



**भारतीय प्रबंध संस्थान कोषिकोड**  
**आई आई एम कोषिकोड कैम्पस- पी ओ**  
**INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE**  
IIM Kozhikode Campus P.O., Kozhikode, Kerala - 673 570

**NOTICE INVITING TENDERS**  
**FOR**  
**HOSTING STATCRAFT SOFTWARE ON CLOUD**  
(Through e-procurement only)

Tender No. 11-03(09)/NIT-05/2021-IIMK.PUR dt.13.07.2021

1.	Name of the work	Tenders for hosting STATCRAFT SOFTWARE on cloud.
2.	Cost of Bid Document	The bid form can be freely downloaded from IIMK Website: <a href="http://www.iimk.ac.in/announcements/tender.php">http://www.iimk.ac.in/announcements/tender.php</a> as well as <a href="https://mhrd.euniwizarde.com">https://mhrd.euniwizarde.com</a>
3.	Period of downloading of Bid Document from IIMK Website	From 13.07.2021 to 05.08.2021 (Till 03:00 PM)
4.	Last Date of Receipt of the Bids	05.08.2021 up to 15:00Hrs
5.	Date of Opening Bid	05.08.2021 at 16:00Hrs
6.	Mode of Submission of Hard copy of the bid	Can be sent by Speed Post/Registered Post/ Courier or dropped in the Box entitled 'Purchase Section' in the Admin. Building
7.	Address to which Hard Copy of Bid is to be sent	Chief Administrative Officer Indian Institute of Management Kozhikode IIM Kozhikode Campus P.O. Kozhikode – 673 570
8.	Contact Person	<b>Chief Purchase Officer</b> Indian Institute of Management Kozhikode IIM Kozhikode Campus P.O. Kozhikode – 673 570, Tel: 0495 – 2809459

Amendments to the tender (if any) will be issued only through website. [www.iimk.ac.in](http://www.iimk.ac.in) and on E-Procurement Portal <https://mhrd.euniwizarde.com/>



## INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

IIM Kozhikode Campus P.O., Kozhikode, Kerala - 673 570

Tender No. 11-03(09)/NIT-05/2021-IIMK.PUR

Date: 13.07.2021

Bids are invited from eligible and qualified persons/firms for “**Hosting STATCRAFT software on cloud**” for Indian Institute of Management Kozhikode. The bid documents are available in [www.mhrd.euniwizarde.com](http://www.mhrd.euniwizarde.com) and the last date for the submission of bids is 05.08.2021.

Chief Administrative Officer

Visit the website for more information:

<https://mhrd.euniwizarde.com/>

<https://www.iimk.ac.in/>

### Table of Content

1	General Information and Instructions for the Bidders	Part- 1	Page No.3
2	Terms & Conditions of Contract	Part- 2	Page No.6
3	Standard Conditions Of Contract	Part- 3	Page No.07
4	Preparation Of Bid Document	Part- 4	Page No.10
5	Technical Specifications	Part- 5	Page No.13
6	Organizational Profile	Annexure-A	Page No.14
7	Commercial Profile	Annexure-B	Page No.15
8	Non-Blacklisting Declaration	Annexure-C	Page No.16
9	Bid Security Declaration Form	Annexure-D	Page No.17
10	Tenderer Bank information for E-Payment	Annexure-E	Page No.18
11	Price Bid	Annexure-F	Page No.19

## **PART-1: GENERAL INFORMATIONs AND INSTRUCTIONS FOR THE BIDDERS**

### **A. INTRODUCTION**

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE (IIMK) is one of the premier management institutes in the country set up by Ministry of Education, Govt. of India, offering widest range of academic programs in the field of management education. It is contributing to management education and developing human resources to meet requirements of India's economy and industries and is on a high growth trajectory today. Bids are invited from eligible and qualified persons/firms for "**Hosting STATCRAFT software on cloud**" for Indian Institute of Management Kozhikode.

### **B. DEFINITIONS**

- "The Bidder" means Firm/Dealer/Suppliers of Hosting STATCRAFT Software on cloud, who will participate in the tender and submit bid.
- "The Services" mean all activities related to conduct & performance of contractual obligations under the contract.
- "The Letter of intent" means the intention of IIMK to place the Purchase Order on the bidder.
- "The Purchase Order" means the order placed by IIMK on the successful Bidder signed by IIMK including all attachments and appendices thereto and all documents incorporated for reference therein. The purchase order shall be deemed as "Contract" appearing in the document.
- "Acceptance" is a process of accepting satisfactory services rendered by "successful bidder" by IIMK

### **C. GENERAL INFORMATION**

1. **Single-Bid system:** This bid is under single bid system through e-tendering, the Techno-Commercial Bid would be opened on the time and date mentioned in the NIT.
2. **Last date and time for submission of the Bids: 15:00 Hrs. on 05.08.2021:** The bidder has to submit online bids i.e. Technical Bid and Commercial Bid through e-procurement portal <https://mhrd.euniwizarde.com/>
3. **Manner of submission of the Bids:** Tenders are to be submitted online through the website stated above. The tender document may be downloaded from website & submission of technical bid, financial bid as per Tender time schedule. No manual bid will be accepted.
4. **Time and date for opening of Bids:** The Techno-Commercial Bid will be opened electronically on **05.08.2021 at 16:00 hrs.** Bidders can witness electronic opening of bid.
5. **Forwarding of Bids:** Bids should be submitted by Bidders furnishing details like valid GST registration number, Bank account details with address and complete postal & e-mail address of their office.

6. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the IIMK may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
7. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional bids will be rejected.
8. **Validity of Bids:** The Bids should remain valid till 120 Days from the last date of submission of bid.

**D. INSTRUCTIONS TO BIDDERS FOR THE E-SUBMISSION OF THE BIDS ONLINE THROUGH E-PROCUREMENT PORTAL.**

1. Registration Process on Online Portal

- I. Bidders to enroll on the e-Procurement module of the portal <https://mhrd.euniwizarde.com/> by clicking on the link "Bidder Enrolment".
  - II. The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. This would be used for any communication from the e-Wizard Portal. After registration send **User ID** for helpdesk team ([helpdeskeuniwizarde@gmail.com](mailto:helpdeskeuniwizarde@gmail.com) and [support@euniwizarde.com](mailto:support@euniwizarde.com)) for activation.
  - III. Bidders to register upon enrolment, with their valid Digital Signature Certificate (**Class III Certificates with signing and Encryption key**) issued by any Certifying Authority recognized by CCA India with their profile.
  - IV. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
  - V. DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.
2. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
  3. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
  4. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.

5. The BOQ template must not be modified / replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
6. If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online on the portal or on <https://mhrd.euniwizarde.com> or <http://www.iimk.ac.in/tender/tender.php> in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF formats.
7. The bidder should read the terms and conditions and accept the same before proceeding further to submit the bids.
8. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
9. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and the size of file gets reduced. This will help in quick uploading even at very low bandwidth speeds.
10. It is important to note that, the bidder has to click on the Freeze Bid Button, to ensure that, he/she completes the Bid Submission Process. Bids, which are not frozen, are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
11. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
12. The bidder may submit the bid documents in online mode only, through this portal. Offline documents will not be handled through this system. Only hard copy of the Bid should reach before due date to the CAO, IIMK.
13. At the time of freezing the bid, the e-Procurement system will give a successful bid updating message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no., date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
14. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.

15. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
16. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
17. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST), which is GMT+5:30. The bidders should adhere to this time during bid submission.
18. The bidders are requested to submit the bids through online e-Procurement system to the Tender Inviting Authority (TIA) well before the bid submission end date and time (as per Server System Clock).
19. The bidder / tenderer / Contractor shall file the applicable returns with Tax departments in time and submit the same as documentary proof.
20. The GST applicable shall be shown as separate line items in the Tax invoices to avail in put credit to IIMK.

Any queries relating to the process of online bid submission or queries relating to e-Wizard Portal, in general, may be directed to the e-Wizard Helpdesk. The contact number for the helpdesk is Gagan (8448288987/eprochelpdesk.01@gmail.com), Vijay(8448288989/eprochelpdesk.03@gmail.com),Suriya(8448288994/eprochelpdesk.06@gmail.com),8448288992,8448288984,8448288986,8448288982,84482889.

## **PART II: TERMS & CONDITIONS OF THE CONTRACT**

### **1. ELIGIBILITY CONDITIONS / PER-REQUISITE QUALIFICATIONS**

- a) The bidders should never have been black listed by any Government/ Semi Government/Board/Corporations/Autonomous Body during last five years. A declaration on company/firm letterhead has to be submitted by the bidder to this effect (Format attached in Annexure-A).
- b) Average Annual Turnover of Bidder should not be less than Rs.50.00 Lakhs from Cloud Service Business only during the last three F.Y. i.e. 2018-19, 2019-20 and 2020-21. The bidders should submit the turnover proof, IT Returns duly audited (by a Chartered Accountant) for this period, to be attached with the Technical Bid.
- c) The bidder should submit three (3) work completion certificates /purchase orders of Cloud Service Business for more than Rs.2.00 Lakh each in last 5 years in any government organization / Semi Govt. / State Govt. Organization/ Govt. Educational Institutes.

2. The bidders are advised to submit the desired papers/documents with their technical bids. Organizational Profile, failing which the bids shall be declared un-responsive.
3. **BID SECURITY DECLARATION FORM:** Bidders are required to fill the Bid Security Declaration Form as per given in **Appendix D** in the bid documents. Bidders will be disqualified/blacklisted from bidding for any contract with the Institute for a period of one year from the date of notification of bid if the bidder is found to be in breach of any bid terms & conditions/ Contract Order.
4. The bidder must attach self-attested copies of its Bank Account, PAN, GST number, Certificate of incorporation/registration.
5. **DELIVERY SCHEDULE:** The time allowed for completion of Service is 21 days reckoned from the day of issue of the Purchase Order.
6. **PENALTY:** If the selected Agency fails to deliver the Software within the stipulated date & time, a penalty @ 0.5% per week of the delivered price of Software with maximum limit of 2.5% as penalty and the actual cost paid to an outside agency by the IIMK for the desired items, shall be deducted from the firm's pending bills.
7. **PRICES:** The rates quoted shall be inclusive of all admissible taxes/Duties/ Levies. Any increase in taxes and others statutory duties/levies after the expiry of scheduled delivery date or award of contract/work order shall be to the supplier account. However, benefit of any decrease in these taxes/duties shall be passed on to the IIMK by the supplier.
8. **PAYMENT TERMS:** Please note that no advance payment will be made. 100% Payment will be released within 30 days after satisfactory delivery, installation and acceptance of hosting STATCRAFT Software. No payment will be admissible for rejection. Payment shall be released after deducting TDS/GST as per Income Tax Rules and any other deductions as per Government rules.

### **PART III: STANDARD CONDITIONS OF CONTRACT**

1. Authorized signatory: If the tender is made by or on behalf of a company incorporated under the Companies Act of 1956, it shall be signed by the Managing Director or one of the Directors duly authorized on that behalf. If it is made by a partnership firm, it shall be signed with co-partnership name by a member of the firm who shall sign copy of Power of Attorney with the tender authorizing him to sign on behalf of the partners. A certified copy of the registered partnership deed shall also be submitted along with the tender.
2. Contract period: The contract period for providing the hosting service would be initially for one year and may be further extended, based on the requirement of the Institute on

yearly basis up-to maximum of three years, else the contract will stand canceled on expiry of contract or after a written notice of 30 days.

3. If the Tenderer is not the OEM for the product, a letter from the OEM authorizing the Tenderer to quote OEM's product on behalf of the OEM specifically for this tender shall be attached failing which the offer shall be rejected.
4. The bidder should have successfully executed at least three similar orders in Government and/or Private sector. The bidders are required to submit supporting document for the past experience i.e. copy of the purchase order and work completion report etc. These documents would be subject to further verification by the IIM, if required.
5. The vendor should attach a list of his/her customers with supporting documents, failing which the tender is liable to be rejected.
6. LAW: The Work Order and agreement shall be considered and made in accordance with the laws of the Republic of India. The work Order shall be governed by and interpreted in accordance with the laws of the Republic of India.
7. Effective date of the contract order: Normally the contract shall come into effect on the date of its acknowledgment by the bidder (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The delivery, supply and performance of the services shall commence from the effective date of the contract Order.
8. Dispute resolution: All disputes or differences arising out of or in connection with the Work Order shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Work Order or relating to Delivery of Software, which cannot be settled amicably, shall be referred to the Director, IIMK whose decision shall be final and binding on both parties. The Agreement shall be governed by laws of India and court at Kozhikode shall have exclusive Jurisdiction.
9. Dispute resolution board: Either party aggrieved by the decision of the Director IIMK may refer the dispute before Dispute Resolution Board. Dispute Resolution Board shall consist of a presiding officer as mutually agreed by both parties failing which will be nominated by the Director IIMK. The said Board may resolve the dispute as per procedure evolved by it however subject to compliance of principle of natural justice. Advocates are not allowed to participate in the proceedings before the Board and both parties shall be represented by their full time officers. The decision/order passed by the board shall be final and binding on both parties. The cost of proceedings will be borne by the both parties.
10. PENALTY FOR USE OF UNDUE INFLUENCE: The bidder shall undertake that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of IIMK or otherwise in procuring the work Orders or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Work Order or any other work order with the Government of India for showing or forbearing to show favor or disfavor to any person in relation to the present work Order or any other work Order



with the Government of India. Any breach of the aforesaid undertaking by the bidder or any one employed by him or acting on his behalf (whether with or without the knowledge of the bidder) or the commission of any offence by the bidder or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1988 or any other Act enacted for the prevention of corruption shall entitle IIMK to cancel the work Order and all or any other work Orders with the Bidder and recover from the Bidder the amount of any loss arising from such cancellation. A decision of IIMK or the nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Bidder. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Bidder towards any officer/employee of IIMK or to any other person in a position to influence any officer/employee of the IIMK for showing any favor in relation to this or any other Work Order, shall render the Bidder to such liability/ penalty as IIMK may deem proper, including but not limited to termination of the Work Order, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by IIMK.

11. Access to books of accounts: In case it is found to the satisfaction of IIMK that the bidder has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the bidder, on a specific request of IIMK, shall provide necessary information/ inspection of the relevant financial documents/information.
12. Non-disclosure of contract documents: Except with the written consent of the IIMK/Bidder, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
13. Termination of contract: The IIMK shall have the right to terminate this contract in any of the following cases without payment of compensation: -
  - a) The successful Bidder is declared bankrupt or becomes insolvent.
  - b) The IIMK has noticed that the successful bidder has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
  - c) For non-performance/default in compliance of the terms and conditions of the contract.
14. IIMK may terminate this contract at any time with the notice of 30 days in advance.
15. Notices: Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.
16. Transfer and sub-letting: The Bidder has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

17. Amendments: No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.
18. The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Contract , which will automatically be considered as part of the Contract concluded with the successful Bidder as selected by the IIMK. Failure to do so may result in rejection of the Bid submitted by the Bidder.

## **PART V: PREPARATION OF BID DOCUMENT**

1. The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Document. Failure to furnish all information required as per the Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and shall result in rejection of the bid. Each bidder shall submit only one Bid. Bidder shall not contact other bidders in matters relating to this tender.
2. All pages of the Bid Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Bid
3. Complete bid documents can be downloaded from the through Ministry of Education's online procurement portal (<https://mhrd.euniwizarde.com/>) or from the Website of IIMK (<http://iimk.ac.in/>). Information on issuance of corrigendum, if any, related to this bid will also be available on E-Procurement Portal and also in the website of the Institute.
4. Bidders should furnish the required details in their own letter-heads. In case desired documents/proof is not enclosed, the Bid may be rejected and no clarification/enquiry in this regard will be entertained.
5. **BID DOCUMENTS:** The services required to be rendered, bidding procedures and contract terms and conditions are prescribed in the Bid Documents. The Technical Bid shall be uploaded with the following documents duly signed on all pages.
  - I. General Information and Instructions for the Bidders
  - II. Terms & Conditions of Contract
  - III. Standard Conditions Of Contract
  - IV. Preparation Of Bid Document
  - V. Technical Specifications
  - VI. Organizational Profile (Annexure-A)
  - VII. Commercial Profile(Annexure-B)

- VIII. Non-Blacklisting Declaration(Annexure-C)
- IX. Bid Security Declaration Form(Annexure-D)
- X. Tenderer Bank information for E-Payment(Annexure-E)

#### **FINANCIAL BID**

- The vendor has to submit the price bid as given in the format in **Appendix-F**. The bidder needs to fill up the rates, downloaded for the Price Bid (In Excel format) in the designated cell and upload the same in designated location of BOQ.
- The prices shall be inclusive of all Taxes. However, basic unit price and all other components of the price need to be individually quoted as per price schedule given in Price Bid.
- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- “DISCOUNT, if any, offered by the bidders shall not be considered unless they are specifically indicated in the price schedule. Bidders desiring to offer discount shall therefore modify their offers suitably while quoting and shall quote clearly net price taking all such factors like discount, free service, etc. into account”.

#### **6. PERIOD OF VALIDITY OF BIDS**

- a) Bid shall remain valid for a period not less than 120 days after the deadline date specified for submission.
  - b) In exceptional circumstances, IIMK may request the consent of the bidder for an extension to the period of bid validity. The request and the response thereto shall be made in writing. A bidder accepting the request and granting extension will not be permitted to modify his bid.
7. Opening of bids: The valid e-bids received through the e-Procurement portal before the deadline are will be open at 16:00 hours on **05.08.2021** by representatives of IIMK and the bidders or their representatives they choose can be log into the e-procurement portal for getting the updates of the bid. In the event of the specified date of bid opening being declared a holiday for IIMK, the bids shall be opened at the appointed time and location on the next working day.
8. Right to accept /reject the bid: IIMK does not pledge itself to accept the Bid and reserves to itself the right of accepting the whole or any part or portion of the Bid or cancel the Bid without assigning any reason whatsoever.

IIMK will examine the materiality/significance of the deviation/variation, if any, and shall take its own decision to accept or reject the Bid. IIMK's decision on acceptance/rejection shall be final without assigning any reason thereof. Bid once submitted will not be allowed for revision without the approval of IIMK. Any withdrawal of Bid after submission of offer will result in debarring/blacklisting of the party.

9. Evaluation of bids: The duly constituted bid evaluation Committee (BEC) shall evaluate the bids and is empowered to take appropriate decisions on minor deviations. The decision of the BEC on Techno –Commercial evaluation(s) shall be final and binding on all the bidders.
10. Award of bid: The contract shall be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the corresponding bidding document.
11. Acknowledgement/acceptance of the purchase order: The supplier shall give an acknowledgement of the Purchase Order within 10 days of the date of the Purchase Order. In case, the supplier fails to acknowledge the Purchase Order within the stipulated time, the Institute is at liberty to cancel the Purchase Order.
12. Submission of hard copy of the bid:
  - (a) All bids should be done through Ministry of Education’s online procurement portal at <https://mhrd.euniwizarde.com/>,
  - (b) Tendering shall be in one stage. The Technical Bid (Documents) and Financial Bid (BOQ) shall be accepted only in online mode through E-Procurement Portal. Both the Technical and Financial Bid shall be open on due date and time as mentioned in the NIT.
  - (c) A Sealed envelope containing the hard copy of the Bid with all supporting documents, completely filled and duly signed shall be submitted, which shall be superscripted as “**Tenders for Hosting STATCRAFT Software on Cloud**”. The envelope must be superscribed with Bid No. and date of opening.
  - (d) The bidders are directed to send the hard copy of the bid in a sealed cover so as to reach the address mentioned below latest by **15:00 Hrs on 05.08.2021**
  - (e) Address for sending the Technical Bid:

**CHIEF ADMINISTRATIVE OFFICER  
INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE  
IIMK CAMPUS P.O., KOZHIKODE – 673 570 (KERALA)**

**FOR FURTHER DETAILS, IF ANY, PLEASE CONTACT CHIEF PURCHASE OFFICER (PHONE: 0495-2809459; E-MAIL PURCHASE@IIMK.AC.IN) BETWEEN 9:30 AM AND 5:00 PM ON WORKING DAYS.**

**Date: 13.07.2021**

**Sd/-  
Lt Col M Julius George (Retd)  
Chief Administrative Officer**

## **PART VI: TECHNICAL SPECIFICATION OF REQUIREMENT**

**Configuration required for hosting the software:**

<b>Sl. No</b>	<b>Item</b>	<b>Specifications</b>
1	Processor	16
2	RAM	64 GB
3	Hard disk	1000 GB
4	Operating system	Windows
5	Data Transfer (per month)	Unlimited
6	IP Addresses	1

**ORGANIZATIONAL PROFILE**

Name of the Bidder: .....

1. Name of Firm :
2. Type :
3. Name of Owner/Proprietor :
4. Year of establishment :
5. Brief Description ( May add as a separate enclosure) :
6. Contact Number and Mobile Number:
7. Email Id :
8. Address :
9. Client list with contact reference  
(Add as a separate enclosure as the table given below)

Sl. No.	Name of Client	Period of Service	Details of Service
---------	----------------	-------------------	--------------------

10. Range of service provided/able to provide ( May add as a separate enclosure)
11. GST Registration :
12. Organizational structure (To include details of Proprietor/Directors, managers and Members break up) (add as a separate enclosure)

(Stamp & Signature of the Bidder)

**COMMERCIAL PROFILE**

Name of the Bidder: .....

**PROFORMA OF ANNUAL TURNOVER STATEMENT**

<b>Financial Year</b>	<b>Annual Turnover (Rs.)</b>
2018-2019	
2019-2020	
2020-2021	

Details of the following (enclose copies for proof);

- (a) IT Return for the past two years
- (b) Balance Sheet and P&L Account for last two years
- (c) GST Registration
- (d) PAN
- (e) ESI, PF and Service Tax

(Stamp &amp; Signature of Bidder)

**Non-Blacklisting Declaration**

**(To be submitted on Letter Head of bidder along with Technical Bid)**

Dated:

To,

.....  
.....  
.....  
.....

Subject: Declaration for Non-Blacklisting

Tender Reference No:

Name of Tender/Work: Hosting STATCRAFT SOFTWARE on Cloud

Dear Sir,

I/We hereby declare that I/we have not been blacklisted by any Central/ State Government/agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world during last 5 years for any kind of fraudulent activities.

Yours Faithfully,

(Signature & Name of the Bidder, with Official Seal)



**[In letter Head of the Firm]**

**Bid Security Declaration Form**

Bid No. \_\_\_\_\_ dt. \_\_\_\_\_

To

**Indian Institute of Management Kozhikode  
IIMK Campus P. O., Kozhikode,  
Kerala, PIN - 673 570**

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be **disqualified/blacklisted** from bidding for any contract with you for a period of one year from the date of notification of bid if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impaired or derogated from the bid, my/our Bid during the period of bid validity specified in the form of Bid;  
or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) failed to execute the contract, if required, or (ii) failed or refused to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand that this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiry of the validity of my/our Bid.

**Signed :** *(signature of person whose name and capacity are shown)*

**in the capacity of** *(insert legal capacity of person signing the Bid Securing Declaration)*

**Name:** *(insert complete name of person signing he Bid Securing Declaration)*

**Duly authorized to sign the bid for an on behalf of** *(insert complete name of Bidder)*

**Dated on** \_\_\_\_\_ **day of** \_\_\_\_\_ *(insert date of signing)*

Corporate Seal (where appropriate)

**TENDERER BANK INFORMATION FOR E-PAYMENT**

1	Name and Full address of the Tenderer & E-Mail address	
2	Credit Account No.	
3	3Account Type (SB or CA or OD)	
4	Name of the Bank	
5	Branch full address with Telephone No	
6	MICR Code. (Should be 9 digits)	
7	Telephone/Mobile/Fax No. of the Tenderer	
8	PAN (Permanent Account Number)	
9	GST Registration Number	
10	TIN No. 11 Xerox Copy of Cheque and PAN card should be enclosed.	

**PRICE BID**

Sl. No	Item	Specifications	Rate
1	Processor	16	
2	RAM	64 GB	
3	Hard disk	1000 GB	
4	Operating System	Windows	
5	Data Transfer (per month)	Unlimited	
6	IP Addresses	1	
<b>GST Charges</b>			
<b>Total (For One year)</b>			
If any One-time installation charge, please quote separately			

**Note:** The bidder needs to fill up the rates, downloaded for the **Price Bid (In Excel format)** in the designated cell and upload the same in designated location of **BOQ**.