



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

REQUEST FOR QUOTES (RFQ)
RFQ NO. SAU/SP/ICT/2021/05

July 2021

South Asian University
(a University established by SAARC nations)

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

Reference	Description
3.2	<u>License Duration</u> : 3 years subscription is needed
3.5	<u>Bid Security (EMD)</u> : A Bid Securing Declaration must be submitted by the bidder.
3.7.2	The proposal of the Applicant shall be valid for 90 (ninety) calendar days from the Proposal Due Date (PDD).
3.8	<u>Tender submissions</u> : can ONLY be made through online mode at www.tenderwizard.com/SAU For detailed Tender Documents / Details / downloads and for any other correction / amendments / modification / extension till the last date of submission of bids, please visit websites: http:// www.sau.int or http:// www.eprocure.gov.in or http:// www.tenderwizard.com/SAU
3.8.6	<u>Proposal Due Date (PDD)</u> : The last date of submission of Proposals is 16 August 2021 before 3:00 pm (IST). Proposals can be submitted ONLY in the online mode.

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)

There is no bid security or EMD but bidder has to give Bid Security Declaration as per format specified in Form 8.

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 initialed 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 All pages of the Proposals must necessarily be serially numbered along with an index (contents) listing page.

3.8.4 No proposal shall be accepted after the closing time for submission of Proposals on the proposal due date specified in the data sheet.

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 by the Proposal Due Date specified in the data sheet and must include the following:

- A) Bid Security (EMD) – original to be deposited at SAU by PDD.
- B) All pages of the proposal shall be numbered. 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 through to Form 8.
- D) Any other required documents required for qualification & consideration.

3.8.7 For this e-procurement, bids can only be submitted online on the **tenderwizard.com** portal:

- (i) The bid can only be submitted after depositing e-tender Processing Fee and uploading the documents as specified herein.
- (ii) Bidders not registered on the website <http://www.tenderwizard.com/SAU>, are required to get registered beforehand. If needed they can be imparted training on online bidding process as per details available on the tenderwizard website.
- (iii) The intending bidder must have valid class-III digital signature to submit the bid.
- (iv) The bidders can login and see the competitor financial bid sheets after opening of the financial bid on the bid opening date.
- (v) The bidder must upload a single PDF file containing the supporting documents.
- (vi) The financial bid is to be uploaded via the designated form.

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 2020 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 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 endpoint 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 May 2021.

32/64 bit OS Compatibility is needed for Microsoft Windows (all flavours & versions), Linux & Mac OSes.

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 8	Bid Securing Declaration

Form 1: Proposal Index of Submitted Documents

(All forms listed in this index shall be properly paginated together as ONE PDF file)

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	As per Form 8	
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 Form

[To be printed on official stationery of Applicant]

To

Assistant Registrar (S&P)
South Asian University
Akbar Bhavan
Chanakyapuri
New Delhi – 110021

RE: RFQ No. SAU/SP/ICT/2021/05 : Request for Quotes for Supply & Installation of Endpoint Security / Protection Systems at the South Asian University

Dear Sir,

In response to the Request for Quotes (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.	2017-2018	
2.	2018-2019	
3.	2019-2020	
	Average for three years	[indicate sum of above divided by 3]

*Mention 2020-2021 (in place of 2017-2018) if available.

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)

Rates must include installation cost for EPP server & at least 10 agents on client systems

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 May 2021 – 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)

<p><u>CERTIFICATE</u></p> <p>Certified that this Proposal (technical & financial) is carrying _____pages (in figures and words) and each page is numbered.</p>	
Date:	Sig. of the tenderer & With seal
<hr/>	
RFQ No. SAU/SP/ICT/2021/05 for “Request for Quotes for Supply & Installation of Endpoint Security / Protection Systems at the South Asian University.”	

Form 8: Format for Bid-Securing Declaration

[The Bidder shall fill in this Form in accordance with the instructions indicated]

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

Bid No.: *[insert identification number of Bid]*

To: *[insert complete name of Contracting Authority]*

We, the undersigned, declare that:

We understand that, according to your bid inviting conditions, proposals must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the South Asian University for a period of time of **3 years** starting on the last date of submission of this bid, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn/modified/amended, impaired or derogated from the tender, our Bid during the period of bid validity as specified in the abovementioned Bid;
- (b) having been notified of the acceptance of our proposal by SAU during the period of applicable bid validity mentioned in the aforementioned Bid, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the specified Performance Security upon completion of the RFP process consequent upon being shortlisted by an EOI process

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Signed: *[insert signature of person whose name and capacity are shown]*

In the capacity of *[insert legal capacity of person signing the Bid- Securing Declaration Form]*

Name: *[insert complete name of person signing the Bid-Securing Declaration Form]*

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____ month, _____ year *[insert date of signing]*