

Notice Inviting Tenders for Purchase & Installation of Server and Storage System for Digitized Data

For and on behalf of the Governor of J&K, sealed tenders affixed with revenue stamp worth Rs.5/- are invited for supply of application server with storage system as per the specification mentioned below for storage & retrieval of digitized archival records of Archives, Archaeology & Museums, J&K Government housed at SAR Srinagar, SAR Jammu, SAR Leh, which should reach the office of the Director, Archives, Archaeology & Museums, Mubarak Mandi Old Sectt. Jammu within a period of 15- days after the date of publication of this tender notice.

An Earnest Money of Rs.25,000-00 (Rupees Twentyfive Thousands Only) in the shape of CDR pledged in favour of "Director, Archives, Archaeology & Museums (J&K)" payable at Jammu should be attached with the tender document.

Location for installation of Server:

Directorate of Archives Archaeology and Museum Lalmandi Srinagar.

Specification

HARDWARE CONFIGURATION FOR SERVER, STORAGE AND UPS

- 5 KVA Online UPS Systems with 120 minute battery backup on full load (0.8 PF) with 3 yr warranty & 2 yr on battery
- Four Processor Rack Server (RS-4P): Rack server having four nos. of eight core or higher 64-bit X86 processor, associated chipset, 512 GB DDR-III 1333MHz or higher memory with ECC expandable up to 1 TB, integrated graphic controller, SAS Controller with RAID 0,1 & 5 support, Six ports (4x10Gbps & 2x1 GBPS) Ethernet, Dual port HBA 8 GBPS with two nos. of LC to LC cables, 4 x 300GB SAS hot swap HDD (15K rpm or higher), DVD ROM drive, Certification for Windows & Linux OS, Server Chassis (Max. 4U) with redundant hot swap power supply with five hot swap drive bays for HDD, Three years warranty.
- Minimum Eight Ports or higher SAS RAID controller Card with minimum 1 GB buffer Memory with battery backup and having support for Raid level 0, 1 & 5.
- Rack mountable (1U) 8 Port KVM Switch supporting PS/2 /USB interface for keyboard & mouse with OSD, cables and accessories to connect all ports
- Rack mountable (1U) Keyboard, Mouse with foldable 17" TFT Monitor
- Optical fibre multimode cable 15 metre LC to LC
- Two port 10/100/1000 Mbps Server Ethernet Card
- OEM (Quoted Server Make) 42U rack with following specifications. Should be with solid grounding kit to carry heavy static load up to 900kg. Cabinet should be power coated. Rear & front door should be perforated (minimum 50%) to allow an efficient airflow into the components installed in the rack. Side panels should be open able type with slam latches. Equipped with dual power sourced modular redundant power distribution unit, occupying Zero rack space. Each PDU should have minimum 12 No. of Industry standard IEC type redundant power sockets along with power cables. PDU should be in modules so that standard cable available with equipment can be connected PDU socket.
- Direct attached storage with 12 x 600GB SAS HDD (10K RPM or higher, scalable to 20TB capacity using SAS drive along with all required hardware device, required licenses, interface cable & driver software to connect the DAS with host system. Unit should have minimum two 4Gbps or higher FC front end host ports for server connectivity
- Additional disk array for DAS with minimum 12 x 600GB Hot Swap SAS HDD (10K RPM or higher) along with all required hardware device & interface cable etc. for capacity enhancement.
- Racks as per requirement of Batteries and others.
- Battery 65 AH

Eligibility Criteria

The interested firm shall have the experience of successful installation of Server in any Government department/institution. The firm shall have to give the details of the infrastructure and technical experience of the organization.

- i). Tenderers are advised to study the tender Documents carefully. Submission of the Technical and Financial Bid shall be deemed to have been done after careful study and examination of all instructions, terms and conditions and requirement specifications in the tender document with full understanding of its implications. Offers not complying with all the given clauses in this tender document are liable to be rejected. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the tender's risk and may result in the rejection of the bid.
- ii). Orders will be placed with the successful firm after signing of Job agreement with the Department of Archives, Archaeology & Museums (J&K). The job order will be valid for a period of 30-days.

The last date for submission of tenders is 15-days from the date of its publication upto 4:00 pm. The tenderers without earnest money shall be rejected. The tenders submitted thereafter shall not be accepted. The financial bid of only those firms shall be opened who qualify the stage of evaluation of Technical bid.

Submission Details:

The tender document can be had from the office of the Director, Archives, Archaeology & Museums, Mubarak Mandi Old Sectt. Jammu against payment of Rs.500=00 or it can be downloaded from www.jkarchives.nic.in and the cost of tender Rs.500=00 be attached with the offer in separate cover superscripted "Cost of Tender Document". The tenders comprising of four separate sealed covers (Cost of Tender Document, Earnest Money, Technical Bid and Financial Bid) be submitted in one sealed cover clearly marked on as "Tenders for Purchase & Installation of Server and Storage System for Digitized Data Records of J&K" and addressed to Director, Archives, Archaeology & Museums Mubarak Mandi, Old Sectt. Jammu (J&K), Tel/Fax No: 0191-2578834.

S/d
(M.S Zahid)
D I R E C T O R

SECTION B: BACKGROUND & SCOPE OF WORK

1. Introduction and Background

The Jammu and Kashmir State Archives Repository was established in the year 1928 AD which is presently under the control of Department of Culture (J&K). It contains archival records of correspondence and official records/files.

Objectives

- To upload the digitized archival records of SAR Srinagar, SAR Jammu and SAR Leh on server for easy access of Scholars
- To avoid wear and tear of paper
- To archive the material in electronic media.
- To make the material available to potential users for research.

2. Scope of the Project

Department of Archives, Archaeology and Museums (J&K) intends to preserve/conservate the archival records/manuscripts by converting the same into digital format, indexing these by means of meta-tagging, storage on servers and backup media and its retrieval by means of retrieval software enabling each, query and printing.

The specification of the requirements is as follows:

STORAGE

- I. 5 KVA Online UPS Systems with 120 minute battery backup on full load (0.8 PF) with 3 yr warranty & 2 yr on battery
- II. Four Processor Rack Server (RS-4P): Rack server having four nos. of eight core or higher 64-bit X86 processor, associated chipset, 512 GB DDR-III 1333MHz or higher memory with ECC expandable up to 1 TB, integrated graphic controller, SAS Controller with RAID 0,1 & 5 support, Six ports (4x10Gbps & 2x1 GBPS) Ethernet, Dual port HBA 8 GBPS with two nos. of LC to LC cables, 4 x 300GB SAS hot swap HDD (15K rpm or higher), DVD ROM drive, Certification for Windows & Linux OS, Server Chassis (Max. 4U) with redundant hot swap power supply with five hot swap drive bays for HDD, Three years warranty.
- III. Minimum Eight Ports or higher SAS RAID controller Card with minimum 1 GB buffer Memory with battery backup and having support for Raid level 0, 1 & 5.
- IV. Rack mountable (1U) 8 Port KVM Switch supporting PS/2 /USB interface for keyboard & mouse with OSD, cables and accessories to connect all ports
- V. Rack mountable (1U) Keyboard, Mouse with foldable 17" TFT Monitor
- VI. Optical fibre multimode cable 15 metre LC to LC
- VII. Two port 10/100/1000 Mbps Server Ethernet Card
- VIII. OEM (Quoted Server Make) 42U rack with following specifications. Should be with solid grounding kit to carry heavy static load up to 900kg. Cabinet should be power coated. Rear & front door should be perforated (minimum 50%) to allow an efficient airflow into the components installed in the rack. Side panels should be open able type with slam latches. Equipped with dual power sourced modular redundant power distribution unit, occupying Zero rack space. Each PDU should have minimum 12 No. of Industry standard IEC type redundant power sockets along with power cables. PDU should be in modules so that standard cable available with equipment can be connected PDU socket.
- IX. Direct attached storage with 12 x 600GB SAS HDD (10K RPM or higher, scalable to 20TB capacity using SAS drive along with all required hardware device, required licenses, interface cable & driver software to connect the DAS with host system. Unit should have minimum two 4Gbps or higher FC front end host ports for server connectivity
- X. Additional disk array for DAS with minimum 12 x 600GB Hot Swap SAS HDD (10K RPM or higher) along with all required hardware device & interface cable etc. for capacity enhancement.
- XI. Racks as per requirement of Batteries and others.
- XII. Battery 64 AH

Requirement of Specified companies for:

| | | |
|---------|---|-----------------------------|
| UPS | : | APC / MICROTAC / LUMINIOUS/ |
| BATTERY | : | 64 AH (Branded) |
| RACKS | : | REGISTERD QUALIFY |
| SERVER | : | HP, DEL. LENOVO, CISCO |

SECTION C: Terms and Conditions

The bid document containing the details may be obtained from the office of the Department of Archives, Archaeology & Museums, (J&K) Panjtherithi Jammu on payment of non-refundable bid fees of Rs.500/- in the form of DD/Cheque in favour of "Director, Archives, Archaeology & Museums" payable at Jammu per set on any working day between 10:00 am and 4:00 pm from the date of publication of this notice. The Tender Document can also be downloaded from www.jkarchives.nic.in. The cost of the document in the shape of DD shall be accompanied with the bid offer in separate cover.

1. Eligibility Criteria/ Pre-Qualification.

The tenderers must fulfill the following pre-qualification conditions. Technical bid of tenderers fulfilling the pre-qualification conditions will only be evaluated by the duly constituted technical evaluation committee. Bid of tenders not fulfilling the pre-qualification conditions given below will be rejected.

- a) Tenders shall not be accepted after stipulated date and time.
- b) The tenderer must have a PAN Number and the same should be furnished with the bid (enclose documentary proof).
- c) The Registration number of the firm along with the VAT/CST/LST/NO. allotted by the Authorities should be given in the tender bid.
- d) The tender should have experience of successful server at any Government Department/institution.
- e) Acceptance of penalty Clause.

2. Liability of the tenderer.

Bidders are advised to study the Bid Document carefully. Bids not complying with all the clauses in this tender document are liable to be rejected. Failure to furnish all the information required by the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the firm's risk and may result in the rejection of the bid.

3. Documents comprising the tender.

The Bids prepared by the firm shall comprise the following components:

- a) Information on the legal status of the firm/ institution.
- b) Work of similar nature performed in the past.
- c) A certificate from at least one client whose work has been satisfactorily undertaken by the firm/institution in the recent past.

4. Submission of Technical Bid:

- i. Bidders Letter (Annexure "A")
- ii. Bidders Particulars (Annexure "B")
- iii. Firm's Experience (Annexure "C").
- iv. Details of Server, Battery and Rack for successful installation of System (Annexure "D").
- v. Documentary proof for fulfillment of pre-qualification condition (Annexure "E").
- vi. Details of the Earnest Money Deposit (Annexure "F").

5. Submission of Financial Bid:

- a. Financial Bid comprising the following:
 - a. Bidders Letter (Annexure "G")
 - b. Details of the cost of Service offered (Annexure "H")
- b. Price should be submitted in the specified proforma (as per annexure G and H) the price quoted by the tenderers should be on a per unit basis including labour, installation of Server, Server, Battery Racks and other expenditures and all duties and taxes including service tax whatsoever payable for accomplishing the task.
- c. As per the specification period Server should be installed at AA&M Lalmandi Srinagar.

6. Bid Submission:

- a). The Bid must of
 - **Technical Bid.**
 - **Financial Bid.**
 - **EMD &**
 - **Cost of tender document.**
- a) The offer must be submitted in four separate sealed covers put in one sealed outer cover and superscripted "Tender for Digitization of Records". The inner covers should be superscripted as under and should be sealed separately.
 1. **"Technical Bid"**
 2. **"Financial Bid"**
 3. **"Earnest Money"**
 4. **"Cost of tender Document"**

(Please note that prices should not be indicated in the Technical Bid, if mentioned bid will be rejected).

- c). The outer cover in which these three sealed covers are placed should be addressed to:-
THE DIRECTOR, DEPARTMENT OF ARCHIVES, ARCHAEOLOGY & MUSEUM (J&K) Mubarak Mandi Old Sectt. Jammu.
- e). Incomplete or unsigned bids are liable to be rejected. All the covers thus prepared should also indicate clearly the name and address of the tenderer.

7. Last date for receipt & opening of the bids:

- a). The sealed tender must reach AA&M's office upto 4:00 pm within 15-days after the publication of this notice otherwise it will not be accepted. In the event of the specified date for the receipt of Bids being declared a holiday for the AA&M, the Bids will be received upto the appointed time on the next working day.
- b). AA&M will open the Technical Bid of the tenderers through a designated committee, in the presence of the representatives of the tenderers who choose to attend the same.

8. Procedure for opening the Tender:

- i. Envelopes containing EMD and cost of tender document will be opened in the presence of tenderers whose one representative will be allowed to attend the Tender opening.
- ii. Technical Bids will be opened only of those tenderers whose EMD amount and cost of tender is found in order.

9. Evaluation of Bids:

- a). The Bid Evaluation process would consist of two stages. In stage I, the Technical Bids would be evaluated against pre-defined criteria for judging the technical capabilities and experience of each bidder. Marks out of 100 would be awarded to each bidder and only such bidders as obtain 70% or above would be deemed to have qualified this stage. In Stage II, the Financial Bids of only those bidders who qualify Stage I would be opened. However, the marks obtained by a bidder in Stage I are solely meant to determine their eligibility for Stage II and these would in no case be considered for awarding the contract. The breakup of maximum marks to be awarded during evaluation of Technical Bids is as follows:

| | |
|---|------------|
| Project Methodology to be Adopted | = 15 Marks |
| Experience of having carried out similar projects | = 25 Marks |
| Quality of Server provided | = 25 Marks |
| Quality of Batter and its life | = 20 Marks |
| Space consumption/racking system | = 15 Marks |

- b). An "Expert Committee" for Bid evaluation shall undertake the scrutiny of the technical bids to determine whether the Bid is complete in all respects and conforms to the terms and conditions substantially responsive to the bidding document.
- c). The Expert Committee for bid evaluation shall follow objective criteria for evaluation of technical bids to assess the prior similar project experience, financial and logistic capacity and proposed work plan. All parties scoring above minimum specified threshold will be treated as technically qualified. The decision of the Expert Committee for bid evaluation in this regard shall be final.
- d). The Expert Committee in the presence of technically qualified bidders or their representatives who choose to be present shall open the price bids. The technically qualified bidder's representatives, who are present at the time of opening of the price bids, shall sign a register evidencing their attendance.
- e). AA&M further reserves the right to accept or reject any or all Bids, at any time prior to the awarding of the order, without assigning any reason whatsoever and without thereby incurring any liability to affect bidder or bidders due to such an action taken by AA&M
- f). The decision of AA&M arrived at as above will be final and no representation of any kind will entertained on the above.
- g). AA&M shall however not bind itself to accept the lowest and/or any bid and reserves the right to accept and/ or reject any bid, wholly or in part.
- h). Date of opening of the price bids will be duly notified to the bidders.

