SAARC nations)

www.sau.int
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Table of Content

SECTION 1. Data Sheet.....3
SECTION 2. Invitation to Bid4
SECTION 3. Instructions to Applicants5
 3.1 General.....5
 3.2 Engagement Period & Penalties5
 3.3 Right to Reject any or all Proposals5
 3.4 Dispute6
 3.5 Bid security / Earnest Money Deposit (EMD)6
 3.6 Performance Security6
 3.7 Preparation of Proposal6
 3.8 Submission, Receipt and Opening of Proposals6
 3.9 Selection Process7
 3.10 Eligibility – Minimum Qualification Criteria.....8
SECTION 4. Scope of Work10
SECTION 5. Standard Submission Forms.....11
 5.1 Submission Forms.....11
SECTION 6. Labels for envelope containing the proposal documents.....21
 6.1 Submission Envelope Label.....21

SECTION 1. Data Sheet**Request for Quotation for Supply & Installation of Endpoint Security / Protection Systems at the South Asian University**

Reference	Description
3.2	<u>License Duration:</u> 3 years
3.5	Bid Security (EMD) of Rs. 30,000/- (Rupees Twenty Five Thousand Only) in the form of Account Payee Demand Draft or Banker's Cheque from any of the commercial banks must be submitted by Applicants.
3.7.2	The proposal of the Applicant shall be valid for 90 (ninety) calendar days from the Proposal Due Date.
3.8	<p>The last date of submission of Proposals (Proposal Due Date) is 19 March 2018 till 3:00 PM (IST). The proposals will be opened on same date at 3:30 PM. The address for submission of proposal is:</p> <p>Asst. Registrar South Asian University Chanakyapuri New Delhi – 110021</p> <p>Phone: +11-24122512 – 13 Fax: +11-24122411 Email: hpmandal@sau.int</p>
3.8.6	Applicants must submit the RFQ along with EMD , in a sealed cover conforming to the sequence of documents and list of forms/documents to be included therein as mentioned hereinafter. This is a Single Bid enquiry (technical & financial proposal in one cover).

SECTION 2. *Invitation to Bid*

The South Asian University (SAU) is an international university established by the South Asian Association for Regional Corporation (SAARC) and is funded by the member states of SAARC which includes Afghanistan, Bangladesh, Bhutan, India, Nepal, Maldives, Pakistan and Sri Lanka.

SAU wishes to procure & deploy and end-point security / protection (antivirus) solution for its computer systems.

The term “firm(s)” and “applicant(s)” is interchangeably used in this document.

All clarifications / corrigenda will be published only on SAU website. The website for accessing the information related to this RFQ is: <http://www.sau.int> (the “SAU Website” or “University Website” or “Official Website”).

Note: From the “Home” page access the “Tenders” section to access all the uploaded documents related to this RFQ.

SECTION 3. ***Instructions to Applicants***

3.1 General

- 3.1.1 Selection Basis of “Successful Bidder” through this RFQ is the Least Cost System (LCS). The responsive technically qualified proposal with the lowest quoted cost shall be selected & the proposer (bidder) thereof will be considered to be the “Successful Bidder”. (“Selection Process”).
- 3.1.2 Applicants shall submit their Proposal in the form and manner specified herein. The Proposal shall be submitted as per the forms given in relevant sections herewith.
- 3.1.3 Applicants shall bear all costs associated with the preparation and submission of their proposals, and their participation in the Selection process, and presentation including but not limited to postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by SAU or any other costs incurred in connection with or relating to its Proposal.

3.2 Engagement Period & Penalties

The software must be licensed for three years inclusive of on-site support as and when needed during the validity of the licenses. Turnaround for support issues shall not exceed one business day. In the event of failure of meeting the resolution time of one business day, during license validity period, a penalty of 1% of the total cost of the licenses would be levied per day subject to a maximum of 10% of the total cost.

Undue delay by the Selected Bidder in the performance of it's obligations during implementation or support shall also render the Bidder liable to any or all of the following sanctions:

- i. Forfeiture of its security deposit.
- ii. Termination of the work order for default.

3.3 Right to reject any or all Proposals

- 3.3.1 Notwithstanding anything contained in this RFQ, SAU reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.
- 3.3.2 Without prejudice to the generality of above, SAU reserves the right to reject any Proposal if:
- (i) At any time, a material misrepresentation is made or discovered, or
 - (ii) The applicant does not provide, within the time specified by SAU, the supplemental information sought by SAU for evaluation of the Proposal.
- 3.3.3 SAU makes no commitments, express or implied, that this RFQ process will result in a business transaction with anyone.

