

# REQUEST FOR PROPOSAL

For

## Selection for firms for “Storage Data Migration” of Odisha Secretariat Workflow Automation System (OSWAS)

Tender Reference Number: OCAC-SEGP-INFRA-0007-2017-20047



### **ODISHA COMPUTER APPLICATION CENTRE**

[TECHNICAL DIRECTORATE OF E&IT DEPARTMENT, GOVERNMENT OF ODISHA]

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## 1. Fact Sheet

This **Fact Sheet** comprising of important factual data on the tender is for quick reference of the bidder.

Clause Reference	Topic
Section 5.3.2	RFP can be Downloaded from <a href="http://www.odisha.gov.in">www.odisha.gov.in</a> or <a href="http://www.ocac.in">www.ocac.in</a> . The bidders are required to submit the Bid Processing Fee of ₹240 (including GST of 12%) in shape of Demand Draft in favour of Odisha Computer Application Centre and payable at Bhubaneswar from any of the scheduled commercial banks along with the Proposal (General Bid).
Section 5.3.3	The bidder is required to submit Earnest Money Deposit amounting to 50,000/- in shape of Demand Draft in favour of Odisha Computer Application Centre, Bhubaneswar or Bank Guarantee issued from any of the Scheduled Banks as per the format placed at Clause no 9.7 along with the General Bid.
Section 5.3.4	Bidders must submit a soft copy of the Prequalification & Technical Proposal in a non-editable CD along with original copy. However, one original copy of the Commercial Proposal (only hard copy) is to be submitted.
Section 5.4.3	The proposal submission address is: General Manager (Admin) Odisha Computer Application Centre, N-1/7-D, Acharya Vihar Square, P.O.- RRL, Bhubaneswar – 751013, Tel: 0674-2567280/ 2567064/ 2567295, Fax: +91-674-2567842, Proposals must be submitted on or before 22.12.2020 by 12 Noon  <b>Contact Person</b> General Manager (Admin), e-Mail: <a href="mailto:gm_ocac@ocac.in">gm_ocac@ocac.in</a> / <a href="mailto:subrat.mohanty@ocac.in">subrat.mohanty@ocac.in</a>
Section 6	Least Cost Selection (LCS) i.e. L1 method shall be used to select Service Provider. The bidder is required to submit the bids General (Pre-qualification), Technical & Financial bid in three separate sealed envelopes which are, in turn, to be put in an outer sealed envelope. Technical bid of those bidders who qualify in General Bid shall be opened. Financial bid of those bidders who qualify in Technical Bid shall be opened. The bidder quoted lowest in Grand total will be declared as L1 and would be awarded the work.
Section 5.4.7	Proposals/ Bids must remain valid 180 days from the date of opening of Commercial Bid.
Section 8	This activity/project includes deliverables relating to Data Migration and other technical documents

Section 8.2	Duration of the activity: 15 Days
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## **2. Request for Proposal**

Sealed proposals are invited from eligible, reputed, qualified firm's/service provider for "Storage Data Migration" of Odisha Secretariat Workflow Automation System (OSWAS) as detailed out in the Terms of Reference under Section 8 of this RFP Document. This invitation to bid is open to all Bidders meeting the minimum eligibility criteria as mentioned in Section 6.1 of this RFP Document.

## **3. Structure of the RFP**

This Request for Proposal (RFP) document for selection of firm's/service provider for "Storage Data Migration" of OSWAS comprises of the following:

Instructions on the Bid process for the purpose of responding to this RFP. This broadly covers:

- a. General instructions for bidding process
- b. Bid evaluation process including the parameters for Pre-Qualification, Technical Evaluation and Commercial Evaluation for determining bidder's suitability.
- c. Commercial bid and other formats

Terms of Reference of the project. The contents of the document broadly cover the following areas:

- a. About the project and its objectives
- b. Scope of Work
- c. Deliverables
- d. Payment Terms

The bidder is expected to respond to the requirements as completely and in as much relevant detail as possible and focus on demonstrating bidder's suitability to become the service provider. The bidders are expected to examine all instructions, forms, terms, project requirements and other information in the RFP documents. Failure to furnish all information required as mentioned in the RFP documents or submission of a proposal not substantially responsive to the RFP.

## 4. Background Information

### 4.1. Basic Information

- 4.1.1. OCAC on behalf of E&IT Department, Government of Odisha invites responses (“Tenders”) to this Request for Proposals (“RFP”) from eligible, reputed, qualified firms for “Storage Data Migration” of OSWAS as detailed out in the Terms of Reference under Section 8 of this RFP Document.
- 4.1.2. Proposals must be received not later than time, date and venue mentioned in the Fact Sheet. Proposals that are received late will not be considered in this procurement process.
- 4.1.3. OCAC will award the Contract to the successful bidder whose proposal has been determined as the best value proposal based on Technical and Financial evaluation criteria and accepted by the Tender Accepting Authority.

### 4.2. About the Department

The Department of Electronics & Information Technology is the Nodal Department for Government of Odisha in the matters of IT, ITES and Communication. And Odisha Computer Application Centre (OCAC), the Technical Directorate of Electronics & Information Technology Department, Government of Odisha, has evolved through years as a centre of excellence in IT solutions and e-Governance. It has contributed significantly to the steady growth of IT in the state. It helps IT to reach the common citizen so as to narrow down the Digital Divide and widespread applications of IT in establishing a system where the citizens are receiving good governance in addition to ensuring speed of decisions from a transparent Government through an effective e-Governance System.

### 4.3. Objective

Storage Data Migration of Odisha Secretariat Workflow Automation System (OSWAS).

#### Product detail for Migration:

**Source Array:** DellSC8000,

**Target Array:** HPE PRIMERA 650,

**Data Size for Migration:** Approximately 30TB, **Physical Host Count:** 7,

**Host OS:** RHEL 7, Windows Server 2016/2019

## 5. Instructions to the Bidders

### 5.1. General

- 5.1.1. While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, bidders must form their own conclusions about the solution needed to meet the requirements.

**5.1.2.** All information supplied by bidders may be treated as contractually binding on the bidders, on successful award of the assignment by OCAC on the basis of this RFP.

## **5.2. Compliant Proposals/ Completeness of Response**

**5.2.1.** Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

**5.2.2.** Failure to comply with the requirements set out in this RFP may render the Proposal noncompliant and the Proposal may be rejected. Bidders must:

- Include all documentation specified in this RFP.
- Follow the format of this RFP and respond to each element in the order as set out in this RFP.
- Comply with all requirements as set out within this RFP.

## **5.3. Key Requirements of the Bid**

### **5.3.1. Right to Terminate the Process**

- OCAC may terminate the RFP process at any time and without assigning any reason. OCAC makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- This RFP does not constitute an offer by OCAC. The bidder's participation in this process may result OCAC selecting the bidder to engage towards execution of the contract.

### **5.3.2. RFP Processing Fees**

RFP document can be downloaded from [www.ocac.in](http://www.ocac.in) or [www.odisha.gov.in](http://www.odisha.gov.in). The bidders are required to submit the Bid Processing Fee of ₹240/- (including GST of 12%) in shape of Demand Draft in favour of Odisha Computer Application Centre and payable at Bhubaneswar from any of the scheduled commercial banks along with the General Bid Proposal. Proposals received without or with inadequate RFP Document fees shall be rejected.

### **5.3.3. Earnest Money Deposit (EMD)**

- a. Bidders shall submit, along with their Bids, EMD of ₹50,000/- (Rupees Fifty Thousand only), in the shape of Demand Draft OR Bank Guarantee (in the format specified in Clause 9.7) issued by any scheduled bank in favour of Odisha Computer Application Centre, payable at Bhubaneswar, and should be valid for 90 days from the due date of the tender / RFP. The EMD should be submitted in the General Bid.
- b. EMD of all unsuccessful bidders would be refunded by OCAC within 60 days of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Bank Guarantee.

