

UNIVERSITY OF KALYANI



Centre for Information Resource Management

NOTICE INVITING TENDER

Tender Ref. No. KU/CIRM/MC/September -2024

Date: September 03, 2024

Sealed tenders are invited for **Physical Maintenance of the University Campus Area Network (LAN & OFC & Running CCTV Systems)**, University of Kalyani from reputed vendors having valid up to date Trade License, I.T., GST and Professional Tax clearance certificate and experience for at least last two years for supplying similar type of items.

Tender documents may be downloaded from the University website www.klyuniv.ac.in and the same after filled up must be submitted in a sealed envelope addressed to **System-in-Charge, CIRM, University of Kalyani, Kalyani- 741235.**

Interested bidders/agency should submit their bid for Non-Comprehensive Maintenance Contract as per **Annexure-A.**

Last date of receiving tender document either by hand or by post: 13/09/2024 up to 4 p.m.

- For Details information of the Campus Network Maintenance, Terms and Conditions & Scope of Work please refer **Annexure-A** of the Tender Documents.
- For submission of Compliance Sheet in the Agency's /Bidder's Letterhead vide **Annexure – B** of the Tender Document.
- For submission of Quotation, Bidder must follow the Price Bid Format vide **Annexure – C** of the Tender Document.

Sd/-
System-in-Charge
University of Kalyani
University of Kalyani, Kalyani -741235

ANNEXURE-A

DETAILS INFORMATION OF THE CAMPUS AREA NETWORK MAINTAINANCE

The University of Kalyani has been implemented a campus Local Area Network (LAN) with optical fibre GB backbone connecting the academic as well as administrative departments spread over the entire university campus. The CIRM is also providing the Internet facility on a clock basis to all users in the university including teaching, administrative staff, research scholars and students. Backup Link Campus LAN has also been set up to spread the LAN connectivity to the Research Scholars Hostels.

There are about approximate 1000 LAN ports in 49 + Buildings (Administrative Building, Controller of Examination, DODL, CIRM, Composite Building, Central Library, Microbiology, Biotechnology, Environmental Sc., Biochemistry & Biophysics, Mathematics, Statistics, DETS, Physics, CIL, Chemistry, S.N. Bose Innovation Centre & BIF Centre, Botany, Zoology, Computer Sc. & Engg., Business Administration, Geography & Physiology, Bengali, Life Long Learning & Extension, English, Bengali Diaspora, Sociology, Economics, Physical Education, Folklore, Hindi, Rural Development, Environmental Studies, Visual Arts, Women's Studies, Health Centre, A.P.J. Auditorium, Faculty Club, Pensioner's Association, International Guest House, Research Scholars Hoatel Boys & Girls, Hostel P.G-I, Hostel P.G-II, Hostel P.G-III, Hostel Baniyan, Hostel L.H-I , Hostel L.H-I , Education (Central Park)) in the campus. The University has 10 kms (approx) of Fiber network within the campus. The institute buildings are connected with 24-Core, 12-Core and 6-Core Gigabit OFC backbones (both Single and Multimode) throughout the campus and departmental LAN by UTP and STP Cable., End points are connected with Network Switch through CAT6 & CAT6A cables.

➤ **GENERAL TERMS AND CONDITION**

BID VALIDITY: The quoted price shall be valid for a period of 90 days from the date of financial bid opening of the tender. The institute may issue the order within 180 days from the date of opening of financial bid i.e. within the period of bid validity.

PRICES: The price should be quoted including applicable Taxes, Charges etc. The bidder shall also show the amount of each item, the total of each section and the grand total of the whole tender.

PAYMENT: The payment will be made within 90 days of submission of bill and satisfactory performance by the service provider.

TRAINING: Training on operation, routine maintenance may have to be provided to the Technicians/staff of the University (if needed)

SERVICE FACILITY: Supplier should mention about the possible service setup or details of technical manpower or support if applicable.

➤ **SCOPE OF WORK:**

1. Network maintenance:

The state of art Institute network infrastructure is spread in 49+ buildings in the Kalyani University Campus. The Agency will maintain the physical connectivity of 10 kms (approx..) of Fiber network (Single Mode & Multimode), Cat-6 network for approximate 1000 LAN Ports, 30+ Wireless Access Points, 52+ Network Switch. The Agency will monitor and provide service for fixing physical failures of network equipment and accessories, including CAT6 UTP Cables and Optical Fiber Cables, Network Switches, Network Rack, LIU, I/O & Patch Panel, Wireless Access Points and their Auxiliary Power Sources (UPS) and Online UPS and CCTV Systems in University of Kalyani, Kalyani, Nadia -741235, West Bengal. In case of OFC faults and other issues of similar nature, the agency/Bidder will bear the equipment costs and relevant services charges incurred by the Agency due to hiring of special network equipment.

2. Upgradation/extension of existing network:

The Agency will provide service to the Institute in matters relating to upgradation/extension of the University's existing network.

3. Response time:

The Agency shall respond to the institute's call along with the necessary manpower and equipment for urgent action within 2 (Two) hour of the call, 24 x 7, 365 days

4. Equipment costs and external service charges:

Agency should have their own optical time-domain reflectometer (OTDR) and Fiber Optics Splicing Machine. Fiber Optics Splicing Machine needs to be kept at the University. In case of optical cable faults and other issues of similar nature, the Bidder/agency will bear the equipment costs and relevant services charges incurred due to hiring of special network equipments.

5. Agreement Period:

The contract would be valid initially for the period of six months. Depending on the quality of the services provided by the Agency, the University may extend the contract twice on the same price, terms and condition, subject to approval of the competent authority.

➤ **ELIGIBILITY CRITERIA**

Bidder should upload the details of company profile along with technical and financial credibility as following:

- Current Trade License, Incorporation Certificate (if Applicable)
- Company PAN Card
- GST Registration Certificate,
- up to date P-Tax Challan,
- ITR and Profit and Loss statement with Balance Sheet for Last Three Financial Year etc.
- Details Office address with the details of contact person
- Past Experience of Similar nature of Job in Government Organization.
- Any other documents relevant to the supporting of bid.

ANNEXURE-B

COMPLIANCE SHEET

| COMPLIANCE DESCRIPTION | COMPLIANCE (YES / NO) |
|---|---------------------------|
| Scope of Work as given above ANNEXURE-B | |
| Decision of University of Kalyani will be final in the matter of withdrawal/removal of any of the support personnel deployed by the Agency and shall be binding on the Bidder/Agency and the Bidder/Agency shall replace such personnel at the earliest. | |
| The Bidder/Agency will be responsible for all his employees in observing security and safety regulations and instructions as may be issued by the Institute from time to time. | |
| The Bidder/Agency shall make their own arrangements for transportation of their employees. | |
| No payments shall be made by the University to the individuals deployed by the Bidder/Agency under any circumstances | |
| The contract would be valid initially for the period of six months. Depending on the quality of the services provided by the Bidder/Agency, the institute may extend the contract subject to approval of the competent authority. | |
| The University shall at any time be entitled to determine and terminate the contract for any cause including unsatisfactory performance or violation of the terms and conditions of the contract whatsoever. | |
| Termination of the contract shall not relieve the Bidder/Agency from any of his obligation imposed by the contract with respect to the work performed prior to such termination. | |
| For poor and unsatisfactory performance, a penalty will be imposed on the recommendation of the CIRM Committee of the University, and the decision of the committee shall be final and binding on the Bidder/Agency. | |
| The University shall have authority to impose penalty on the recommendation of the committee, on any support personnel, on duty found under the influence of any drug or intoxicants or found guilty of misconduct and shall take such other action as may be required under the circumstances. | |
| The Bidder/Agency shall be responsible for repair/replacement to the satisfaction of the University to any loss or any damage to all structures and properties within the University premises due to fault and/or the negligence or willful acts or omission of the Bidder/Agency, their employees, agents, representatives or sub-Agencies., The Bidder/Agency shall make repair/replacement of the losses as assessed by the representative of CIRM, University of Kalyani. | |
| The Bidder/Agency shall be responsible for proper behavior of all the staff, deployed directly or indirectly by them. | |
| The Bidder/Agency may be to visit the University Campus, see the network infrastructure and make their own assessment before participating in the tender (if necessary) | |
| The Bidder/Agency must have at least 3 years of experience in maintaining the similar or higher network of the University/ Institute/Organization. Copy of work order should be attached. | |

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| The Bidder/Agency must comply with the relevant provisions related to Internet service as described in Information Technology Act 2000. | |
| The Bidder/Agency must have the office within 25km of the University | |

**Signature of the Bidder/Agency
(With Seal)**

ANNEXURE-C

PRICE BID FORMAT (To be prepared in Letter Head/Official Pad of the bidder)

| Sl. No. | Item | Duration | Basic Price of quoted In INR | GST @ 18% on Basic Price after Discount in INR | Total Cost including GST in INR |
|----------------|--|------------------|-------------------------------------|---|--|
| | Physical Maintenance of the University Campus Area Network (LAN & OFC & Running CCTV Systems) Non-Comprehensive | 06 Months | | | |

Signature of the Bidder/Agency with seal (if any)