3.4 Dispute

In case of a dispute or difference of any kind whatsoever between the parties in connection with or arising out of or relating to or under this RFQ, the parties shall promptly and in good faith negotiate with a view to amicably resolve and settle the dispute.

3.5 Bid security / Earnest Money Deposit (EMD)

3.5.1 Bid Security (EMD) amounting to Rs. 30,000/- (Rupees Thirty Thousand Only) in favour of South Asian University in the form of Account Payee Demand Draft or Banker's Cheque from any of the commercial banks is required to be submitted by each Applicant (the "Bid Security").

3.5.2 SAU will not be liable to pay any interest on bid security. Bid security of pre-qualified but unsuccessful Applicants shall be returned, without any interest. The Selected Applicant's Bid Security shall be returned, without any interest upon completion of the implementation of the solution.

3.6 Performance Security

Performance Security amounting to 10% of the solution cost of the selected bid will be required to be furnished by the firm selected through this RFQ and shall be submitted within 15 days of the issuance of purchase order. This security must remain valid for 60 days beyond the expiry date of the licenses. No interest will be payable by SAU on the Performance Security.

3.7 Preparation of Proposal

3.7.1 Applicants are requested to submit their Proposal in English language and strictly in the formats provided in this RFQ. SAU will evaluate only those Proposals that are received in the specified forms and complete in all respects.

3.7.2 The Proposal shall be valid for a period of not less than 90 (Ninety) days from the Proposal Due Date.

3.8 Submission, Receipt and Opening of Proposals

3.8.1 The Proposal shall be printed and shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialled by the person or persons who sign(s) the Proposal.

3.8.2 An Authorized Representative of the Applicant should initial all pages of the Pre-Qualification, Technical and Financial Proposals. The Authorized Representative's authorization should be confirmed by a written power of attorney by the competent authority accompanying the Proposal.

3.8.3 The Proposals must necessarily be “Properly Bound” and all pages serially numbered. “Properly Bound” implies such binding between two covers whereby it may not be possible to replace any paper without disturbing the document.

3.8.4 No proposal shall be accepted after the closing time for submission of Proposals.

3.8.5 After the Proposal submission until the contract is awarded, if any Applicant wishes to contact SAU on any matter related to its proposal, it should do so in writing at the Proposal submission address. Any effort by the firm to influence SAU during the Proposal evaluation, Proposal comparison or contract award decisions may result in the rejection of the Applicant's proposal.

3.8.6 Proposal documents are to be submitted so as to include the following:

- A) Bid Security (EMD) in the form of Account Payee Demand Draft or Banker's Cheque from any of the commercial banks.
- B) All pages of the proposal shall be numbered & properly-bound together. The first page shall be the table of contents (as per **Form 1**) and the last page shall be the Page Numbering Certificate (as per **Form 7**).
- C) All forms & supporting documents as applicable: Form 1, Form 2, Form 3, Form 4, Form 5, Form 6, Form 7.
- D) Any other required documents required for qualification & consideration.

3.8.7 Submission address:

**Asst. Registrar
South Asian University
Akbar Bhavan, Chanakyapuri, New Delhi- 110021
Phone: 011-24195000, 24122512 – 13**

3.9 Selection Process

3.9.1 All submitted proposals shall be checked to evaluate whether the Applicant meets the prescribed Minimum Qualification Criteria. Subsequently, proposals of Applicants who meet the Minimum Qualification Criteria (the “Shortlisted Applicants”) would be considered for Financial evaluation.

3.9.2 The solution offered should meet the prescribed technical and functional specifications given in the section “Scope of Work”. Non-compliance to any of the technical and functional specification may attract rejection of the proposal.

3.9.3 From amongst the Shortlisted Applicants, the Bidder, who has submitted the lowest financial bid, shall be selected as the L1 and shall be called for further process leading to the award of the assignment and shall be the “successful bidder”.

3.9.4 Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.

3.9.5 The bid price will exclude all taxes and levies and shall be in INR as specified in the Financial Bid Form.

3.9.6 Any conditional bid would be rejected.

3.9.7 Errors & Rectification: Arithmetical errors will be rectified on the following basis: “If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail”.