- c. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- d. The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.
- e. The EMD may be forfeited:
  - If a bidder withdraws its bid during the period of bid validity.
  - In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP.
  - If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures etc.
  - The Bidder being found to have indulged in any suppression of facts, furnishing of fraudulent statement, misconduct, or other dishonest or other ethically improper activity, in relation to this RFP
  - A Proposal contains deviations (except when provided in conformity with the RFP) conditional offers and partial offers.

#### **5.3.4. Submission of Proposals**

- a. The bidders should submit their responses as per the format given in this RFP in the following manner:
  - Response to Pre-Qualification Criteria: (1 Original in hard copy+ 1 CD) in first envelope
  - Technical Proposal: (1 Original in hard copy + 1 CD) in second envelope
  - Commercial Proposal: (1 Original in hard copy) in third envelope
- b. The Response to Pre-Qualification criterion, Technical Proposal and Commercial Proposal (as mentioned in previous paragraph) should be covered in separate sealed envelopes superscripting "Pre-Qualification Proposal", "Technical Proposal" and "Commercial Proposal" respectively.
- c. Please Note that Prices should not be indicated in the Pre-Qualification Proposal or Technical Proposal but should only be indicated in the Commercial Proposal.
- d. The three envelopes containing Pre-Qualification Proposal, Technical Proposal and Commercial Proposal should be put in another single sealed envelope clearly marked as "Response to RFP for Selection for firms "Storage Data Migration" of Odisha Secretariat Workflow Automation System (OSWAS) - RFP Ref No - OCAC-SEGP-INFRA-0007-2017-20047with the wordings "DO NOT OPEN BEFORE Dt:22.12.2020".
- e. The outer envelope thus prepared should also indicate clearly the name, address, telephone number, E-mail ID and fax number of the bidder to enable the Bid to be returned unopened in case it is declared "Late".
- f. All pages of the bid shall be initialled and stamped by the authorized person or persons who sign the bid.



- g. In case of any discrepancy observed by OCAC in the contents of the submitted original paper bid documents with respective copies, the information furnished on original paper bid document will prevail over others.
- h. Bidder must ensure that the information furnished by him in respective CDs is identical to that submitted by him in the original paper bid document. In case of any discrepancy observed by OCAC in the contents of the CDs and original paper bid documents, the information furnished on original paper bid document will prevail over the soft copy.

**5.4. Preparation and Submission of Proposal**

**5.4.1. Proposal Preparation Costs**

The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations, preparation of proposal, in providing any additional information required by OCAC to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. OCAC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**5.4.2. Language**

The Proposal should be filled by the Bidder in English language only.

**5.4.3. Venue & Deadline for Submission of Proposals**

<b>Addressed To</b>	<p>The proposal submission address is:            General Manager (Admin)            Odisha Computer Application Centre,            N-1/7-D, Acharya Vihar Square, P.O.- RRL, Bhubaneswar – 751013,            Tel: 0674-2567280/ 2567064/ 2567295, Fax: +91-674-2567842,            Proposals must be submitted on or before 22.12.2020,12 Noon</p> <p><b>Contact Person</b>            General Manager (Admin),            e-Mail: <a href="mailto:gm_ocac@ocac.in">gm_ocac@ocac.in</a> / <a href="mailto:subrat.mohanty@ocac.in">subrat.mohanty@ocac.in</a></p>
<b>Last Date &amp; Time of Submission</b>	22.12.2020 by 12 Noon

**5.4.4. Late Bids**

- a. Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.
- b. The bids submitted by telex/ telegram/ fax/ e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- c. OCAC shall not be responsible for any postal delay or non-receipt/ non delivery of the documents. No further correspondence on the subject will be entertained. It is

the responsibility of the bidder to ensure that its bid/proposal is received by OCAC within the prescribed timeline.

- d. OCAC reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

#### **5.4.5. Evaluation Process**

- a. OCAC will constitute a Proposal Evaluation Committee to evaluate the responses of the bidders.
- b. The Proposal Evaluation Committee constituted by OCAC shall evaluate the responses to the RFP and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection of the bid.
- c. The decision of the Proposal Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- d. The Proposal Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their proposals, if required.
- e. The Proposal Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.
- f. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.

