

## Tender Document

**PONDICHERRY UNIVERSITY  
CENTRE FOR BIOINFORMATICS  
(R.V.NAGAR, KALAPET, PUDUCHERRY – 605 014)**



### SCHEDULE OF TERMS & CONDITIONS

Sub: Supply of Kaspersky Antivirus SOFTWARE (Latest Version) - Reg.

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### Schedule of Requirements

**Sealed tenders** are invited under **Single bid system** for the Antivirus Software

### Specifications & Allied Technical Details

<b>Module</b>	<b>Units</b>	<b>Price</b>
<b>Desktop</b> <ul style="list-style-type: none"><li>• Complete Internet Security</li><li>• Secure Firewall</li><li>• USB Security</li><li>• File protection and restore</li><li>• Minimum utilization of CPU</li><li>• Centralized management for client machine</li><li>• support for laptops in and out of office</li></ul>	150 user licenses for 1 year/ 2 years / 3 years	
<b>Server</b> <ul style="list-style-type: none"><li>• Secure Firewall</li><li>• File protection, restore, and backup</li><li>• Protection from hacking</li></ul>	15 user licenses for 1 year/ 2 years / 3 years	

### TERMS AND CONDITIONS

#### I. General Information: -

1. Last date and time of receipt of the Tenders: 15.09.2016, 3.00 PM
2. Date & Time of opening of Tender: 16.09.2016, 4.00 PM
3. Tender Document fee Rs. 500/-
4. EMD rates: Rs.7,000/-
5. **Single Bid system** has to be strictly followed. (Proposed technical & commercial bid to be submitted together)

6. Quoting merely the lowest price does not confer any right to any bidder for award of supply order. The University's Purchase Committee, reserves the right to select the software any bid under the grounds of specification compliance, technologically advanced quality, proven performance track record, brand reputation, service backup support & training, offer of additional / special features, Compatibility with the existing System, etc.
7. The Tender Document Fee and EMD should be submitted separately in term of DD in a separate cover superscribing **Bank Demand Draft** and which should be enclosed with the bid.
8. The tender / quotation must be submitted along with the stipulated tender document fee and EMD in the sealed cover, super-scribing the name of the Department / Centre and the software name for which the tender is quoted for.  
The cover should be superscribed with "Tender for Kaspersky Antivirus Software – Centre for Bioinformatics". The name and address of the bidder along with telephone numbers should also be mentioned at the "From" address space.
9. The tender documents should be addressed to **The Registrar, Pondicherry University** and sent to **The Centre Head, Centre for Bioinformatics, Pondicherry University, Puducherry -605014.**

The example for super-scribing the envelope of tender are given below: -  
Antivirus Software: -

Tender submitted for <u>Kaspersky Antivirus Software</u> advertised for the <u>Centre for Bioinformatics</u>	
From Supplier's Address	To  The Centre Head, Centre for Bioinformatics, Pondicherry University, R.V. Nagar, Kalapet, Puducherry – 605 014.

The tenders sent through fax, e-mail will not be accepted.

## **II. Common Conditions (Import or Indigenous)**

### **1. Purchase of Tender Document:**

The Tender document can be downloaded from the University website [www.pondiuni.edu.in](http://www.pondiuni.edu.in) / [www.bicpu.edu.in](http://www.bicpu.edu.in). The downloaded application should be accompanied with the tender document fee, in the form of a Demand Draft.

## **2. Price Schedule**

The rates should be quoted for a single unit and also for the total quantity required by the University. The price should include the Delivery, installation, training charges, etc. at the respective Department, Pondicherry University.

The prices quoted shall remain firm until software is supplied to the respective Department, Pondicherry University.

## **3. Quoting the Core price & Tax, Duties, Discount etc.**

The taxes / duties / discounts, if applicable, are to be explicitly and separately shown in the bid.

## **4. Eligibility:**

The firm must have the requisite domain expertise with regard to supply, installation and post-sale service of the items they are quoting.

The firm should have been in existence for at least 2-3 years as on the date of this tender and must have executed at least three orders for this kind of software during the last three years.