3.9.8 SAU reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal will be entertained by SAU in respect of such Proposals. However, SAU reserves the right to seek clarifications or additional information from the applicant during the evaluation process. SAU will subsequently examine and evaluate Proposals in accordance with the Selection Process detailed out below.

3.10 Eligibility – Minimum Qualification Criteria

Applicants must conform to the following eligibility criteria for consideration.

S.No.	Basic Requirement	Specific Requirements	Documents Required
1.	Turnover	Average Annual Turnover during the last three financial years ending March 2017 should be at least Rs. 30 lakhs.	Form 4
2.	Authorized Dealer	The bidder must be an authorized dealer of the OEM whose solution is being proposed.	Form 5
3.	Experience	<p>Bidder must have successfully undertaken at least the following numbers of supply & installation engagement(s) for end-point security (antivirus) solutions in the last three calendar years, of value specified herein :</p> <ul style="list-style-type: none"> • One project of similar nature of value not less than Rs 3 lakhs; OR • Two projects of similar nature of value not less than Rs 2 lakhs each; OR • Three projects of similar nature of value not less than Rs 1 lakh each <p>Note: “similar nature” above implies</p>	Form 3

S.No.	Basic Requirement	Specific Requirements	Documents Required
		work related to supply and/or installation of Endpoint Security (Antivirus) Solutions	
4.	Legal Entity	<ol style="list-style-type: none"> 1. Should be a legally registered Company since last 5 years (as on Proposal Due Date). 2. Should have a local office in Delhi, NCR. 	Form 3
5.	Blacklisting	A self-certified letter by the authorized signatory of the firm that they have not been blacklisted by any Central / State Government body or Public Sector institution or be under a declaration of ineligibility for corrupt or fraudulent practices as on proposal submission date must be submitted on original letter head of the bidder with signature and stamp.	Form 2

SECTION 4. ***Scope of Work***

Supply & Installation of Endpoint Security Solution for 350 computer systems at SAU. The end-point security solution proposed by the applicant shall be:

- OPTION 1: Renewal of Kaspersky Endpoint Security for Business Select – 3 Years Renewal for 350 licenses.
- OPTION 2: An end-point security solution for 350 systems that is equivalent to Option 1 above and has at least ALL the features & functionality of the solution in OPTION 1 that is from any of the leaders in the Gartner magic quadrant for end-point protection platforms as of January 2018.

SECTION 5. ***Standard Submission Forms***

The Applicants shall respond using the standard formats given in this Section in addition to submitting the documents supporting Eligibility & Evaluation Criteria.

5.1 Submission Forms

Form 1	Index
Form 2	Proposal Submission Form
Form 3	Eligibility Experience
Form 4	Average Annual Turnover
Form 5	Authorized Dealer Certificate
Form 6	Financial Bid
Form 7	Page Numbering Certificate

Form 1: Proposal

Index of Submitted Documents

(All forms listed in this index shall be properly “hard-bound” together)

The first page of the set of documents to be enclosed in the proposal shall be a *Table of Contents* as given below and shall be enclosed as page – 01.

(add additional items if included)

S.No.	Requirement	Documents Required	Page number of submitted Proposal
1.	EMD	Demand Draft/ Banker's Cheque	
2.	Submission Form	As per Form 2	
3.	Experience	As per Form 3	
4.	Turnover Certificate	As per Form 4	
5.	Authorized Dealer Certificate	As per Form 5	
6.	Financial Bid	As per Form 6	
7.	Other Technical Evaluation Requirements	As per evaluation requirement	
8.	Any other information	...	
9.	Page Numbering Certificate	As per Form 7	

Form 2: Proposal Submission For

[To be printed on official stationery of the applicant]

To

Asst. Registrar
South Asian University
Akbar Bhavan
Chanakyapuri
New Delhi – 110021

RE: RFQ No. ICT/06032018 : Request for Quotation for Supply & Installation of Endpoint Security / Protection Systems at the South Asian University

Dear Sir,

In response to the Request for Quotation (RFQ) for supplying & installing of endpoint security solution licenses, we would like to bid for the same. As instructed, we attach the required documents *properly paginated and bound* in a sealed & labelled envelope.

Our Proposal is unconditional and unqualified.

We understand you are not bound to accept any Proposal you receive.

Further:

1. We shall make available to SAU any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
2. We acknowledge the right of SAU to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
3. We certify that in the last 5 (five) years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
4. We understand that you may cancel the selection process at any time and that you are neither bound to accept any Proposal that you may receive nor to select an Applicant, without incurring any liability to the Applicants.
5. We agree to keep this offer valid for 90 (ninety) calendar days from the Proposal Due Date specified in the above mentioned RFQ.
6. We are not involved in any litigation that may have an impact of affecting or compromising the delivery of the services as required under this tender.
7. We are not black-listed by any Government or Public Institution / Organization / Department in India.
8. We undertake that the documents submitted are genuine/ authentic and nothing material has been concealed there from and that we are not debarred by any Government organization and are competent to execute the supply & services envisaged in this RFQ. We understand that the Award of work is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

We remain, Yours

sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Form 3: Eligibility

Experience

Company Profile

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

Bidder company details (use the following format):

S.No.	Item	Details	Page No. of the Proof Document
1.	Name, Designation and Contact Details of the Person Authorized to Make Commitments to the University		
2.	Company Registration No. (Copy of the Registration Certificate to be attached)		
3.	Type of Registration		
4.	Year of Registration of Firm		
5.	PAN No. (Copy of the Certificate to be attached)		
6.	GST No. (Copy of the Certificate to be attached)		

Specific Experience

Experience & details of similar work done.

S. No.	Customer* (Name, Address, Contact person)	Calendar Month & Year of Work Order (MMM, YYYY)	Value of Work Order (INR)	Page No. of the Proof Document**

*Limit references to the period of three years prior to Proposal Due Date (PDD). References must pertain to services similar to those being solicited through this RFQ.

**Experience must be supported by copies of work orders & Completion certificates from the client; OR Work Order + Self Certificate of Completion. In case of running works citation, reference letter from client; OR Work Order + Self Certificate.

Firm's Name:

Authorized Signature:

(Official Seal):

Form 4: Average Annual Turnover of the Applicant for the Last Three Years

S. No.	Financial years	Average Annual turnover of the applicant(INR)
1.	2014-2015	
2.	2015-2016	
3.	2016-2017	
	Average for three years	[indicate sum of above divided by 3]

Certificate from the Statutory Auditor

This is to certify that [*name of company*] [*registered address*] has received the payments shown above against the respective years.

Name of Authorized Signatory

Designation

Name of firm

Signature of Authorized Signatory

Seal of Audit firm

Note: In case the Applicant does not have a statutory auditor, they may provide the certificate from its Chartered Accountant.

Form 5: Authorized Dealer Certificate

(Standard format of OEM with current date certifying that the Applicant is an authorized dealer of their products)

Form 6: Financial Bid

(BIDDERS MAY BID FOR EITHER OR BOTH OPTIONS)

S.No.	Item	Tax Exclusive Unit Rate (INR)	Tax (%)	QTY	Total Rate Including Tax (INR)
1.	<p>OPTION 1:</p> <p>Renewal of Kaspersky Endpoint Security for Business Select – 3 Years Renewal</p>			350	
2.	<p>OPTION 2:</p> <p>An end-point security solution for computer systems that is equivalent to Option 1 above and has at least the features & functionality of the solution in OPTION 1. This solution must only be from one of the leaders in the Gartner magic quadrant for end-point protection platforms as of January 2018 – 3 Years Subscription</p> <p>OEM _____</p>			350	

TOTAL COST IN WORDS

OPTION 1:

OPTION 2:

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

(Company Seal)

Form 7: Page Numbering

Certificate

(To be enclosed as **last page** of the Proposal)

<u>CERTIFICATE</u>	
Certified that this Proposal (technical & financial) is carrying _____pages (in figures and words) and each page is numbered.	
Date:	Sig. of the tenderer & With seal
<hr/>	
RFQ No. ICT/06032018 for “Request for Quotation for Supply & Installation of Endpoint Security / Protection Systems at the South Asian University.”	

SECTION 6. ***Labels for envelope containing the proposal documents***

6.1 Submission Envelope Label

PLEASE PASTE THIS SLIP ON THE PROPOSAL ENVELOPE

Proposal For Request for Quotation for Supply & Installation of Endpoint Security / Protection Systems at the South Asian University	
RFQ No. ICT/06032018	
Due Date: _____	
	To, Assistant Registrar South Asian University Akbar Bhavan, Chanakyapuri New Delhi-110 021
From : _____	
Mobile: _____	
Email: _____	