#### **5.4.6. Tender Opening**

The Proposals submitted up to 22.12.2020 by 12 Noon will be opened on 22.12.2020 at 12.30 PM by Proposal Evaluation Committee, in presence of those Bidders or their representatives who may be authorized by the bidder to be present at the time of opening. The representatives of the bidders should be advised to carry the identity card or a letter of authority from the tendering firms to be identified as bona-fide for attending the opening of the proposal.

#### **5.4.7. Tender Validity**

The offer submitted by the Bidders should be valid for minimum period of 180 days from the date of submission of Tender. However, validity of the price bid of selected bidder (except hardware & system software) will be 5 years from the date of agreement.

#### **5.4.8. Deviations**

OCAC have the right to accept or reject any deviation(s) furnished by the bidder. The decision of OCAC in such case is final.

#### **5.4.9. Tender Evaluation**

- a. Initial Bid scrutiny will be held and incomplete details as given below will be treated as nonresponsive if Proposals:
  - are not submitted as specified in the RFP document
  - received without the Letter of Authorization (Power of Attorney)
  - are found with suppression of details

- with incomplete information, subjective, conditional offers and partial offers submitted
- submitted without the documents requested in the checklist
- with lesser validity period

b. All responsive Bids will be considered for further processing as below:

OCAC will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by a Committee according to the Evaluation process defined in this RFP document. The decision of the Committee will be final in this regard.

## **6. Criteria for Evaluation**

Tenders for this contract will be assessed in accordance with Least Cost Selection (LCS i.e. L1) system i.e. the bidder who have quoted lowest total quote (i.e. Lowest quote in Grand Total column in Commercial bid) will be awarded the work. All bids will primarily be evaluated on the basis of Prequalification Criteria. The Proposal Evaluation Committee will carry out a detailed evaluation of the Proposals, only those who qualify all the Prequalification criteria, in order to determine whether the technical aspects are in accordance with the requirements set forth in the RFP Documents. In order to reach such a determination, the Proposal Evaluation Committee will examine and compare the technical aspect of the Proposals on the basis of information provided by the bidder, taking into account the following factors:

- Overall completeness and compliance with the requirement.
- Proposed work-plan and methodology to demonstrate that the bidder will achieve performance standards within the time frame described in RFP documents.
- Any other relevant factors, if any, listed in RFP document or the OCAC deems necessary or prudent to take into consideration

In order to facilitate the technical proposal evaluation, the technical criteria laid down along with the assigned weights have been presented in subsequent section. Bidders complies to the technical criteria prescribed in scope of work will only be considered for further financial bid evaluation. Bids of Tenders which don't complies to the technical requirement will be considered technically non-responsive and hence debarred from being considered for financial evaluation.

### 6.1. Prequalification Criteria (General Bid)

Following criteria are prescribed as pre-qualification criteria for the Bidder interested in undertaking the project. Consortium is not allowed. Technical Bids of only the successful pre-qualifiers will be opened for evaluation.

Sl#	Basic Requirement	Specific Requirements	Documents Required
1.	Legal Entity	<p>i. The bidder should be a Company registered under the Companies Act, 1956 / Proprietary Firm / Partnership Firm.</p> <p>ii. The company offices must be Registered in Odisha, with Valid GST No and having PAN, &amp; IT Return up to 31<sup>st</sup> March 2020.</p>	<p>i. Certificates of incorporation</p> <p>ii. Registration Certificates, PAN copy &amp; other necessary supporting documents</p>
2.	Average Sales Turnover in Hardware Sales & Maintenance services	Annual average Turnover Minimum of <b>Rs. 1 Crores</b> generated from IT Hardware supply and associated maintenance services during any last three Financial years i.e : FY 2019-20, FY 2018-19, and FY 2017-18.	Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor
3.	Net Worth	The net worth of the bidder in the three financial years should be positive. i.e FY 2019-20, FY 2018-19 and FY 2017-18.	CA Certificate with CA's Registration Number / Seal indicating net worth of the firm
4.	Technical Capability	Bidder must have successfully undertaken at least two Projects of storage supply, installation and 30TB Data migration where the end client is Government Department/PSU in Odisha/India during the last five financial years i.e. 2015-16, 2016-17, 2017-18, 2018-19 & 2019-20. Each project value should be 2 Crore or more.	Technical Capability: Work order along with Completion Certificates
5.	Quality Certifications	ISO 9001:2015, ISO 27001:2013, ISO 14001:2015, ISO 20000-1:2011, CMMI Level 3 SVC	Copy of certificate
6.	Blacklisting	The bidder must not have been blacklisted by any Department of Government of Odisha or Government of India. The bidder must also disclose full details of any blacklisting by Central or State PSUs /Undertakings /Autonomous Organizations or under a declaration of ineligibility for corrupt or fraudulent practices in last two years 'as on' 31/01/2020.	A Self Certified letter by an authorized signatory.
7.	OEM	The Bidder must submit authorization from	In OEM letter head

Sl#	Basic Requirement	Specific Requirements	Documents Required
	Authorization	OEM for undertaking this activity	
8.	Fees	i. The Bidder must have submitted Rs. 2240/- (including 12% GST) towards the Bid Processing fee. ii. The Bidder must have furnished the EMD of Rs.50,000/- ( Rupees Fifty Thousand only).	i. Demand Draft ii. Demand Draft / Bank Guarantee (As per Form – 9.7)

## 6.2. Technical Evaluation Criteria

The bidders will be invited for the Technical Presentation before the Technical Evaluation Committee. The Technical Presentation should be informative and should clearly describe the course of action and procedures. Hence, the bidder should prepare the presentation after thoroughly studying the existing system and scope of work.

SL#	Content	Mark 10 each
1	Overall completeness and compliance with the requirement. (Mark - 10)	
2	Proposed work-plan to demonstrate that the bidder will achieve performance standards within the time frame described in RFP document. (Mark - 10)	
3	Work experience on "Storage Data Migration" (Mark - 10)	
4	Tools/Methodologies to be used (Mark - 10)	
5	Overall Approach and methodology for this work (Mark - 10)	
Total		

Minimum Qualification Mark: 40

- a. The commercial bids of only the technically qualified bidders will be opened for further processing.

### **6.3. Evaluation of Financial Bid**

- a. The Financial Bids of the technically qualified bidders will be opened on the prescribed date in the presence of bidders' representatives.
- b. The bid with lowest Financial (L1) i.e. "lowest price quoted" in Grand total will be considered as the Successful bid i.e. Lowest Bid (L1 Bid)
- c. Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- d. The bid price will be inclusive of all taxes and levies and shall be in Indian Rupees.
- e. Any conditional bid would be rejected.
- f. Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".

## **7. Appointment of Firm / Service Provider**

### **7.1. Award Criteria**

OCAC will award the Contract to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bid as per the process outlined above.

### **7.2. Right to Accept Any Proposal and to Reject Any or All Proposal(s)**

OCAC reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for such action.

### **7.3. Failure to Agree with the Terms and Conditions of the RFP**

Failure of the successful bidder to agree with the Terms & Conditions of the RFP and the Proposal submitted by the successful bidder, despite the deviations submitted by the Bidder are adequately considered and mutually agreed, shall constitute sufficient grounds for the annulment of the award, in which event OCAC may award the contract to the next best value bidder or call for new proposals from the interested bidders. In such a case, the OCAC shall invoke the PBG or the EMD as the case may be, of the most responsive bidder.

### **7.4. Performance Guarantee**

The bidder may provide a Performance Bank Guarantee, for a value equivalent to 10% of the total cost of ownership i.e. total order value excluding taxes. The Performance Guarantee should be valid for a period of 6 months . The Format of Performance Bank Guarantee is provided at Clause 9.7. The selected bidder shall be responsible for extending the validity date and claim period of the Performance

Guarantee as and when it is due on account of non-completion of the project period. In case the selected bidder fails to submit performance guarantee within the time stipulated, the OCAC at its discretion may cancel the order placed on the selected bidder after giving prior written notice to rectify the same. OCAC shall invoke the performance guarantee in case the selected bidder fails to discharge their contractual obligations during the period or OCAC incurs any damages due to bidder's negligence in carrying out the project implementation as per the agreed terms & conditions.

## 8. Terms of Reference

### 8.1. Scope of Work

- Storage Data Migration from “Source Array: DellSC8000” to “Target Array: HPE PRIMERA 650”
- Necessary configuration for Data access at the Server end from storage
- Data Migration to be performed by the bidder shall be preceded by the following:
  - Understand the requirements and targets.
  - Collect current storage environment information.
  - Submission of an appropriate Data Cleaning, Data Migration Strategy & Methodology.
  - Submission of a Risk Management and Mitigation/Rollback Plan.

All these documents/strategies which is prepared by the Bidder has to be approved by OCAC. The bidder should clearly define the data migration strategy in the technical bid.

- All care must be taken to log in each error and to perform necessary checks for successful migration.
- It is the ultimate responsibility of bidder to ensure that all the data sets as per agreed user requirements are migrated. Any issues identified by OCAC or any external agency(ies), during Data Quality Assessment and Review, after migration, shall be addressed by the selected bidder at no additional cost to OCAC.
- Data Migration should be carried out as per industry practice and all care must be taken to log in each error.
- Ensure minimum business downtime at the time of data cleaning and migration.
- OCAC will not provide any additional device, software or tool to perform the activity. The bidder has to bring their own tools to perform such activity.

### 8.2. Timeline, Deliverables & Penalty

SL#	Activity/ Deliverables	Timeline	Penalty for non-performance

1	<ul style="list-style-type: none"> <li>• Submission of a Data Cleaning, Data Migration Strategy &amp; Methodology.</li> <li>• Submission of a Risk Management and Mitigation/ Rollback Plan.</li> </ul>	Before Go-ahead for migration	NA
2	<ul style="list-style-type: none"> <li>• Storage Data Migration from “Source Array: DellSC8000” to “Target Array: HPE PRIMERA 650”</li> </ul>	Within 15 Days from the date of Go-ahead.	1.5% (of Total Cost) penalty for every week of delay up to 2 weeks after that 2% penalty per week. * Maximum Penalty applicable should not exceed 10% of total cost
3	<ul style="list-style-type: none"> <li>• Data Migration Logs.</li> <li>• Screenshots of Data Migration.</li> <li>• Test run 7 Days</li> </ul>	Before “User Acceptance” and sign off	

### 8.3. User Acceptance

- Post completion of the migration, OCAC or its authorized agency would verify the activity.

### 8.4. Payment Terms / Payment Mile Stones

- 70% of Total Cost of the activity would be paid after successful “User Acceptance”.
- The remaining 30% of the Total Cost of the activity would be paid after 3 months of successful running.
- Payment shall be made within 30 working days of the receipt of invoice along with supporting documents subject to penalties, if any.



## 9. Formats for Submission of Proposal

### 9.1. Self-Declaration: Not Blacklisted (in company letterhead)

To

The General Manager (Admin)  
Odisha Computer Application Centre  
(Technical Directorate of I.T. Dep't, Govt. of Odisha)  
N-1/7-D, Acharya Vihar P.O. - RRL,  
Bhubaneswar – 751013

Sub: Self-Declaration (Not Blacklisted)

Sir

In response to the RFP Ref.No. OCAC-SEGP-INFRA-0007-2017-20047 for selection of firms/service provider for “Storage Data Migration” of OSWAS, as an owner/ partner/ Director of (organisation name)\_\_\_\_\_ I/ We hereby declare that presently our Company/ firm is not under declaration of ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Name of the Bidder: .....

Authorised Signatory: .....

Signature:

Seal:

Date:

Place:

## 9.2. Bidder's Authorisation Certificate in (Company letter head)

To

The General Manager (Admin)  
Odisha Computer Application Centre  
(Technical Directorate of I.T. Dep't, Govt. of Odisha)  
N-1/7-D, Acharya Vihar, P.O. - RRL,  
Bhubaneswar - 751013

Sub: RFP Ref.No. OCAC-SEGP-INFRA-0007-2017-20047 for selection of firm's/service provider for "Storage Data Migration" of OSWAS

Sir,

<Name>, <Designation> is hereby authorized to attend meetings & submit prequalification, technical & commercial information as may be required by you in the course of processing the above said Bid. S/He is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application. His contact mobile no is \_\_\_\_\_ and e-Mail id is \_\_\_\_\_. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: - Verified Signature:

Authorised Signatory: -

Seal of the Organization: -

Date:

Place:

**9.3. Manufacturers /Producers Authorization Form (to be submitted in OEM Letterhead)**

To

The General Manager (Admin)  
Odisha Computer Application Centre  
(Technical Directorate of I.T. Dep't, Govt. of Odisha)  
N-1/7-D, Acharya Vihar, P.O. - RRL,  
Bhubaneswar – 751013

Sub: OEM Authorization Letter for RFP Ref.No. OCAC-SEGP-INFRA-0007-2017-20047 for selection of firm's/service provider for "Storage Data Migration" of OSWAS

Sir,

We, who are established and reputable manufacturers / producers of \_\_\_\_\_ having factories / development facilities at (address of factory / facility) do hereby authorize M/s \_\_\_\_\_ (Name and address of Agent) to submit a Bid, and sign the contract with you against the above Bid Invitation.

We hereby extend our full guarantee and warranty for the Solution/ Products and services offered by the above firm against this Bid Invitation.

We duly authorize the said firm to act on our behalf in fulfilling all installations, Technical support and maintenance obligations required by the contract.

Yours faithfully,

Signature:

Seal:

Date:

Place:

#### **9.4. Technical Bid Cover Letter**

To

The General Manager (Admin)  
Odisha Computer Application Centre  
(Technical Directorate of I.T. Dep't, Govt. of Odisha)  
N-1/7-D, Acharya Vihar, P.O. - RRL,  
Bhubaneswar – 751013

Subject: Proposal for the RFP Ref.No. OCAC-SEGP-INFRA-0007-2017-20047 for selection of firm's/service provider for "Storage Data Migration" of OSWAS

Dear Sir/Madam,

We, the undersigned, offer to provide solution to OCAC, for "Storage Data Migration" of OSWAS.

We are hereby submitting our Proposal, which includes the Pre-Qualification Bid, Technical bid and the Commercial Bid sealed in a separate envelope.

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the implementation services related to the assignment not later than the date indicated in the RFP Document.

We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for 180 days as stipulated in the RFP document.

We understand you are not bound to accept any Proposal you receive.

Yours faithfully,

Signature:

Seal:

Date:

Place:

## **9.5. Financial Bid Letter**

To

The General Manager (Admin)  
Odisha Computer Application Centre  
(Technical Directorate of I.T. Dep't, Govt. of Odisha)  
N-1/7-D, Acharya Vihar, P.O. - RRL,  
Bhubaneswar – 751013

Subject: Submission of the financial bid proposal for the RFP Ref.No. OCAC-SEGP-INFRA-0007-2017-20047 for selection of firm's/service provider for "Storage Data Migration" of OSWAS

Dear Sir/Madam,

We, the undersigned, offer to provide solution to OCAC, for "Storage Data Migration" of OSWAS and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of <<Amount in words and figures>> inclusive of taxes and duties.

### **1. PRICE AND VALIDITY**

All the prices mentioned in our Tender are in accordance with the terms as specified in the RFP documents. All the prices and other terms and conditions of this Bid are valid for a period of 6 months from the date of opening of the Bid. We hereby confirm that our prices do not include any taxes and duties.

We understand that the actual payment would be made as per the existing tax rates during the time of payment.

### **2. UNIT RATES**

We have indicated in the relevant forms enclosed, the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to / decrease from the scope of work under the contract.

### **3. TENDER PRICING**

We further confirm that the prices stated in our bid are in accordance with your clauses in RFP/Tender document.

### **4. QUALIFYING DATA**

We confirm having submitted the information as required by you in your RFP. In case you require any other further information/ documentary proof in this regard before/during evaluation of our Tender, we agree to furnish the same in time to your satisfaction.

## **5. BID PRICE**

We declare that our Bid Price is for the entire scope of the work as specified in the <Refer Section No.>. These prices are indicated Commercial Bid attached with our Tender as part of the Tender.

## **6. PERFORMANCE BANK GUARANTEE**

We hereby declare that in case the contract is awarded to us, we shall submit the Performance Bank Guarantee as specified in the Clause 7.4 of this RFP document.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

We understand you are not bound to accept any Proposal you receive.

We hereby declare that our Tender is made in good faith, without collusion or fraud and the information contained in the Tender is true and correct to the best of our knowledge and belief.

We understand that our Tender is binding on us and that you are not bound to accept a Tender you receive.

Thanking you,

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

**9.5.1. Commercial Bid**

SL#	Head	Unit Price	Tax	Total Price

**9.6. Acceptance of Terms & Conditions/Clauses contained in the RFP Document (in Company letterhead)**

To

The General Manager (Admin)  
Odisha Computer Application Centre  
(Technical Directorate of I.T. Dep't, Govt. of Odisha)  
N-1/7-D, Acharya Vihar, P.O. - RRL,  
Bhubaneswar – 751013

Sub: Acceptance of Terms & Conditions.

Madam/Sir,

I have carefully and thoroughly gone through the Terms & Conditions contained in the RFP Ref.No. OCAC-SEGP-INFRA-0007-2017-20047 for selection of firm's/service provider for "Storage Data Migration" of OSWAS.

I declare that all the provisions of this RFP/Tender Document are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Thanking you,

Name of the Bidder: .....

Authorised Signatory: .....

Signature:

Seal:

Date:

Place:

## 9.7. Format for Bank Guarantee

To

The General Manager (Admin)  
Odisha Computer Application Centre  
(Technical Directorate of I.T. Dep't, Govt. of Odisha)  
N-1/7-D, Acharya Vihar, P.O. - RRL,  
Bhubaneswar – 751013

Whereas <<Name of the bidder>> (hereinafter called 'the Bidder') has submitted the bid for Submission of RFP # <<RFP Number>> dated <<Date>> for selection of firm's/service provider for "Storage Data Migration" of OSWAS and Operation & Management for 1 Years (hereinafter called "the Bid") to OCAC.

Know all Men by these presents that we <<Name of the Bidder>> having our office at <<Address>> (hereinafter called "the Bank") are bound unto the <<Nodal Agency>> (hereinafter called "the Purchaser") in the sum of Rs. <<Amount in figures>> (Rupees <<Amount in words>> only) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this <<Date>>

The conditions of this obligation are:

- If the Bidder having its bid withdrawn during the period of bid validity specified by the Bidder on the Bid Form; or
- If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of validity of bid
  - Withdraws his participation from the bid during the period of validity of bid document; or
  - Fails or refuses to participate in the subsequent Tender process after having been short listed;

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.



This guarantee will remain in force up to <<insert date>> and including <<extra time over and above mandated in the RFP>> from the last date of submission and any demand in respect thereof should reach the Bank not later than the above date.

NOTWITHSTANDING ANYTHING CONTAINED HEREIN:

- Our liability under this Bank Guarantee shall not exceed Rs. <<Amount in figures>> (Rupees <<Amount in words>> only)
- This Bank Guarantee shall be valid upto<<insert date>>)
- It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this Bank Guarantee that we receive a valid written claim or demand for payment under this Bank Guarantee on or before <<insert date>>) failing which our liability under the guarantee will automatically cease.

(Authorized Signatory of the Bank)

Seal:

Date:

