

NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)
3, Major Arterial Road, New Town, Kolkata - 700 156

Memo No. 4396/NKDA-14017/6/2020-IT SEC(NKDA)-NKDA

Dated: 24/08/2020

Notice Inviting Quotation (N.I.Q) No: 10/NKDA/ADMN of 2020

Sealed quotations are invited from registered software firm/companies having experience for NAS/SAN Unified Storage Solution for any Govt. / Govt. undertaking organization.

Name of Work: Comprehensive Annual Maintenance of existing Network Attached Storage (NAS) device for New Town Kolkata Development Authority located at 03, MAR, New Town, Kolkata – 700 156

1. IMPORTANT DATES:

Last date of Application	:	09/09/2020 up to 2:00 PM
Date of Opening of Technical and Financial bid	:	09/09/2020 at 03:00 PM

2. ELIGIBILITY CRITERIA: -

- The bidder must experience of providing/ maintaining NAS backup solution in any Govt. / Govt. undertaking organization department least for the last 3 years.
- Turnover of bidder in last 3 years should be minimum 50 lakhs or above in aggregate and 20 lakhs or above in last financial year.
- The bidder should have the office in Kolkata having support staff for backup solution.

3. GENERAL CONDITIONS: -

- a. The interested firm /company may submit 3 (three) sealed separate envelopes respectively envelopes for “**Technical Bid**”, “**Financial Bid**” and “**EMD**” in a big outer sealed cover superscribed “**Quotation for NAS Solution for New Town Kolkata Development Authority located at 03, MAR, New Town, Kolkata – 700 156**”.
- b. Quotation received after due date / without separated sealed cover / without rate quoted both in figure and words in specified proforma will not be accepted.
- c. The bidder will have to submit EMD for 5,000/- (Rupees Five thousand only) in the shape of Demand draft with any Nationalized / Schedule Bank in favour of “**New Town Kolkata Development Authority**” payable at “**Kolkata**”. For the successful bidder EMD shall be retained with New Town Kolkata Development Authority till the security period is over. For unsuccessful bidder EMD will be refunded after completion of the all process. EMD will not be exempted in any case.
- d. The Security period is 01 (one) month from the date of completion of the maintenance period.
- e. Security deposit will be forfeited in full or part as may be decided by the Authority in case damage / losses of date by the Authority due to negligence on the part of Agency.
- f. Rate offered by the bidder should be inclusive of all costs and GST.
- g. **PAYMENT TERMS:**
 - Payment will be released in six half-yearly basis on submission of monthly Preventive maintenance report.
 - Payment of additional storage will be made on submission of bill with warranty certificate.

4. SCOPE OF WORK: -

Currently Network Attached Storage (NAS) device is running in NKDA servers where daily automatic backup taking place. The proposed maintenance will be as follows:

- a. Maintenance of existing NAS device for a period of 3(Three) years(In case of any device failure, the device should be replaced by a minimum 4 Way NAS Device.)
- b. Daily backup of data in the storage.
- c. Weekly Physical Validation of data storage.
- d. Restoration of data in case of any failure.
- e. Preventive maintenance:
Weekly preventive maintenance to be made by the selected agency for a period of three (03) years with following:
 - a. Health check-up to be taken for hardware.
 - b. Backup status, add /edit /delete of storage policy.
 - c. Monthly growth of date to be shown in the preventive maintenance sheet.
- f. Additional storage of 4 TB to be integrated with the existing NAS device.
- g. **Service Level Agreement (SLA) of NAS device as follows**

Conditions	Coverage Hours	Baseline Performance	Measurement and Reporting	Penalty
PORTAL APPLICATIONS & SERVICES				
Data Backup as per the Schedule	24 X 7 X 365	100%	Measure Daily Report Monthly/ Quarterly Using a Register counter signed by NKDA.	5% of the Quarterly value.
Performance of the Device	24 X 7 X 365	100%	Measure Daily Report Monthly/ Quarterly	5% of the Quarterly value.
Preventive Maintenance	24 X 7 X 365(Working Hours)	95%	Measure Weekly Report Monthly/ Quarterly Using a Register counter signed by NKDA.	5% of the Quarterly value.
Provide Backup Data during System Restore	24 X 7 X 365	0 Data Loss	Measure Daily Report Monthly/ Quarterly	Penalty of 100% that quarter and Security Deposit will forfeit.

5. Opening to Tender:

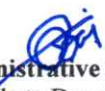
Tender shall be opened as per Date and Time Schedule. In case Tender opening date is declared HOLIDAY, Tender shall be received and opened on next working day at the same time specified in the NIQ (Notice Inviting Quotation).

- 6. The rate offer shall remain valid for 180 days from the date of opening of the tender.

7. Security Deposit:

The Earnest Money will be converted as Security Deposit for successful bidder. The Security Deposit will be refunded after successful completion of entire work.

8. The bidders are bound by the terms & conditions of NIQ document, scope of work etc. which forms a part and parcel of this contract.
9. The NKDA has right to accept /reject any of the Tender(s) without assigning any reason whatsoever and shall be final and binding.
10. Prospective applicants are advised to note carefully the eligibility criteria before bidder the bids.
11. Conditional / Incomplete bid will not be accepted under any circumstances.
12. Any Corrigendum, notification in connection to this NIQ will be published in the official website of New Town Kolkata Development Authority (www.nkdamar.org) will also be part of the NIQ. The applicants are requested to please follow the websites for such notifications, corrigendum etc.


Administrative Officer – I
New Town Kolkata Development Authority

Memo No. ⁴³⁹⁶/1(5)/NKDA-14017/6/2020-IT SEC(NKDA)-NKDA

Dated: ²⁴7/08/2020

Copy forwarded for information to:

1. The Finance Officer, New Town Kolkata Development Authority
2. PA to Hon'ble Chairman, NKDA, for kind perusal of Hon'ble Chairman.
3. PA to CEO, NKDA, for placing before CEO NKDA.
4. Office Notice Board, New Town Kolkata Development Authority for displaying
5. NKDA Official website (www.nkdamar.org)


Administrative Officer- I
New Town Kolkata Development Authority

Technical Bid (Company Letter Head)

1.	Name of the applicant firm /Company) :	
2.	Address of the Registered Office :	
3.	Office for correspondence: Contact person's name Designation Address Fixed Phone No. & Mobile No. Fax No. E-mail ID	
4.	Experience for providing NAS backup solution in any Govt. /Govt. undertaking department least for the last 3 years.	
5.	Financial (for last 3 years)	
	Turnover (Rs. In lakhs)	
	Profit after Tax (Rs. Lakhs)	
6.	Detail of EMD of Rs. 10,000/-	Demand Draft No: Name of Issuing Bank Date issued:
7.	Stamp and sign of the NIQ in each page	

Date:

Signature :

Place:

Name :

Designation :

Company:

Seal of the Company :

Documentary Evidences : Stamp and sign of all documents Photocopy of all documents.

FINANCIAL BID

Annexure: B

To

The Administrative Officer – I
New Town Kolkata Development Authority

Name of Work: Financial Proposal Implementation maintenance of NAS solution for New Town Kolkata Development Authority located at 03, MAR, New Town, Kolkata – 700 156

SL No	Description of Work	Cost in Rs.	Cost in Word
1.	Cost for the Comprehensive Maintenance for ensuring running of entire solution for period of three years.		
2.	Cost for the Additional 4 TB Storage		
Total=			

This amount is valid for the whole period of the contract for the work.

Rate is inclusive of GST.

Yours Faithfully,

Signature

Name :

Designation :

Office Address :