



Government of India
Controller General of Patents, Designs & Trade Marks
Ministry of Commerce & Industry
Department of Industrial Policy and Promotion

Request for proposal (RFP)

for

Implementation of wired LAN and electrical connectivity to
newly constructed Additional Office Cabins at
Intellectual Property Office, Kolkata



**INTELLECTUAL
PROPERTY INDIA**

Controller General of Patents, Designs & Trade Marks
Boudhik Sampada Bhavan, Near Antop Hill Head Post Office, S.M. Road, Antop Hill,
Mumbai-400037, Phones : 022-24132735, Fax : 022-24123322 Web site : www.ipindia.nic.in

IMPORTANT DATES

S.N.	Event	Date
1	Availability of RFP document at the aforementioned web sites	21 st June 2013
2	Site inspection/queries clarifications date	Up to 1 st July 2013
3	Pre-Bid Conference	5 th July 2013 (11:00 a.m.)
4	Issuance of addendum to RFP document, if any	10 th July 2013
5	Deadline for submission of proposals in response to RFP	17 th July 2013 (5 p.m.)
6	Opening of technical proposal	19 th July 2013 (11:00 a.m.)
7	Opening of financial proposal	19 th July 2013 (03:00 p.m.)

1. Disclaimer

- i. This Request for Proposal (RFP) is not an offer by the Office of the Controller General of Patents, Designs and Trademarks but an invitation to receive offers from interested parties. The purpose of this RFP is to provide the necessary information to such interested parties that may be useful to them in formulating their Proposals in response to this RFP.
- ii. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed between the Office of the Controller General of Patents, Designs and Trademarks and the selected party.
- iii. Office of the Controller General of Patents, Designs and Trade Marks reserves the right to modify or even not to proceed with the project.

2. Request for Proposal (RFP)

The office of the Controller General of Patents, Designs and Trade Marks invites proposals for Implementation of wired LAN and electrical connectivity to newly constructed Additional Office Cabins at Intellectual Property Office, Kolkata.

3. Key details

a) Name of the Purchaser:

President of India through the “Controller General of Patents, Designs and Trade Marks”

b) Address for downloading the RFP document:

The RFP document containing the details regarding the scope of work, prescribed proforma and qualification criteria can be downloaded from <http://www.ipindia.nic.in> or www.tenders.gov.in

c) Cost of the RFP:

The RFP document may be obtained from the Cash Counter at Intellectual Property Office, Boudhik Sampada Bhavan, CP-2, Sector-V, Salt Lake, Kolkata-700091 by making a payment of Rs. 500/- in cash or by way of Demand Draft, drawn in favour of Controller of Patents and payable at Kolkata.

In the alternative, the RFP document may be downloaded free of cost from the aforementioned websites in which case the submitted proposal shall be accompanied by a payment of Rs. 500/- in cash or by way of Demand Draft, drawn in favour of Controller of Patents and payable at Kolkata, towards the cost of RFP.

Note: If the RFP document has been downloaded free of cost from the website of this Office, the cost of RFP shall be paid by way of a separate Demand Draft i.e. the cost of RFP and the earnest money deposit should not be clubbed in a single Demand Draft.

d) Schedule of activities

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1	Availability of RFP document at the aforementioned web sites	21 st June 2013
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e) Venue for pre-bid conference:

Conference Hall, Intellectual Property Office, Boudhik Sampada Bhavan, CP-2, Sector-V, Salt Lake, Kolkata-700091

f) Venue for opening of qualification (eligibility criteria), technical proposal as well as financial proposal:

Conference Hall, Intellectual Property Office, Boudhik Sampada Bhavan, CP-2, Sector-V, Salt Lake, Kolkata-700091

g) Address at which proposals are to be submitted.

Head of Office & Joint Controller of Patents and Designs,
Intellectual Property Office,
Boudhik Sampada Bhavan,
CP-2, Sector-V, Salt Lake,
Kolkata-700091

h) For any further clarification please contact:

Shri Santosh Kumar Gupta
Examiner of Patents and Designs
Intellectual Property Office,
Boudhik Sampada Bhavan,
CP-2, Sector-V, Salt Lake,
Kolkata-700091
Phone: 033-23675092
E-mail: santosh.ipo@nic.in

4. Objective

- i. To provide LAN connectivity and required switches
- ii. To provide electrical connectivity, required switches and Telephone ports with connectivity to newly constructed Additional Office Cabins at **Intellectual Property Office, Kolkata**.

5. Scope of Work

As per Annexure-III of this RFP document.

6. Eligibility Criteria

- (i) Contractors who have sufficient experience of having successfully carried out similar works in Government/Private Office buildings during the last three years are eligible to participate in the bidding.
- (ii) CGPDTM reserves the right to verify the proof of experience and expertise of the bidder in executing similar works and the bidder has to produce the proof thereof.

Sl. No.	Eligibility Criteria	Documents Required
1.	The bidder should be registered in India as per the governing Law and has been operating in India for at least 3 years. Any kind of Consortium not allowed.	1. Certificate of registration and 2. Self-Certification of being in business for the last 3 years should be attached.
2.	The Bidder shall not be under a Declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government/PSU agencies.	Bidder is required to sign integrity pact. Self-Declaration in this regard by the authorized signatory of the bidder.
3.	The bidder should furnish, as part of its bid, an Earnest Money Deposit (EMD) of Rs. Five Thousand only (Rs. 5, 000/-). The EMD should be in the form of a Demand Draft.	Attach original Bank Draft issued by a Nationalized/Scheduled Bank, in favour of Controller of Patents and payable at Kolkata
4.	The bidder should have presence in the state. However, if the local presence is not there in the state, the selected bidder should give an undertaking for arranging the same within one month of the award of the Empanelment. After sale service must be available at Kolkata.	Letter of Undertaking or Address proof of presence in Kolkata.

7. Time Lines

(a) Validity of offer:

The offer shall be valid for a period of **90 days** from the date of opening of the financial proposal.

(b) Installation and commissioning of LAN and Electrical switches:

The selected applicant shall complete the installation, test and rectify/finalize and commission the fully functional setup within a period of **one month** from the date of award of contract.

8. Proposal

a) Submission of proposal

The proposals shall be submitted in three separate sealed envelopes in accordance with the Annexures. The first envelope super scribed 'Eligibility Criteria' shall contain the information regarding eligibility criteria, mentioned in para 7. The "Technical Proposal" and "Financial Proposal" shall be submitted in two separate sealed envelopes, super scribed as 'Technical proposal' and 'Financial Proposal', as the case may be. All the three envelopes, along with the Demand Draft towards earnest money and Demand Draft/cash receipt towards the cost of the RFP shall be placed in a bigger fourth envelope, duly sealed, and this bigger envelope should reach the aforementioned address on or before the expiry of the prescribed time limit. Any proposal which is not submitted in accordance with the instructions given in this document will be summarily rejected without any reasons and communication.

Note: If the RFP document has been downloaded free of cost from the website of this Office, the cost of RFP shall be paid by way of a separate Demand Draft i.e. the cost of RFP and the earnest money deposit should not be clubbed in a single Demand Draft.

b) Earnest money deposit

Each proposal should be accompanied by a Demand Draft in INR 5,000/- (Rupees Five Thousand only), as the earnest money, payable at Kolkata, issued in favor of Controller of Patents, Kolkata. The earnest money deposit of unsuccessful applicants shall be returned without any interest.

c) Technical Proposal

The "Technical Proposal" shall be submitted in the format given in Annexure and shall also furnish the following information:-

1. Brief profile of the organization/firm, as per the Annexure.
2. Relevant experience of conducting similar work, as per the Annexure.

d) Financial Proposal:-

The Financial Proposal shall be submitted as per Annexure alongwith an undertaking. The price should be a consolidated price inclusive of all expenses and taxes. Financial proposals of only those Applicants shall be opened whose technical proposals fulfill the minimum requirements stipulated in the RFP.

Note:

1. Proposals shall be submitted in English language in accordance with the requirements specified in this RFP.
2. The successful Applicant will be required to enter into a Contract.
3. Applicants must provide all requisite information and should clearly and concisely respond to all points set out in this RFP. Unnecessary elaborate brochures or other presentations beyond what is necessary to present complete and effective proposals are not encouraged.
4. Following submission of the proposals and their final evaluation, the CGPDTM reserves the right to retain unsuccessful proposals. It is the responsibility of the Applicant to identify and indicate any information of a confidential or proprietary nature contained in its proposal so that it may be managed accordingly. Though all steps shall be taken by CGPDTM to ensure such confidentiality, CGPDTM does not guarantee confidentiality.

9. Withdrawal of applications

- i. No modification or substitution of the submitted proposal/application shall be allowed.
- ii. An Applicant may withdraw its Application after submission, provided that written notice of the withdrawal is received by CGPDTM before the due date for submission of Applications. In case an applicant wants to resubmit his application, he shall submit a fresh application following all the applicable conditions before the due date.
- iii. The withdrawal notice shall be prepared in Original only and each page of the notice shall be signed and stamped by authorized signatories. The copy of the notice shall be duly marked "WITHDRAWAL".

10. Additional work

Upon request of CGPDTM, the applicant shall agree to provide quotes for additional work. Such quotes shall be according to rates provided by the applicant. Similar terms and conditions will apply.

11. Payment

The General Financial Regulations of the Government of India preclude advance payments and payments by letter of credit. Such provisions in a proposal will be prejudicial to its evaluation by the CGPDTM. The normal terms of payments are 21 days after satisfactory delivery of goods/ services and after evaluation by a technical committee and acceptance thereof by the CGPDTM.

12. Liquidated damages

- (i) In case of acceptance with reservations or non-acceptance of the services provided by the Applicant at a respective stage and if the services do not pass the new test or the new acceptance test, IPO will be entitled to liquidated damages for each IPO working day past the new deadline at a daily rate specified below, wherein the payment is calculated based on the percentage of non-compliance after the new deadline, if any, of the price for the respective stage.
- (ii) The daily rates for liquidated damage payments shall be as follows:
- 1% of the due payment, per week, for the first month,
 - 2% of the due payment, per week, for the following month,
 - 3% of the due payment, per week, for the next months, with a maximum of 25%.

If the liquidated damages go beyond 25%, the Contract will be terminated.

13. Guarantee

The applicant guarantees that the all the installation will be fully useful and operational complying with the technical requirements, features and that it has been realized in accordance with the detailed specifications.

14. Corrupt or Fraudulent Practices

CGPDTM requires that Applicants under this contract to observe the highest standard of ethics. In pursuance of this policy, CGPDTM:

- a) defines, for the purpose of these provisions, the terms set forth below as follows:
 - i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public servant; and
 - ii. "fraudulent practice" means a misrepresentation of facts in order to influence the decision to award the consultancy contract to the detriment of the Govt. of India and PPP and targeted stake holders and includes collusive practice among Applicants/Bidders (prior to or after the submission of proposals) designed to establish bid prices at artificial non-competitive levels and to Government of India and PPP and targeted stake holders of the benefits of free and open competition.
- b) CGPDTM will reject a proposal for award work if it is determined that the Applicant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

15. Conflict of interest

The selected applicants shall not engage in activities that conflict with the interest of the office of the Controller General of Patents, Designs & Trade Marks under the contract and nor would they engage in any assignment that would be in conflict of interest with their

current obligations to the same or other clients. The selected applicants, that have a business or family relationship with such members of staff of the office of the Controller General of Patents, Designs & Trade Marks who are directly or indirectly involved in the project will not be awarded the contract.

16. Confidentiality

This Request for Proposal or any part thereof, and all copies thereof must be returned to the CGPDTM upon request. It is understood that this Request for Proposal is confidential and proprietary to the CGPDTM, contains privileged information, part of which maybe copyrighted and is communicated to and received by bidders on the condition that no part thereof or any information concerning it may be copied, exhibited or furnished to others without the prior written consent of the CGPDTM except that applicants may exhibit the specifications to prospective sub-contractors for the sole purpose of obtaining offers from them. Notwithstanding the other provisions of the Request for Proposal, applicants will be bound by the contents of this paragraph whether or not their company submits a proposal or responds in any other way to this Request for Proposal.

17. General Terms of Conditions of Work

- i. No other charges shall be incurred by the CGPDTM other than those specified in the financial bid and the applicant shall be responsible for insurance and any other statutory requirements of the personnel deputed carrying out the activities to accomplish the objective & scope envisaged by the CGPDTM.
- ii. Payment shall be released subject to acceptance of deliverables & certification of services as per the deliverables by the designated officials of CGPDTM.
- iii. The Applicant should give the commercial terms without any price in the technical proposal. The financial Proposal should have the total price of the proposal inclusive of all applicable taxes. No other payment will be considered if not mentioned in the financial proposal. The decision of CGPDTM in selecting the Applicant will be final and no further queries will be entertained in this regard.
- iv. CGPDTM shall reserve the right to verify the operation and performance of Project by the Bidder and the Bidder shall permit CGPDTM to do so. The CGPDTM will evaluate the information submitted by the Bidder with regard to Bidder's capacity. **The Bidder cannot subcontract the work at any stage without prior written approval from the CGPDTM.**

18. Right to Accept/Reject any or all Applications

CGPDTM reserves the right to accept or reject any or all Applications and to annul the qualification process at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons.

19. Errors in Proposal

Applicants or their authorized agents are expected to examine all the relevant material pertaining to the work. Failure to do so will be at the applicant's own risk. In case of error in the totaling of prices, the unit price will govern.

20. No commitment

This RFP does not commit the CGPDTM to award a contract or to pay any costs incurred in the preparations or submission of proposals, or costs incurred in making necessary studies for the preparation thereof or to procure or contract for services or supplies. The CGPDTM reserves the right to reject any or all proposals received in response to this RFP and to negotiate with any of the applicants or other firms in any manner deemed to be in the best interest of the CGPDTM. The CGPDTM reserves the right to negotiate and award only a portion of the requirements; to negotiate and award separate or multiple contracts for the elements covered by this RFP in any combination it may deem appropriate, at its sole discretion to add new considerations, information or requirements at any stage of the procurement process, including during negotiations with applicants; and reject proposal of any applicant that has previously failed to perform properly or in a timely manner contracts of a similar nature, or of an applicant that, in the opinion of the CGPDTM, is not in a position or is not sufficiently qualified to perform the contract.

This RFP contains no contractual proposal of any kind, any proposal submitted will be regarded as a proposal by the applicant and not as an acceptance of any proposal by the CGPDTM. No contractual relationship will exist except pursuant to a written contract document signed by the authorized procurement official of the CGPDTM and by the successful applicant(s) chosen by the CGPDTM.

21. Jurisdiction

The disputes, if any, arising between the successful applicant and CGPDTM shall be resolved amicably, failing which shall be referred to an Arbitrator, mutually acceptable to both parties, appointed by the CGPDTM as per the Arbitration and Conciliation Act, 1996. Alternatively, this shall be subject to the exclusive jurisdiction of courts at Mumbai.

Brief profile of the Bidder

1. Name of the firm:
(Attach an attested photocopy of Certificate of Registration.)
2. Legal Status of the Firm: Individual/Partnership/Company/Association/Joint Venture/Consortium
3. PAN/TAN Number:
4. Registered Address, telephone, Tele-fax:
.....
.....
.....
5. Contact Person, Designation and Address including email ID:
.....
.....
.....
6. Length of experience in the field specified under RFP:
7. In case the company is subsidiary, the involvement, if any, of the Parent Company in the project:
8. Has the applicant or any constituent partner in case of partnership firm, ever been debarred/black listed for competing in any other organization at any time? If so, give details.
9. Has the applicant or any constituent partner in case of partnership firm, ever been convicted?

Signature of the applicant/Authorized representative

Note: The Applicant is required to provide Proof of award of work & completion certificate for each work assigned/completed. In case, the Applicant is not able to submit the proof due to issues relating to confidentiality, then a declaration to the effect that ‘the information submitted is true and correct to the best of knowledge and belief of the Applicant.’ In case, it is found wrong/misrepresentation of facts, I have no objection for my proposal to be rejected.

BID FORM

(The bidders should submit their acceptance only in Bid Form for the acceptance of the CGPDTM's terms and conditions of Bid)

Name of the work:

Supply and Installation of Networking Switches and fixing of networking terminals including integration with existing LAN (as per details given in Annexure-III) which includes

- (i) Installation of switches
- (ii) Fixing of networking terminals
- (iii) Providing and fixing UTP cable assembly

The CGPDTM's Terms and conditions of Bid:

1. Rate/Price

1. The rates quoted by the bidder shall be based on unit rate and shall remain firm without the price variation clause. The bidders shall not claim for any price variation / escalation. Bids submitted with a price variation/escalation clause will be treated as non- responsive and rejected.
2. Bid / rates quoted by the bidder shall remain valid for 60 days from the date of opening of tenders for the purpose of acceptance and award of work; validity beyond 60 days from the date of opening shall be by mutual consent. No price variation / cost escalation is accepted.
3. The rates quoted by the bidder should be inclusive of all the taxes applicable, levies, excise duties, transit, insurance and freight and any other statutory levies etc.
4. The Income Tax and any other taxes or charges as applicable will be deducted at source by the CGPDTM from the successful bidder while making the payment.
5. The bidder shall quote the rate in the format as specified in the scope of work. The bids submitted other than in the specified format of scope of work at Annexure-III shall be summarily rejected.

2. Execution of work

- (i) **Time period of completion:** The successful bidder shall execute and complete the work as per specification mentioned in **Annexure-III** /Scope of work mentioned in this RFP to the satisfaction of the Officer-in-charge **within a period of 30 days from the date of award of work.**
- (ii) The successful bidder to whom the work is awarded shall have to execute the work as per the work order and the terms & conditions of this tender document.
- (iii) The CGPDTM is not responsible for the breakage/damage of any goods during the transit. In that case, it is the responsibility of the firm/contractor to whom the work has been awarded.
- (iv) No extra cost shall be given for transportation; cost of labourers, insurance etc., as the rates quoted shall be all inclusive price.
- (v) The contractor shall have to bring all the supporting materials for carrying out the above work.

(vi) The EMD will be released after a month from the date of submission of the performance guarantee.

3. Variation in quantity / scope of work:

The quantity mentioned in the scope of work is approximate. CGPDTM reserves the right at the time of award/execution of the contract to vary the quantity specified in the scope of work without any change in the unit rate. However, the payment will be made as per the actuals.

4. Security Deposit & Performance Guarantee

- a) On acceptance of the award of contract, the successful bidder is required to submit the prescribed Performance Guarantee of 5% of the value of work order, within 10 days of intimation of acceptance of the award of contract for due and proper fulfilment of contract valid till the completion of the work to the satisfaction of the Officer-in-Charge.
- b) The Performance Guarantee shall be by way of Bank Guarantee from any Nationalised Bank in the prescribed format (**Annexure-IV**) to be provided to CGPDTM.
- c) In case, the successful bidder is called upon to deposit the Performance Guarantee and if the successful bidder fails to furnish the same within the prescribed period, such failure shall constitute a breach of the conditions and CGPDTM shall be entitled to forfeit the EMD without prejudice to any other right to damage that the company may incur in the matter.
- d) The Contractor shall also submit a bank guarantee for 5% of the bill amount towards security deposit. The bank guarantee shall be from a Nationalised bank and shall be valid for a period of 12 months from the date of completion of the work to the full satisfaction of the CGPDTM. The same shall be released by CGPDTM after the expiry of the guarantee period.

5. Completion Certificate

Within one month of the completion of the work the contractor shall furnish a certificate for such completion.

6. Guarantee Period

Guarantee period should be 12 months from the date of completion of the works against poor workmanship, poor performance, and in case of deficiencies found during the guarantee period, the same shall be rectified free of cost by the Contractor at their own cost and risk.

7. Quality assurance:

The successful contractor should ensure the quality of material as per the requirement / discretion of the CGPDTM.

8. Right to accept or reject tender

- (i) The right of acceptance of tender will rest with the CGPDTM.
- (ii) CGPDTM reserves the right to accept the whole or any part of the tender and tenderer shall be bound to perform the same at the rates quoted. All the tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect shall be liable to be rejected.

9. Safety Regulations

Contractor shall adhere to safe construction practice and guard against hazardous and unsafe working conditions and shall comply with safety rules. The CGPDTM / Intellectual Property Office, Kolkata shall not be held responsible for any accidents that occur due to unsafe practice of the persons employed by the contractor to carry out the work.

10. Other conditions

Before submitting their bid proposals, bidders shall carefully examine the site of the work to familiarise themselves with the site conditions which exist regarding present work to be executed, materials to be matched, precautions required, working space available and other conditions necessary to the making of the intelligent bids.

The Contractor to whom the work is awarded shall co-ordinate with the Officer in charge and carry out the execution of work with minimum disturbance to the staff and functioning of the officers and preferably carry out such work after office hours or on holidays.

All the above terms and conditions of the tender as mentioned above and included in the tender document are duly accepted.

Signature

Name of the authorized signatory

Name of the Company

Date:

SCOPE OF WORK AND SPECIFICATION

The overall objective of this RFP is:

- i. To provide LAN connectivity and required switches
- ii. To provide electrical connectivity, required switches and Telephone ports with connectivity to newly constructed Additional Office Cabins at **Intellectual Property Office, Kolkata** as per the following details:

Floor	No. of Cubicles	Required number of LAN Ports/Connection	Required number of Electrical Points/Connection	Required Networking Switches
Ground	Section-I: 4	4	4 (8 UPS Power Connection and 4 Raw Power Connection)	6-port switch (1 number)
	*Section-II: 15	16	16 (32 UPS Power Connection and 16 Raw Power Connection)	24-port switch (1 number)
1 st	Section-I: 6	6	6 (12 UPS Power Connection and 6 Raw Power Connection)	8-port switch (1 number)
	Section-II: 10	10	10 (20 UPS Power Connection and 10 Raw Power Connection)	12-port switch (1 number)
2 nd	5	5	5 (10 UPS Power Connection and 5 Raw Power Connection)	6-port switch (1 number)
3 rd	7	7	7 (14 UPS Power Connection and 7 Raw Power Connection)	8-port switch (1 number)
4 th	11	11	11	16-port

			(22 UPS Power Connection and 11 Raw Power Connection)	switch (1 number)
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* For Section 2 of the Ground Floor only, in addition to the above LAN and Electrical switch requirements, electrical and LAN backbone also needs to be provided.

Note: Though the specification is given below, yet the supplies should be compatible with the already existing infrastructure.

1. Electrical and Telephone Connection Work:

S. No.	Description of Item	Specification
1.	Electrical Cabling	Supplying and fitting of wires of approved quality as directed by the office through conceal / surface/ recess conduit as may be directed preferably keeping similarity with existing system with wiring of 1.5 sq.mm PVC insulated copper Conductor single core cable etc. as required. The luminaire fittings/ accessories shall be similar to the existing fittings as far as possible
2.	Electrical and Telephone switches	Providing following switch socket accessories along with suitable Modular plate on existing wooden partitions/ on wall / modular partitions i/c connection testing commissioning etc as required (in each cubicle mentioned above) a) 3 Nos. 5 Amps + 1 No. 15 Amp (in selected spaces as directed) b) RJ 11 Telephone terminal - 1 Nos Cabins shall be provided with 2 telephone terminal . Spaces designated for digitisation work shall have 1 telephone terminal

2. Networking Work:

Installation and integration with existing LAN setup includes but not limited to the following work:

1. Laying Indoor UTP Cable through PVC Pipe, Casing including all materials.
2. Installation of IO/Crimping/Patch Panel/ Rack/ Switch and System Integration.
3. Laying and Termination of CAT6 UTP Cable. All cabling must be “structured”
4. Labelling of Cables, I/Os, Jack Panel, Switches for new connections.
5. Repair/Refurnishing work owing to damage caused due to cabling or any other work related to this Project. There should not be any hanging or uncovered wire.
6. Power supply to equipments after ensuring correctness of termination interfaces and making the system ready for testing and commissioning.
7. Testing of LAN Cables after laying, terminations and ferruling at both the ends. All testing tools and instruments shall be brought by the bidder and taken back after the testing.
8. Configuration of the equipment as per the requirements of office.
9. Site acceptance tests to establish satisfactory performance of the equipments.

10. Assistance for familiarization and operation of the installed system & services for 5 years after acceptance of system.

Indicative specification of materials :

S. No.	Description of Item	Specification/OEM Brand
1.	CAT 6 UTP Cable	CAT6 UTP Ethernet Cable / HCL, DLink/Avaya or equivalent (compatible with existing system)
2.	Conduit pipe (30 X 25 mm) 1 ½ "(ISI Mark)	ISI /ISO approved
3.	Channel 1" (ISI Mark)	ISI /ISO approved
4.	Installation of switch (L2) and accessories i/c connection, testing commissioning as required.	Specification will be provided by Intellectual Property Office, Kolkata at the time of Pre-Bid meeting.
5.	Supplying and fixing 24 Port Jack Panel (Cat 6 and accessories i/c connection, testing commissioning as required.)	Supports UTP CAT6 HCL / Systimax or equivalent
6.	Providing and fixing UTP Cable Assembly Cat-6 patch cord wire for connecting RJ45 outlet to computer as required Patch cord 7 ft. (Cat 6)	OEM brand with factory crimped
7.	Providing and fixing UTP Cable Assembly Cat-6 patch cord wire for connecting the switch from Jack Panel.	OEM brand with factory crimped
8.	Wire Manager (ISI mark)	ISI /ISO approved
9.	Providing RJ 45 i/o box along with suitable Modular plate on existing wooden partition/ on wall i/c connection testing commissioning etc as required.	Dlink/Amp or equivalent

Note: Bidder should quote all passive network component of same OEM make.

ADDITIONAL CONDITIONS

1. Approval of the Officer-in-Charge shall be taken well in advance for the materials to be used in the work by the contractor.
2. All repairs and patch work shall be neatly carried out to match with the original finish and to the entire satisfaction of the Officer-in-Charge.
3. The contractor has to make his own arrangement for stores and watch and ward and no extra claim for this will be entertained.

4. The contractor has to make his own arrangement at his own cost for all the general and special T & P.
5. All the debris due to the Electrical / Civil works shall be removed from the site by the contractor as soon as the work is completed.
6. The copper wire to be used on the work shall be multi-strand and ISI marked
7. The following makes are preferred for the following items:
 - a. PVC insulated copper conductor cable: Anchor/ Polycab / Havells
 - b. Telephone wire/ cable: Delton/ polycab I
 - c. Modular Switch / socket accessories & MCB : Legrand mosaic/ L&T / Siemens
 - d. PVC pipe & accessories : Avon plast / precision
 - e. LAN Cable – Dlink Make
 - f. Switch – Cisco/ Dlink Make
8. Patch card should be branded and factory crimped.
9. Equipment furnished shall be complete in every respect with all mountings, fittings, fixtures and standard accessories normally provided with such equipment's and/or needed for erection, completion and safe operation of the equipment's as required by applicable codes though they may not have been specifically detailed in the tender document, unless included in the list of exclusions. All similar standard components/parts of similar standard equipment's provided, shall be inter-changeable with one another.
10. The Bidder shall be responsible for providing all materials, equipment's, and services, specified or otherwise, which are required to fulfil the intent of ensuring operability, maintainability, and reliability of the complete equipment covered under this specification within his quoted price. This work shall be in compliance with all applicable standards, statutory regulations and safety requirements in force of the date of award of this contract.
11. The bidder shall also be responsible for deputing qualified personnel for installation, testing, commissioning and other services under his scope of work as per this specification. All required tools and tackles for completing the scope of work as per the specification is also the responsibility of the bidder.
12. The installation of equipment's shall be accepted only after installation tests are over.
13. The bidder should ensure while installation of LAN, day-to-day functioning of official work and existing network setup/connectivity/internet connectivity should not get disrupted.
14. The bidders proposal shall include the list of tools (such as crimping tool, Krone punch tool) and other accessories, which are required for installation of the connection. No separate charges for fixing/crimping/other connection charges would be paid by office.
15. The switches proposed by the bidders must be compatible to the existing network.
16. The scope covers design/development of a suitable architecture/layout of the proposed networking system, preparation of bill of materials, pre-dispatch inspection / testing, packing and forwarding, transportation, insurance and carrying out further activities at sites viz. unloading, storage, (space to be provided by the owner) further handling, erection, testing and commissioning including successful completion of acceptance tests and any other services specified.
17. CGPDTM reserves the right for quantity variation due to increase/decrease in requirements. The bidder shall also provide all required equipment which may not be specifically stated herein but are required to meet the intent of ensuring completeness, maintainability and reliability of the total system covered under this specification, including integration and interoperability with the existing LAN.
18. Onsite warranty for all Installation and Hardware delivered for minimum 5 year and extended as per OEM guarantee/warranty offered.

19. In case, the quantity of laying cables or fixing wall mount sockets etc. exceeds or is less than the quantity in bid price schedule, the payment for the executed quantity shall be paid on pro-rata basis, for the actual quantities consumed / for which the installation is carried out through the Bidder on Certification by System Administrator.
20. Any other work required for making the network functional up to the satisfaction of System Administrator.

Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of constitution already existing (so far as in practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at own cost all materials, tools and plants, water, electricity access, facilities for workers and all other services required for the execution of the work unless otherwise specifically provided for in the contract documents. Submission of tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specification of the work to be done and of conditions and rates at which stores, tools and plants etc. if any will be issued to him by CGPDTM and local conditions and other factors having a bearing on the execution of the work. The tenderers must also study the neighbourhood, rules and regulations for building as well as the area where it is situated.

SIGNATURE OF THE TENDERER

TECHNICAL PROPOSAL

IMPORTANT NOTICE: The technical proposal should be submitted along with information contained in the RFP Document

1. Name of the applicant /Company/Firm/Agency
(Attach certificate of registration)
2. Name of Proprietor /Director of Company/Firm/Agency
3. Full address of Registered Office _____

Telephone Number: _____
FAX No. _____
E-Mail Address _____
4. Full address of Branch offices _____

Telephone Number: _____
FAX No. _____
E-Mail Address _____
5. Banker of Company/Firm/Agency _____
(Full Address) _____
(Attach certified copy of statement _____
of A/c for the last three years) _____
Telephone Number of Banker _____
6. PAN/GIR No. _____
(Attach attested copy)
7. Service Tax Registration No. _____
(Attach attested copy)
8. Financial turnover of the tendering Company/Firm/Agency for the last 3 financial years.
(Attach separate sheet if space provided is insufficient)
9. Relevant details:

It is certified that the information furnished above is true and correct to the best of my knowledge. In case, it is found that the information submitted is wrong or there has been a misrepresentation of facts, I have no objection for my proposal to be rejected, or if the Contract has been signed, the Contract to be terminated.

Signature of the applicant

DETAILS OF SIMILAR PROJECTS HANDLED IN THE LAST 3 YEARS

S.No.	Name and location of the Project	Name and Address of the Client	Cost of Project	Nature of Work	Year of start and completion	Litigation/ Arbitration, if any with details
1						
2						
3						
4						

Signature of the Bidder/Authorized representative

Note: The Applicant is required to provide Proof of award of work & completion certificate for each work assigned/completed. In case, the Applicant is not able to submit the proof due to issues relating to confidentiality, then a declaration to the effect that ‘the information submitted is true and correct to the best of knowledge and belief of the Applicant.’ In case, it is found wrong/misrepresentation of facts, I have no objection for my proposal to be rejected.

FINANCIAL PROPOSAL

S.No.	Item	Details
1.	Name of the Applicant, Postal Address, Tel. No./Cell No./FAX/E-Mail	
2	Total Price (including maintenance and upgradation) for i. providing LAN connectivity and required switches ii. providing electrical connectivity, required switches and iii. Telephone ports with connectivity in newly constructed additional office cabins at Intellectual Property Office, Kolkata,	
	Grand Total of column 2 above :	

Certified that the information furnished/ given above is true and correct to the best of my knowledge. In case, it is found wrong/misrepresentation of facts, I have no objection for my proposal to be rejected.

Signature of Agent/Applicant with seal