

CHANAKYA NATIONAL LAW UNIVERSITY, PATNA

Nyaya Nagar, Mithapur, Patna -1, Ph. No. – 0612-2352300, Website: <http://cnlu.ac.in>

NIQ No. –14/2023-24

Date: 18-07-2023

Short Notice for Inviting Quotation for VPS Server on rent in Cloud for Hosting of KOHA LMS (Library Management System)

Properly sealed quotations are invited for and on behalf of CNLU, by the Registrar, Chanakya National Law University, Nyaya Nagar, Mithapur, Patna - 800001 from website Hosting Service Provider or its Reseller / Partner for VPS Server on rent in Cloud for Hosting of KOHA LMS (Library Management System).

Work Completion Time	:	10 working days from the date of work order.
Date & Time of receipt of bid	:	27/07/2023 up to 01:00 pm
Date & Time of opening of technical bid	:	27/07/2023 at 01:45 pm
Date & Time of opening of Financial bid	:	27/07/2023 at 03:00 pm
Place of all meeting	:	Registrar's Chamber
Cost of Document	:	Rs. 500/- in shape of Demand Draft

Scope of work

- The scope of work shall be as per the details mentioned in Annexure-I.

Eligibility

Eligibility terms for intending quotationer are as follows:

- ✓ Website Hosting Service Provider or its Reseller / Partner having document as per **Annexure-II** and Declaration related to litigation history duly attested by notary on a non-judicial stamp paper of value Rs. 100/- (Rupees Hundred only) as per **Annexure-III** is eligible for participate in this NIQ.

Terms & Conditions

- I. Manner of submission of the Quotations:
 - a. Technical Quotation in Envelope Two (Enclosed Annexure-I, II, III & DD).
 - b. Financial Quotation in Envelope Three (Enclosed Annexure-IV).Keep these three envelopes in a large envelope and seal it. Write "NIQ No. – 14/2023-24 dated 18-07-2023 for providing "VPS Server on rent in Cloud for Hosting of KOHA LMS" at upper part of large Envelope. Duly furnished quotation along with all documents will be submit to University Office or be sent by Post at the address Registrar, Chanakya National Law University, Nyaya Nagar, Mithapur, Patna-1 so as to reach by the due date and time i.e., **27/07/2023 up to 01:00 pm.**
- II. Quotationer may ask for any query / clarification through e-mail (registrar@cnlu.ac.in) up to the **24/07/2023 till 05:00 pm.**
- III. Subject to Patna Jurisdiction only.
- IV. If the work is not completed within the completion period liquidated damages @ 0.5% of agreement value per day of delay will be levied (subject to maximum of 10%). If the liquidated damages reach the level of 10% the contract is liable to be rescinded. The quotationer will not be eligible to participate in similar type of NIQs / NITs for next five years.
- V. Format of quotation should be as per **Annexure-III**. Incomplete quotations are liable for rejection. No responsibility will be taken for postal delay or non-delivery/ non-receipt of Quotation.
- VI. Clarification regarding contents of the quotations: During evaluation and comparison of quotations, the University may, at its discretion, ask the quotationer for clarification of his quotation. The request for clarification will be given in writing and no change in prices or substance of the quotation will be sought, offered or permitted. No post-quotation clarification on the initiative of the quotationer will be entertained.

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- VII. CNLU reserves the right to withdraw / cancel / amend the quotation at any stage without assigning any reason whatsoever.
- VIII. **Right to Blacklist:** CNLU reserves the right to blacklist quotationer for a suitable period in case such Quotationer:
- fails to honour his quotation without sufficient grounds or found guilty for breach of condition /s of the contract or guilty of fraud and mischief and misappropriation or any other type of misconduct on the part of quotationer(s).
 - Giving false, misleading or fake information/ document in the quotation;
 - Withdrawing the bid after opening of the Financial quotations;
 - Refusal to accept Purchase Order at the quoted prices;
 - Failure to supply goods of the ordered quantity/ quality/ specifications at the agreed rates within the time schedule;
 - Adoption of any unethical or illegal practices;
 - Any other justified reason.
- IX. **Amendment of Quotation Document.**
09/2023-24
- At any time prior to the last date for receipt of quotations, the client may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Quotationer, modify the Quotation Document by an amendment.
 - The amendment will be notified through official website of Chanakya National Law University for all the prospective Quotationers.
 - In order to afford prospective bidder reasonable time in which to take the amendment into account in preparing their quotations, the University may, at its discretion, extend the last date for the receipt of the Quotations.
- X. **Agreement:** Successful bidder shall enter into the agreement on Rs. 1,000.00 (Rupees One Thousand) non judicial stamp paper within seven working days from the date of work order.
- XI. Performance security will be 5% of the total amount items without tax. Service Provider will deposit performance security in the form of DD / Fixed Deposit / Bank Guarantee. **Performance security will be refundable after 60 days from the completion of agreement period i.e., One Year from the date of starting of services.**
- XII. Payment for Maintenance will be release on quarterly basis after the satisfactory report of IT Committee for CNLU's Website and Library committee for KOHA after necessary deduction as mentioned hereunder:
- Applicable TDS will be deducted from the bill of total amount without tax as per the provision of Government of India and certificate for the same will be issue,
 - Applicable amount will be deducted from total GST
- XIII. Payment for VPS Server will be released after the report of IT Committee after necessary deduction as mentioned hereunder:
- Applicable TDS will be deducted from the bill of total amount without tax as per the provision of Government of India and certificate for the same will be issue,
 - Applicable amount will be deducted from total GST


Registrar
CNLU, Patna

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Annexure-I

<u>Sr. No.</u>	<u>Tentative Description of Specifications & Works</u>	<u>Hosting Company Details</u>	<u>Remarks Put Yes / No</u>
1.	VPS Server for KOHA LMS		
	2vCPU, 8 GB RAM, 120 GB SSD, Dedicated IP, Fully Managed, MySQL database, CPanel, 24x7x365 Support, Software & Application Assistance, Data Security, Site Lock, Domain Privacy, Bandwidth shall be as per website requirement and may be increase if required, Pre loaded Linux OS with APACHE, 99% UP time,		
2.	KOHA LMS Annual Maintenance		
	KOHA LMS Installation in VPS Server, its Database Migration, Backup, Customization, Web OPAC, Resolution of Errors / Problems in KOHA, its connectivity with existing RFID & connecting Web OPAC to Sub Domain of CNLU.		

Name & Signature of the Quotationer with Designation

Seal of the Quotationer

Place



Date

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Annexure-II

CHECK LIST (SHOULD BE ATTACHED WITH TECHNICAL QUOTATION DOCUMENT)

Sr. No.	Description	Remarks
1.	Name of the Firm	
2.	Address with contact number, FAX, E-mail of the Firm	
3.	PAN No Attach copy of PAN card	
4.	Address of local office for after sales service in Patna	
5.	GST, Firm's Bank Account Details with Bank Name, Address and IFSC / RTGS codes details Attach copy of Registration Certificate	
6.	Cost of Document (Rupees Five Hundred)	DD No.- DD Date & Bank Name
7.	Copy of Document of Firm Registration /Incorporation	
8.	At least one copy of work order / agreement of IT/ ITes work during last five financial years (between 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23) in reputed Institutes of Higher Learning / Indian Universities / Central or State Government Organizations / Professional bodies / Private etc.	
9.	Copy of IT return of financial year 2019-20, 2020-21 and 2021-22	
10.	Copy of document in support of Annual turnover in last three financial years (from 2019-20 to 2021-22)	

I / We hereby declare that information furnished above is true and correct and the documents annexed are genuine.

Signature of the Quotationer / Authorized Signatory

Name & Signature of the Quotationer with Designation

Seal of the Quotationer

Place

Date

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Annexure-III

I / we declare

that

my / our company namely..... has not been black listed by any Government / Semi Government Organisation nor should have any litigation enquiry pending and / or initiated by any of these Department or Court of Law with regards to the works executed by our company since incorporation. No FIR has been lodged against us.

that

the documents annexed along-with the quotation are genuine and not tampered by me / us while copying. If my / our declaration above found fake or forged then:

- i. my quotation document shall be rejected
- ii. Letter of Intent / Work Order / Agreement, if issued, shall be cancelled and
- iii. FIR shall be inflicted against my / our company / firm by the University.

Signature of the Quotationer / Authorized Signatory (Name & Designation)

Seal of the Quotationer

Place

Date



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Annexure IV

Financial Quotation
(To be print in Letter Head of Quotationer)

<u>Sr. No</u>	<u>Items</u>	<u>Plan Name</u>	<u>Quantity</u>	<u>Unit rate exclusive of GST</u>	<u>Applicable taxes</u>	<u>Total Amount inclusive of GST</u>
1.	Annual Rent of VPS Server in Cloud for KOHA LMS		1			
2.	KOHA LMS Annual Maintenance Cost		1			
Total Amount with GST & Freight in Number						
Total Amount with GST & Freight in Words						

Name & Signature of the Quotationer with Designation

Seal of the Quotationer

Place



Date