## **5. Duty Exemption**

The University has been granted the benefit of exemption from the payment of the Central Excise Duty and Customs Duty by the Department of Scientific and Industrial Research (DSIR), India, vide their Notification No.10/97 dt. 01-03-1997 and 51/96 dt. 23.07.96 respectively,

### **in respect of**

- a. Scientific and technical instruments, apparatus, equipment, Software including computers.
- b. Accessories and spare parts of goods specified in (a) above and consumables.
- c. Computer software, compact disks, CD ROM, Recording magnetic tapes, microfilms, micro-chips etc.
- d. Prototypes.

Customs duties at Indian port, if any, will be to the account of the University.

## **6. Technical Specifications**

- a) Complete technical features of the software, suits to the technical specifications asked above to be included with the bid. And additional features if any also are included.

- b) Term license, type of license, and supported operating systems to be included with the bid.
- c) Mode of virus database update, and procedure in case of reinstallation, and centralized administration details to be included with the bid.
- d) The minimum required system specifications including hardware and operating system to be included in the Technical Bid
- e) The necessary service support should be provided by Bidder during the agreement period.
- f) Software could be installed in any number of times on both Windows 7, 8.1, 10, Cent OS, Red Hat Linux, Ubuntu and MacOS operating systems.
- g) The training should be provided by the supplying companies from the date of installation with an expert team.
- h) Software updates during the licensing period should be given free
- i) Technical post sale support by email and telephone will be provided during the period
- j) Operating Manual should be provided
- k) A recent customer list (within last three years) with contact details including email address is to be submitted with technical bids / bids as the case may be
- l) If the software is proprietary a product, a proprietary product certificate should be enclosed
- m) The information pertaining to infra-structural, power and any other requirement for satisfactory installation and commissioning of the whole system must be provided by the bidder, at least 120 days in advance of the installation to be commenced if purchase order is issued.
- n) For any clarification with respect to technical specifications, please contact 0413-2654588
- o) If the bidder is an authorized representative in India, they are requested to inform their technical ability to take care of the problems in the system, if developed later within the warranty and outside the warranty period. The responsibility of the Indian agent must be clearly specified.
- p) The bidder from abroad shall obtain, if required, export permission from the appropriate authorities in his country or the country of origin for items to be shipped to India in case of items to be imported. The University shall provide necessary information if required for this purpose.
- q) The validity of the each quotation should be at least 6 months from closing date of the bid.
- r) The offers will not be considered if received after the bid closing date and time.
- s) The offers received through telex / tele-fax / e-mail will not be accepted by the University under any circumstances.

- t) The University shall not be responsible for any delay / loss or non-receipt of tenders by post / courier service.
- u) No unsolicited correspondence shall be entertained after the submission of the offer.
- v) If an order is placed with the firm, the purchase shall be governed by an agreement as per the University rules in force at the time.
- w) Additional terms and conditions will be incorporated in the purchase order, if needed, to safe guard the interests of the University.
- x) Tender is not transferable.
- y) In case of any dispute in respect of the tender, all legal matters shall be instituted within the jurisdiction of the place where the purchaser ordinarily resides.

**Power to reject the offer:**

- a) Pondicherry University reserves the right to accept / reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection.
- b) No Agency commission will be paid to any authorized agent in India.
- c) Bidder(s) must be authorized business partners of Global / National service providers of the respective Software Packages.
- d) The Bidders must enclose authorization letter from the respective global / national service providers of the above said Software particularly mentioning an undertaking that in case of default by the Bidder, they (Global Service Provider) shall take over all the responsibilities of the Bidder.
- e) The Bidder should not be involved in any Bankruptcy filing for protection from it.

**III. Specific Condition for Imported Equipments**

**1. Payment of EMD:**

The Tender must be accompanied by EMD as stated above, by means of a Demand Draft, drawn in favour of **The Finance Officer, Pondicherry University, payable at Puducherry** separately. *The amount is refundable. The Small Scale units are exempted from payment of EMD provided they should enclose proof of their exemption Certificate issued by the competent authority.*

## **2. Payments terms:**

Normally a payment 90% will be released and the installation & training of the Software. However, 100% payment will be released if the supplier provide Bank Guarantee towards performance Security for the 10 % of the total cost of the software to cover the License Period.

Bank charges in India shall be borne by the purchaser and outside India shall be born by the contractor / supplier.

The offer must be in English. The rates should be indicated both in figures and words against item specified in the given table. It is preferable that the price be quoted in Rupees or in US Dollars or in major foreign currencies.

**REGISTRAR**

Date: 31.08.2016