10. Awarding of the Contract:

- a). Orders will be placed on the finally selected tenderer. The allotment will be valid for a period of 30-days in the from the date of supply order.
- b). The supplier shall upload all the Digitized Archival Records in Server with full assistance of representative from M/s Kinsey Bro (Digitization party of the department).
- c). The supplier should have to certified that all the digitized records are safely uploaded on server.

11. Security Deposit:

- a). In case of tenderers whose tender are not considered for placing the order or whose bids are rejected by the Committee the Earnest Money deposit will be refundable without any interest after whole process of selection is complete.
- b). In case of tenderers whose tenders are accepted for placing the order, the Earnest Money Deposit will be kept as the Security Deposit till the validity of the allotment.
- c). If at the time of Bid submission, wrong information is submitted or any material information is concealed by the tenderers, his earnest Money Deposit shall be forfeited.

- d). if the successful tenderer is not able to complete the work in its totality within the specified period and fulfill its obligations as specified under the contract, the EMD deposit shall be forfeited in full.
- e). No interest will be payable for the Earnest Money Deposit and the security Deposit.

12. Payment Terms:

- a). Payment shall be subject to deduction of any amount for which the allotted is liable under the agreement against the contract.
- b). Payment will be made on submission of invoice alongwith the proof of acceptance to all delivery locations as specified in the work done.

13. Quality Checks:

- a). AA&M shall form the work of Server as per the specification required and verify all the Digitized Records (CDs) provided by M/s Kinsey Bro. New Delhi are fully uploaded.

14. Arbitration:-

AA&M and the firm shall make every effort to resolve amicably by direct negotiation any disagreement or dispute arising between them under or in connection with the work order. If any dispute shall arise between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any matters the decision of which is specially provided for by the general or the special conditions, such dispute shall be referred to Secretary to Govt. Culture Department, (J&K) and his decision shall be final and binding on the both parties.

SECTION D: Proforma for submission of Technical Bids

(In accordance to the annexure mentioned)

1. Name of the Company (Annexure B)
2. Address of the Company (Annexure B)
3. Date of inception of the Company (Annexure B)
4. Firm Experience (Annexure C)
5. Number of similar work successfully undertaken in the past (with description of each work) (Annexure E)
6. Earnest Money of Rs.25,000/- (Twenty Five Thousand Only) in the form of CDR pledged in favour of "Director, Archives, Archaeology & Museums (J&K)"
7. All the pages in the technical and financial bid must bear the signature of the bidder.
8. A letter of authorization is necessary if any other person other than the tenderer or an employee of the tenderer attends.

Annexure "A"

Technical Bid

Bid Letter

The Director,
Department of Archives, Archaeology & Museums, (J&K),
Old Sectt. Mubarak Mandi Jammu

Subject:-Offer for providing of Server/ Storage System for Digitized Data

Sir,

The Undersigned, having read and examined in detail the specifications and all the tender documents do propose to provide the services as specified in the tender document. Our offices are equipped with adequate and latest technology hardware/software. All the prices mentioned in our offer are in accordance with the terms and conditions specified in the tender documents. All the prices and other terms and condition of this offer are valid for a period of 30 calendar days from the opening of the bids. We are an Indian firm and do hereby confirm that our tendered prices are all inclusive. We have carefully read and understood the terms and conditions of the contract applicable to the tender and we do hereby undertake to provide the services as per these terms and conditions.

We enclose herewith the complete technical Bid as required by you. This includes:-

- i. Bidders Particulars (Annexure "B")
- ii. Firm's Experience(Annexure "C").
- iii. Details of Server, Battery and Rack for successful installation of System (Annexure "D").
- iv. Documentary proof for fulfillment of pre-qualification condition(Annexure "E").
- v. Details of the Earnest Money Deposit (Annexure "F").

Certified that we are:

A sole proprietor firm and the person signing the tender is the sole proprietor/constituted attorney of the sole proprietor

Or

A partnership firm and the person signing the tender is the signing authority and he/she has the authority to refer to arbitration disputes concerning the business of the partnership by the virtue of the partnership agreement/by virtue of general power of attorney

Or

A company and the person signing the tender is the constituted attorney.

Or

A consortium of companies with the primary party designated in Annexure A and the person signing the tender is the constituted attorney or authorized signatory of the primary party

Note: delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the tender document.

We do undertake that, until a formal contract is prepared and executed, this bid, together with your acceptance thereof, the tender document and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

Signature:
Full Address:
Telephone No:
Details of Enclosures:
Fax No:
Company Seal

Annexure "B"

Technical Bid

Bidders Particulars

1. Name of tenderer:
2. Date of Establishment of the firm:
3. Address of the tenderer:

Telephone:
Fax:
Email:
4. Name and Address of the officer to whom all references shall be made regarding this tender

Phone:
Fax:
E-mail:

Annexure "C"
Technical Bid
Firm's Experience

Client's details where Server had been installed:

Name and Address of Client:

Type of Client

Place(s) of service

Type of Image uploaded on server:

Duration

Approximate value of Service
(in Indian Rupees)

Details of Hardware used:

Any special feature of the project which the firm may like to specify

Name, Title and contract details of the contract at Client location

Tenderers signature, Name, designation & Company Seal

Note:

1. Separate sheets for each client to be enclosed.

Annexure "E"

Technical Bid

Documentary Proof for Fulfillment of Pre-Qualification Conditions

(Please attach separate sheets if required. The Authorized signatory representing the tenderer should duly attest the attached photocopies of the supporting document)

Annexure "F"
Technical Bid
Earnest Money Deposit Details

(Please give the details of the Earnest Money)

Annexure "G"

Financial Bid

Bid Letter

The Director,
Department of Archives, Archaeology & Museums (J&K),
Mubarak Mandi Old Sectt Jammu (J&K)

Dear Sir,

We declare

That we have equipped with adequate hardware/software and other facilities for providing services as required by your tender. Our establishment is open for inspection by the representatives of Department of Archives, Archaeology & Museums (J&K)

We hereby officer to provide specified Server, Battery & Racks all the prices and rates mentioned in the Financial Bid in Annxe "H"

We do hereby undertake that,

In the event of acceptance of our bid, the server shall be installed within specified period and all digitized work will be uploaded. The prices quoted are inclusive of all charges, travelling, Server, Battery, Racks, Manpower Installation charges etc.

We enclose herewith the complete Commercial Bid as required by you. This includes:

1. Bid Letter
2. Details of Cost of Services offered (Annexure "H")

We agree to abide by our offer for the period of 30-days from the date fixed for opening of the tenders and that we shall remain bound by a communication within that time.

We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake for full installation of server for retrial of digitized archival records.

Certified that we are:

A sole proprietor firm and the person signing the tender is the sole proprietor/ constituted attorney of the sole proprietor

Or

A partnership firm and the person signing the tender is the signing authority and he/she has the authority to refer arbitration disputes concerning the business of the partnership by the virtue of the partnership agreement/by virtue of general power of attorney.

Or

A company and the person signing the tender is the constituted attorney.

Note: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the tender document.

We do undertake that, until a formal contract is prepared and executed, this bid, together with your acceptance thereof, the tender document and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

Signature of Firm:

Full Address:

Telephone No:

Details of Enclosures:

Fax No:

Company Seal:

Annexure "H"

Financial Bid

Details of Cost

Price Bid for Installation of Server at Directorate of Archives Archaeology and Museums at Lalmandi Srinagar:

| | | | |
|------|--|---|-------|
| i) | Cost of Server (HP / DEL / LENOVO) | : | Rs. |
| ii) | Cost of UPS (APC, MICROTAC/LUMINIOUS) | : | Rs. |
| iii) | Battery 16AH | : | |
| iv) | Racks (Registered Company) | : | Rs. |
| | | | _____ |
| | TOTAL BID OFFERED | : | |

Rate in Rupees per page: