



**THE INSTITUTE OF  
Company Secretaries of India**  
IN PURSUIT OF PROFESSIONAL EXCELLENCE  
Statutory body under an Act of Parliament

Purchase: 2017-18(Wi-Fi)

August 4, 2017

**Sub: Supply, Installation and AMC of Wi-Fi Network and devices**

You may be aware that The Institute of Company Secretaries of India is a statutory body set up by an Act of Parliament. It is functioning under the overall administrative jurisdiction of Ministry of Corporate Affairs, Government of India, and its Headquarters is located at "ICSI House", 22, Institutional Area, Lodi Road, New Delhi-110 003.

The Institute proposes to procure Wi-Fi Access Point and Installation/AMC as per enclosed quotation document and accordingly sealed quotation are invited for Supply, Installation and AMC of Wi-Fi Network and devices as stated in the said document.

The sealed quotation be sent to Shri Dinesh Chandra Arora, Secretary, The Institute of Company Secretaries of India, by name at the Institute's Headquarters in the envelope superscribing "**Quotations for Supply, Installation and AMC of Wi-Fi Network and devices**" due on **18<sup>th</sup> August, 2017 by 3.00 PM.**

Should there be need for any clarification; the same can be had from the undersigned.

Thanking you,  
Yours faithfully,

**A.K Srivastava**  
**Director (Admin & Purchase)**



**THE INSTITUTE OF  
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**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA  
"ICSI HOUSE" 22 INSTITUTIONAL AREA LODI ROAD  
NEW DELHI-110 003**

### **Quotation Document**

#### **PART 'A'**

Sealed quotations are invited for **"Supply, Installation and AMC of Wi-Fi Network and devices"** as per the following points:

1. Supply of 8 numbers of new Access Points for NOIDA office at C-36, Sector-62 as per the details given in Part 'C' of the Quotation Document. The new access points to be installed in ICSI Noida Office at C-36, Sector-62 (New Building) at Ground floor to 7<sup>th</sup> Floor.
2. Three (3) years Comprehensive Annual Maintenance Contract for monitoring and extending maintenance support for all the Wi-Fi devices and the complete Wi-Fi network in both the offices including the existing setup at ICSI HQ Office, Lodi Road, New Delhi comprising of 5 Access Points & 1 Zone Director controller and at ICSI NOIDA office C-37 Sector-62 (Old Building) comprising of 3 Access Points & 1 Zone Director controller. Three (3) Years On site comprehensive warranty for the new Wi-Fi Controller Device (1) and Access Points (8) and other devices if any supplied by Bidder at ICSI C-36, Sector-62, Noida Office.

The terms and conditions governing the Quotations are as under:

3. The sealed quotations are to be submitted in prescribed format on your business letter head duly stamped, signed and dated on each page of Part- 'A', 'B' and 'C' as their unconditional acceptance to the terms prescribed by the Institute. Details/supporting documents, if attached with the quotation should be duly authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature of the vendor/s.
4. Each tenderer shall submit the quotation in two envelopes, Part 'A' & 'B' should be put in Envelope No. 1 (Please mark the envelope as No.1 - Contents of Parts 'A' & 'B'), Envelope No. 2 will contain Part 'C' (Commercial bid). Please mark the Envelope No.2 with contents Part 'C'. Both the envelopes bearing No. 1 and 2 are to be put in the main envelope i.e. Envelope No.3.

5. The quotations duly sealed superscribing on the envelope "Quotations for Supply, Installation and AMC of Wi-Fi Network and devices" should be addressed by name to Shri D C Arora, Secretary, The ICSI and sent at the Institute's address given below either by registered post/speed post/or by dropping in the tender box placed at 3rd floor of Institute's Headquarter & should reach on or before 3.00 PM 18th Augsut, 2017.

Address:

Shri D C Arora

Secretary

The Institute of Company Secretaries of India

ICSI House, (IIIrdFloor : Tender Box)

C-36, Sector -62

Noida - 201309 (UP)

6. Tenders received after the stipulated date and time shall not be entertained. The Institute shall not be liable for any postal delays whatsoever and tender received after the stipulated time/date are liable to be rejected summarily without giving any reason
7. The Technical Bid shall be opened on **21<sup>st</sup> August, 2017 at 11:00 AM** in the Institute of Company Secretaries of India at ICSI House, C-36, Sector-62, Noida in the presence of those tenderer(s), who wish to be present. No separate communication will be sent in this regard. In the event of due date being a close holiday or declared Holiday for Central Government offices, the due date for opening of the bids will be the following working day at the appointed date, time and venue.
8. Prices quoted should be F.O.R Institute premises and should be inclusive of all charges viz installation, acceptance test and charges for **three (3) years onsite comprehensive warranty**. In case the warranty is for one year by default, the vendor shall quote for the support pack from the principal so as to validate the warranty for three (3) years. The term 'acceptance test' imply running of supplied material for 12 hours daily for seven days at three (3) different locations including 72 hours continuous running of system. If the Wi-Fi Access Points, etc. so supplied fails in acceptance test, the same shall be liable to be rejected. During the acceptance test, replacement of cards/devices shall not be permitted. **OEM should provide a letter in the name of ICSI confirming warranty for three (3) years.**
9. Though Institute prefers to deal with manufacturers/principal manufacturers directly, it may also consider the offers received through its authorized channel partners provided the principal authorizes the said channel partner in this regard.
10. Delivery and installation period should be mentioned clearly in the proposal. Penalty for late delivery and installation would be levied at the rate of half percent per week subject to a maximum of 10% of the value of the order as has not been supplied during the stipulated period. In case of delay beyond fifteen days from the stipulated period, Institute may at its discretion cancel the order and arrange to procure the same from the next bidder on the panel/open market at the sole risk, cost & responsibility of the vendor.

11. Institute's usual payment terms are 30 days for 90% of payment upon installation of Wi-Fi Access points and acceptance of the supplied material and remaining 10% will be paid within thirty days of receipt of Bank Guarantee of equivalent amount valid for entire warranty period failing which 10% amount will be retained as security deposit for the entire period of warranty. Vendor will be fully responsible for comprehensive maintenance free of charge during the warranty period and in case of default, The Institute will have the right to arrange maintenance at vendor's risk and cost.
12. Vendor supplying the Wi-Fi Access points shall forward the complete set of original manuals and software on USB/DVD
13. Vendor should give quarterly preventive maintenance schedule for the systems along with their offers. Maintenance is defined as external cleaning with cleaning solution and internal cleaning. The tenderers must also mention the place from where support for maintenance of Wi-Fi Access points and Zone Directors controllers will be made available. Comprehensive onsite maintenance has to be provided for existing setup and new access points. The response time for attending to faults during the warranty period will be four hours for all the locations, after complaint is lodged. The machine should be repaired or standby be arranged within 24 hours of lodging the complaint. In case of default a penalty of Rs 1500/- per day would be levied. In case standby is provided, the machine should be repaired and provided back within seven days of lodging the complaint. In case of default, a penalty of Rs 1500/- per day would be levied. **All the above mentioned penalties, terms and conditions are applicable for existing setup as well as new Wi-Fi Controllers Devices and Access Points).**
14. The training on handling the Wi-Fi Access points to IT personnel of ICSI and the traffic monitoring of Wi-Fi Access points must be undertaken by the vendor for maintaining the smooth operation of the Wi-Fi Access points after implementation. The training should be of minimum 2 days. The requisite technical and user manual pertaining to the Wi-Fi implementation should be delivered to the ICSI in hard copy as well as soft copy.
15. In case of downtime of Wi-Fi due to any issues whatsoever, the vendor must resolve the issue within 2 hours after lodging of the complaint. The comprehensive onsite maintenance of Wi-Fi Access points and Zone Directors Controllers must be undertaken by the vendor for a period of Three (3) years from the date of acceptance of the implementation of the network by the ICSI. In case of default in providing services as per the above conditions, a penalty of Rs 1500/- per day would be levied on the vendor.
16. While Part 'C' describes specifications desired by the Institute, vendors are also welcome to quote for richer specifications, which will be considered at the sole discretion of the Institute.
17. The selected vendor will sign a Service Level Agreement (SLA) within 10 days of issuing the letter of indent. The terms and conditions of the SLA will conform with the terms and conditions of the Tender document including the standard clauses as per the legal requirements (As per mutual agreement).
18. The rates quoted should be valid for at least 90 days from the date of opening of tenders.

**General:**

- a. Vendors are required to deposit interest free earnest money of **Rs.16,000/- (Rupees Sixteen Thousand only)** by way of crossed demand draft in favour of "**The Institute of Company Secretaries of India**", payable at New Delhi.
- b. The earnest money of unsuccessful bidders will be refunded without interest within 60 days of the opening of the tenders and the earnest money of the successful tenderer will be refunded after supply, installation and satisfactorily commissioning of the of the Wi-Fi Access Points and submission of the Bank Guarantee.
- c. All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator to be appointed by the Secretary of the Institute of Company Secretaries of India, New Delhi. The award of the sole arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Conciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Delhi.
- d. The Institute reserves the right to accept or reject any or all quotations in full and/or part including the lowest quotation/bid received without assigning any reason and such decision shall be final. The quantities indicated in the RFP are tentative and may be increased/decreased at the sole discretion of the Institute and the vendor shall have no right to claim any minimum/definite volume of business.
- e. The GST has rolled out with effect from 01.07.2017. For implementation of GST in ICSI, Firms which have not migrated to or registered with GST regime will not be able to participate in any tender of this Institute. Any offer received from the firms/bidder without GST registration details will be summarily rejected.
- f. Bidder should have valid GST registration number and Income tax registration number (PAN).
- g. Institute shall have the right to assess the competencies and capabilities of the bidder by going through the credentials given in the Technical Bid and on the basis of such credentials, the Institute may reject the candidature of the bidder without assigning any reason and decision of the Institute shall be final. In such case(s) the Financial Bid shall not be opened for that particular bidder.
- h. The Financial Bid of only those parties who qualify in the technical scrutiny shall be opened and time and date for opening the Financial Bid shall be communicated separately.
- i. Incomplete quotations shall be rejected out rightly.
- j. Submission of Proposal/Bid by way of e-mail is not acceptable.
- k. For any further details /clarifications, **Shri. Asit Kumar Rath, Director, Directorate of IT (0120-4522008)** may be contacted.

**Date: August 4, 2017**

**nA.K Srivastava**

**Director (Admin & Purchase)**

**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA**  
**'ICSI HOUSE', C-36, (IIIrd Floor: Tender Box) Sector-62 Noida - 201309**  
**PART 'B' INFRASTRUCTURAL BID**

1. Name and complete address of the Tendered/ Company
2. Tele/Fax/E-mail/ Cell No. Of the tendered
3. Contact person's name & residence telephone No.
4. Details of registered office, if any along with contact person's name and tele. No.
5. Legal status i.e. public / private limited / any other alongwith documentary evidence
6. Composition of Directors/ Partners etc.
7. Income-tax registration number along with documentary evidence
8. A) GST registration number along with documentary evidence  
  
B) Please also specify, if you are registered with appropriate Authority under Works Contract Act, 1999. (Please provide details)
9. List of existing clients to whom Wi-Fi Access points with software in last 1 year installed with details of company, value of business, concerned person name & his telephone no. (Please attach full details)
10. A) List of existing Wi-Fi installations being maintained as per following:  
Name of the Company/Type of Hardware being maintained/No./Last year's turn over.  
  
B) Please indicate the Wi-Fi hardware principals/ brands you represent and your level of association
11. Please indicate in full the following details:
  - a) Manpower available - Technical & Non-technical
  - b) Collaborations for spares. Please indicate the quantum of inventories you maintain for spares and consumables and Lead-time for obtaining spares from open market.
12. Turnover of the company for last 3 financial years(Please attach supporting documents)
13. Escalation matrix for lodging the complaint during the warranty.
14. Brochure of the product with detailed specifications

<b>Annexure-A</b>		
<b>Features of ACCESS POINT: -</b>		<b>Compliance Yes/No</b>
Concurrent dual-band (5GHz/2.4GHz) support		
Minimum 850 Mbps (5 GHz) and Minimum 250 Mbps (2.4 GHz) of user throughput		
Up to 4dB of signal-to-interference and noise (SINR) improvement and up to 10dB of interference mitigation		
Capable of supporting up to Minimum 450+ or more clients		
Support for multiple BSSIDs with unique QoS and security policies		
WPA-PSK (AES), 802.1X support		
Zero-IT and Dynamic PSK		
Captive portal and guest accounts		
RADIUS and Active Directory support		
<b>Technical Specifications</b>		
<b>Wi-Fi technology</b>	802.11ac (5GHz)	
	802.11n (2.4GHz)	
<b>CONCURRENT USERS</b>	Minimum 512	
<b>Radio chains: streams</b>	2x2:2	
<b>Beam Flex gains</b>	Up to 4dB	
<b>Max. interference mitigation</b>	Up to 10dB	
<b>PD-MRC</b>	YES	
<b>Rx sensitivity</b>	Minimum -100dBm	
<b>Channel Fly</b>	YES	
<b>Smart meshing</b>	YES	
<b>Ethernet ports</b>	2	
<b>Channel Fly</b>	YES	
<b>Smart meshing</b>	YES	
<b>Ethernet ports</b>	2	
<b>Warranty (OEM Support Pack)</b>	<b>3 years</b>	

<b>ANNEXURE-B</b>		
<b>FEATURES OF Ruckus WIRELESS CONTROLLER 1200 series</b>		
<b>S.No</b>	<b>Description</b>	<b>Compliance Yes/No</b>
1	Provides WLAN-wide network, security, RF, and location management.	
2	Smart Mesh wireless meshing that is self-organizing, self-optimizing, and self-healing	
3	Adaptable Hybrid Smart Mesh extends the wireless network through Ethernet-connected APs, increasing system performance through better spatial reuse	

4	Elegant guest networking without the hassle	
5	Dynamic Pre-Shared Key (PSK) that are automatically installed on clients	
6	Support for 802.1x, LDAP (captive portal), native Active Directory, and RADIUS authentication and dynamic VLAN assignment capabilities	
7	Multi-site authentication to scale large deployments	
8	Automatic traffic redirection using WISPr for multi-site authentication for large-scale deployments	
9	Automatically ensures predictable performance for voice, video, and multimedia through the use of Layer 3 tunneling and using key caching techniques when roaming	
10	Band steering, load balancing, and airtime fairness to optimize Wi-Fi spectrum	
11	Users access policies provide rich WLAN control	
12	Traffic thresholds for users on a specific SSID to ensure fairness	
13	Maximizes data throughput by sending all data traffic directly from the access points to the wired network	
14	Now supports up to 140+ or More managed APs and 3,500+ or More concurrent stations	
15	Dynamic RF controls over transmit power and channel assignments	
16	Supports 256 WLANs mapped to specific APs or VLANs	
<b>TECHNICAL SPECIFICATION OF WIRELESS CONTROLLER</b>		
1	Number of APs supported :- Minimum 140+ or More	
2	Clients :- Minimum 3500+ or More per cluster	
3	Ethernet ports :- 2xGbE	
4	Authentication support :- 802.1x, local database, Active Directory, RADIUS, LDAP	
5	Guest networking / captive portal :- Yes	
6	DHCP server :- Yes	
7	AP discovery and control :- L2/L3	
8	Management interface:- Web, Flex Master, SCI	
9	Management protocol(s) :- SNMP V3	
10	VLAN support :- DYNAMIC VLAN	
11	Deployment :- Tunneled and Local Breakout	
12	<b>Warranty :- 3 YEARS OEM SUPPORT PACK</b>	



**PART - C**

**Rates Quoted should be Net Unit Rate (Unit Price + TAXES+ Cartage, if any)**

**Table - I**

<b>AMC of all hardware and the existing Setup for Three (3) years (with onsite comprehensive warranty)</b>							
S.NO	Item Description	Qty	UoM	Unit Price in Rupees	Amount	GST	Total cost in Rupees
1	Ruckus 1100, Partner Watch Dog Support renewal for Zone Director 1112, Three (3) Years	2	No's				
2	Ruckus 7363 Access Point Zone Flex dual-band (5 GHz and 2.4 GHz concurrent) Mid-Range 802.11n Wireless Access Point, 14-element smart antenna, three ports (1GE + 2FE), PoE support, Three (3) Years	8	No's				
3	Any other Cost, if any (Please mention specific details)  1.  2.						
<b>TOTAL Amount (in Figures)</b>							
<b>TOTAL Amount (in Words)</b>							

**Note: All the hardware being supplied should be branded and compatible with the hardware of the existing setup.**

**Table - II**

<b>Warranty of all hardware and the complete Setup for Three (3) years (with onsite comprehensive warranty)</b>							
S.No	Item Description	Qty	UoM	Unit Price in Rupees	Amount	GST	Total Amount
1	<b>Ruckus Wireless controller 1200 series, licensed with 8 Access Points. Controller can be upgraded to support up to 75 APs with AP license upgrades. Three (3) Years Onsite Warranty.</b>	1	Unit				
2	<b>Ruckus Dual Band Wireless Access Point 802.11AC WITH ADAPTIVE ANTENNA TECHNOLOGY.</b>	8	Units				
3	<b>PoE ADAPTER FOR WIRELESS ACCESS POINT</b>	8	Units				
4	<b>MOUNTING BRACKET KIT FOR ACCESS POINT</b>	8	Units				
5	<b>** CAT 6 UTP CABLE- 305 METERS ROLL Boxes.</b>	3	Units				
6	<b>** CAT 6 UTP PATCH CHORD-2 METER</b>	18	Units				
7	<b>CAT 6 I/O WITH SMB FACE PLATE AND GANG BOX</b>	8	Units				
8	<b>** PVC CONDUITS AND CHANNELS</b>	300	Units				
9	Any other Cost, if any (Please mention specific details)  1.  2.		Job				
TOTAL Amount (in Figures)							
TOTAL Amount (in Words)							

**Note: \*\* The payment for the items in Sr.No 5, 6 and 8 will be done on actual consumption basis at C-36, Sector-62,ICSI Noida office after implementation of the Wi-Fi Access points.**

**# Bidder may do the site survey for any details before bidding.**

**# AMC period for Wi-fi system in ICSI HQ, Lodi Rod, New Delhi, ICSI Office at C-37, Sector-62, Noida and Warranty period for Wi-Fi system in ICSI Office at C-36, Sector-62, Noida will start from 5<sup>th</sup> December 2017 onwards.**

Delivery Period Days : \_\_\_\_\_

Validity of Offer : \_\_\_\_\_

Any Special Terms : \_\_\_\_\_  
(Please Specify)

Date:

Name and Signature of Bidder with Corporate Seal  
and Mobile No.

To,  
The Secretary  
Institute of Company Secretaries of India  
ICSI House, C - 36,  
Sector 62, Noida-201309

**Sub: Tender for**

Sir,

This is with reference to your tender no: \_\_\_\_\_ due on \_\_\_\_\_. We are interested in participate in the tender / quotation for empanelment of agencies for \_\_\_\_\_. We declare that :-

- i) We have read and understood the terms and conditions given in the quotation / tender Document;
- ii) We are eligible for award of the contract as per the qualification criteria mentioned in the quotation / tender Document;
- iii) We accept and agrees to all the terms and conditions of the quotation / tender;
- iv) We shall comply with all the terms and conditions of the quotation / tender;
- v) All the information / documents provided in this bid are true to the best of his knowledge and belief. If at any stage, the information / documents are found to be false, misleading or incorrect then this Bid / Purchase Order shall be cancelled at his cost and risk and he shall indemnify the Institute for the loss caused due to the cancellation and we shall be liable for penal / legal action including black listing.
- vi) We understand that the Institute reserves the right to cancel the quotation / tender at any stage or to cancel / reject any one or more bid without incurring any liability.
- vii) The duly signed copies of all the tender pages are attached herewith.

(Signature of the Bidder)  
Printed Name Designation  
Official seal/ stamp  
Date: