



MORMUGAO PORT TRUST
INFORMATION TECHNOLOGY CELL
FINANCE DEPARTMENT

FA/IT(7-AV)/2018/329

28.05.2018

To

1. M/s ADD-ON Systems IT Services Pvt. Ltd.
2. M/s Accel Frontline Pvt. Ltd.
3. M/s Magnamious System Pvt. Ltd.
4. M/s PC Station
5. M/s Silicon Computers Pvt. Ltd.
6. M/s Winsys Systems Pvt. Ltd.

Dear Sir,

Last Date and Time for Submission of Tender: 12.06.2018 on or before 15.00 hrs.

Sub:

Ref: Tender No. FA/IT(7-AV)/2018/ due on 12.06.2018 at 15.00 hrs.

EMD: Rs.6,600.00 (Rupees Six Thousand Six Hundred only)

Mormugao Port Trust (MPT) has deployed Symantec Protection Suite Enterprise Edition 5.0 per User Renewal Essential 12 Months Gov. Band A for Virus/Spyware Protection, Proactive Threat Protection and Network/Host Exploit Mitigation. The current license is valid up to 27.06.2018. The total no. of Nodes under this License to be renewed is 350. Customer No. is 55974295.

MPT is inviting quotation for renewal of 350 nos. licenses for a period of one year and On-Site Support Services in sealed envelope at the following address:

Asst. Director (EDP),
IT Cell, Finance Department,
1st Floor, Administrative Building,
Headland Sada, Goa 403 804.
Phone No. 0832-2594419, 2594423

The sealed tender (single cover system) should reach the Assistant Director (EDP) up to 15:00 hours on 12.06.2018 and will be opened on the same day at 15:30 hours in the Conference Room located on the first floor of the Finance Department at Administrative Building, Headland Sada, Goa in the presence of representatives of tenderers who wish to be present. Bids received after due date and time are liable to be rejected. The sealed enveloped should be superscribed as "Quotation for Symantec Protection Suite".

The Cover shall contain complete & detailed technical specifications, Commercial Terms and Conditions and prices. The same should be submitted along with Earnest Money Deposit.

Tenders shall be accompanied by EMD of **Rs.6600.00 (Rupees Six Thousand Six Hundred only)**. **The EMD shall be paid in Cash/DD/NEFT/IBT in our bank before submission of bids. Our Bank details are enclosed as Annexure C.** For exemption of EMD, the certificate from SSI/MSME/NSIC or any empowered central/state Govt. authority shall be submitted. Incomplete tenders or tenders without EMD will not be accepted. Tenders should be kept valid for a minimum period of **90** days from the date of opening and shall conform to the Terms and Conditions of the Tender.

The administration reserves the right to reject any or all tenders or accept any tender wholly or in part without assigning any reason whatsoever.

Yours faithfully,

sd/-

Financial Adviser & Chief Accounts Officer

MORMUGAO PORT TRUST
INFORMATION TECHNOLOGY CELL
FINANCE DEPARTMENT

Instructions to Tenderers

1. **Tenders received before the last date and time will be opened on due date at 15.30 hrs.** The bidders or their representatives can witness the tender opening if desired.
2. The tenderers shall deposit the **Earnest Money Deposit** amount of **Rs.6,600.00 (Rupees Six Thousand Six Hundred only)** by Cash/DD/NEFT/IBT in our Bank as per the bank details attached. For exemption of EMD, the certificate from SSI/MSME/NSIC or any empowered central/state Govt. authority shall be submitted. The details towards the EMD payment made shall be indicated in the cover. **Offers without the Earnest Money Deposit will not be considered.**
3. The Earnest Money Deposits of unsuccessful tenderers will be refunded by NEFT/IBT after a decision has been reached as regards to the acceptance of the tender. Kindly furnish your full bank details along with your offer.
4. The prices should be quoted item wise separately. Prices quoted on lump sum basis (i.e. one amount for all the items taken together) will not be considered and the offer is liable to be rejected.
5. Offers should not contain any sort of conditional discounts based on quantity or value of order. Offers containing such conditional discounts will be rejected.
6. The Tenderer has to quote separately for Sr. No.1 i.e. Renewal of Symantec Protection Suite Enterprise Edition 5.0 per User Renewal Essential 12 Months Gov A Band and Sr.No.2 i.e. One Year On-Site Support (including re-installations & extra visits if required) and weekly visit of engineer to MPT Site for one year.
7. We are not entitled for any forms. As such full GST will be applicable. Any statutory changes in taxes can be considered only if these changes occur within the contractual delivery period.
8. The Tender Documents should be signed and submitted in acceptance of all the Terms and Conditions mentioned therein. In case this is not done the tender is liable to be rejected.
9. The offer submitted should be for renewal of Symantec Protection Suite Enterprise Edition 5.0 per User Renewal Essential 12 Months Gov. Band A for 350 seats for one year and On-Site Support Services as specified in the attached Annexure-'A', else the offer is liable to be rejected.
10. If the offers are found to deviate from our Commercial Terms & Conditions and Technical Specifications they are liable to be rejected.
11. The Administration reserves the right to reject any tender in part or in whole without assigning any reason for doing so.

FINANCIAL ADVISER & CHIEF ACCOUNTS OFFICER

NOTE: The above format should be attached to your offer duly signed and stamped failing which your offer will be considered as incomplete and liable for rejection. Further, ensure that every page is signed and stamped.

MORMUGAO PORT TRUST
INFORMATION TECHNOLOGY CELL
FINANCE DEPARTMENT

COMMERCIAL TERMS AND CONDITIONS

1. **PRICES:** Prices quoted should be as per the Price Bid format indicating clearly the quantum of GST. The prices should be firm for a period of 90 days from the date of opening of the tender. However, in case of any statutory revision in taxes within the validity period of tender, the same will be considered provided you furnish documentary evidence such as copy of Govt. notification.
2. **TAXES:** GST will be paid as applicable.
3. **QUANTITY:** The renewal is to be carried out for 350 seats.
4. **DELIVER:** The Software licenses renewal to be carried out within one week of receipt of Purchase Order.
5. **PAYMENT:** Payment towards renewal of user licenses shall be made by NEFT/IBT within 15 days of successful Renewal of Symantec Protection Suite Enterprise Edition 5.0 per User Renewal Essential 12 Months Gov. Band A and payment towards weekly visit for one year On-Site Support for performing/monitoring of Anti-Virus/Spyware activities shall be paid on quarterly basis.
6. **EMD :** The tenderers shall furnish the **Earnest Money Deposit (EMD)** amount of **Rs.6,600.00 (Rupees Six Thousand Six Hundred only)** by Cash or DD drawn in favour of “Financial Adviser and Chief Accounts Officer, Mormugao Port Trust” along with the tender or remit by NEFT/IBT to our Account as per the bank details attached. For exemption of EMD, the certificate from SSI/MSME/NSIC or any empowered central/state Govt. authority shall be submitted. The details towards the EMD payment made shall be indicated in the cover. **Offers without the Earnest Money Deposit will not be considered.** Failure to comply with the Tender Conditions will entail forfeiture of EMD amount.
7. **SECURITY DEPOSIT:** Within 14 days of acceptance of the tender, the successful tenderer will have to affect a Security Deposit equal to 10% of the total value of the Rate Contract by Demand Draft or by Bank Guarantee from a Scheduled Bank. The Demand Draft should be drawn in favour of the Financial Advisor and Chief Accounts Officer, Mormugao Port Trust, Goa payable at Mormugao Harbour, Goa. However, in case the Security Deposit is furnished by way of Bank Guarantee, the same should be valid for a minimum period of 12 months from the date of renewal of licenses with a claim period of further 6 months.
8. **LIQUIDATED DAMAGES:** Supply schedule as per order should be strictly adhered to. In the event of delay in supplies, Liquidated Damages at 5% of the total basic value quoted at Sr.No. 1 of the Price Bid will be levied per week or part thereof of delay. The total Liquidated Damages shall however not exceed 10% of the total basic value quoted at Sr.No.1 of the Price Bid. The total value here means the total value of Renewal of Licenses exclusive of taxes etc. **The date of renewal of licenses at our site at Headland Sada, Goa will be considered as date of delivery for the purpose of Liquidated Damages.**

9. **FORCE MAJEURE & EXTENSION IN DELIVERY PERIOD:** In case of failure to renew the user licenses in time which shall have arisen due to war, insurrection, restraint imposed by the Government Act or Legislation or other Authority, accident, strike, riot, lock-out or unforeseen events beyond human control directly or indirectly interfering with the renewal of licenses or from any cause which the purchaser may admit as reasonable ground for an extension of time, the purchaser will allow such additional time he considers reasonable provided that the contractor shall report to the purchaser the occurrence of any cause as aforesaid which will or might affect the performance of the contract within a reasonable time. Requests for extension received after expiry of the delivery schedule will not be entertained.
10. **ON-SITE SUPPORT SERVICES:** One Year On-Site Symantec Protection Suite Support Services include Weekly Visit of Service Engineer to MPT Site. The Tenderer has to depute Service Engineer every week to MPT site during the validity of contract. Proportionate amount would be deducted if the visits are less than the scheduled. If the support activities during each weekly visit remained incomplete and spills over the next day or so on, the work has to be completed. Consequently, the visit would be treated as if only one day without any additional cost. The Tenderer has to ensure that the Support Engineer submits report about the observations and activities carried out during the weekly visit. The Service Engineer is required to carry out the following tasks.
- i) Reinstallation of Symantec Protection Suite Enterprise if required during the year.
 - ii) Installation of latest signatures for Symantec Endpoint Protection Manager to detect latest viruses.
 - iii) Monitoring of Anti-virus Servers and Solution for entire landscape in case some clients are not getting automatically updated from server, updating them and later configuring them for auto-update.
 - iv) Cleaning the infected systems with latest patches/antivirus pattern file and removing the viruses without formatting the system as far as possible.
 - v) Ensure that the antivirus solution is up to date and should be able to detect latest viruses and trojan.
 - vi) Spyware Detection & Network Threat Protection.
 - vii) O.S. Patch Updates.
 - viii) Ensuring Redundant Symantec Server functions with all the parameters in the event of failure of Primary Symantec Server.
 - ix) Enabling/Disabling external USB devices.
 - x) Any other tasks pertaining to Symantec Protection Suite functionality.
11. **ADDITIONAL DETAILS :** The full details as regards Permanent Account Number (PAN) (Income Tax) Bank A/C No. and type of A/C, Name, Address, MICR Code and IFSC Code of Bank, GST etc should be furnished as per the formats specified in attached Annexures.
12. **JURISDICTION:** In case of any dispute the jurisdiction will be GOA only.

We hereby agree to all the above terms and conditions.

Signature and Seal of Tenderer

NOTE: This above format should be attached to the Cover of your offer duly signed and stamped, failing which your offer will be considered as incomplete and liable for rejection.

MORMUGAO PORT TRUST
INFORMATION TECHNOLOGY CELL
FINANCE DEPARTMENT

CONDITIONS OF CONTRACT

1. DEFINITIONS:

PURCHASER means “FINANCIAL ADVISER & CHIEF ACCOUNTS OFFICER* on behalf of the Chairman of the Board of Trustees of Mormugao Port trust.

“VENDOR” means the person, firm or company whose tender is accepted.

2. **CONTRACT:** This contract is for at the rate in the quotation and within the time specified in the Purchase Order.
3. **DELIVERY:** The Vendor is bound to renew the licenses on or before 27.06.2018.
4. **PAYMENT:** The payment will be effected on successful Renewal of Symantec Protection Suite Enterprise Edition 5.0 per User Renewal Essential 12 Months Gov. Band A_for 350 users. The payment for weekly on-site support activities would be effected on completion of every quarter.
5. The Administration reserves the right to accept/reject in part or in whole the tender without assigning any reason whatsoever.

Contractors Signature

NOTE: The above format should be attached to your offer duly signed and stamped failing which your offer will be considered as incomplete and liable for rejection. Further, ensure that every page is signed and stamped.



MORMUGAO PORT TRUST
INFORMATION TECHNOLOGY CELL
FINANCE DEPARTMENT

TENDER FORM

To
FA & CAO
Mormugao Port Trust,
1st Floor, A.O. Bldg.,
Headland, Sada, Mormugao,
Goa - 403 804.

I/we _____ do hereby tender to renew Symantec Protection Suite Enterprise Edition 5.0 per User Renewal Essential 12 Months Gov. Band A for one year effective from 28.06.2017 on or before 27.06.2017 at the prices quoted by us and as per Terms and Conditions of the Tender.

I/We further agree, that if my/our tender is accepted to effect within 14 days of such acceptance a deposit with the Financial Advisor and Chief Account Officer, Mormugao Port Trust, Headland Sada, Mormugao, Goa (in cash, by Demand Draft or in the form of Bank Guarantee from any scheduled Bank) equal to 10% of the for which the tender has been accepted.

Signature of the Contractor

Name: _____

Address: _____

Witness: 1. _____

2. _____

REMARKS: Kindly submit this form duly signed and stamped else your offer is liable to be rejected.

PRICE SCHEDULE COVER

TENDER NO. FA/IT(7-AV)/2018/329 DUE ON: 11.06.2018

Sr No	Description	Quantity (No. of Seats)	Rate Excl. of GST (Rs.)	Amount (Rs.)	GST (Rs.)	Total Amount (Rs.)
A	B	C	D	E=(C * D)	F	G=(D+F)
1	Renewal of Symantec Protection Suite Enterprise Edition 5.0 per User Renewal Essential 12 Months Gov. Band A for one year from 28.06.2018 to 27.06.2019	350				
2	One Year On-site Symantec Protection Suite Support (including Re-installation & extra Visits if required) and Weekly Visit of Engineer for one year	1				

1. The tenderers are requested to fill up the above details in the Price Schedule and enclose in the cover.
2. Item mentioned at Sr. No. 2 is optional.
3. Evaluation of the Bid would be done on the basis of total amount of items at Sr. No. 1 and 2 specified in the above format.
4. Offers not given in above format are liable to be rejected.
5. GST - Goods & Services Tax

Date: _____

Name, Signature & Seal of the Tenderer



MORMUGAO PORT TRUST

TECHNICAL SPECIFICATIONS OF SYMANTEC PROTECTION SUITE DUE FOR RENEWAL & ON-SITE SUPPORT SERVICES

1. Renewal of Symantec Protection Suite Enterprise Edition 5.0 per User Renewal Essential 12 Months Gov. Band A for 350 seats for the period of one year from 28.06.2018 to 27.06.2019. The license is to be renewed for 350 seats. The renewal is due on or before 27.06.2018. Mormugao Port Trust (MPT) Customer No. is 55974295.
2. One Year On-Site Symantec Protection Suite Support Services (including Re-installation & Extra Visits if required) and Weekly Visit of Service Engineer for one year.

MORMUGAO PORT TRUST**DETAILS FOR SUBMISSION BY VENDORS ALONG WITH TENDER.****A. VENDOR DETAILS OF VENDOR**

1.	Name of the Organisation	
2.	Address (in detail)	
3.	Telephone no.	
4.	E-mail ID	
5.	PAN No.	
6.	Tax Identification No. (TIN)	
7.	Service Tax Registration No.	
8.	Service Tax Registration Code	
9.	CST Registration No.	
10.	Employee Provident Fund (PPF)	
11.	Employee State Insurance Scheme (ESIC) Registration No.	

B. BANK DETAILS OF VENDORS.

1.	Bank Name	
2.	Bank Branch Address (in detail)	
3.	Bank Branch Code	
4.	Bank Account No.	
5.	Bank Account Type	
6.	Magnetic Ink Character Recognizer (MICR)	
7.	IFSC Code.	

MORMUGAO PORT TRUST
ELECTRONIC PAYMENT SYSTEM MANDATE FORM

The details for processing the payment through RTGS as below:-

Name of the Beneficiary	MORMUGAO PORT TRUST
Address of Beneficiary with PIN Code	Administrative Office Building, Headland Sada, GOA - 403804
PAN Number	AAALMO293P
Name & Mobile Number of responsible person	RAGHUNATH MORAJKAR / 9423059702 raghunath.morajkar@mptgoa.com
Name of the Bank and Branch	STATE BANK OF INDIA, Harbour Branch
Bank Telephone No.	0832-2520212
Address of the Bank	STATE BANK OF INDIA MORMUGAO HARBOUR, GOA – 403803
MICR Code of the Bank	403002024
IFSC Code No.	SBIN0002164
Type of Account and Branch Code	Current Account / Branch Code:- 002164
Account number of the Bank	10438017048
Beneficiary E-mail ID	cashmpt@mptgoa.com

MORMUGAO PORT TRUST**GST PARTICULARS TO BE FURNISHED BY BIDDER IF APPLICABLE**

Sr No	Particular	Mormugao Port Trust	Data Required
1	Customer Name as per GST Registration Certificate	Mormugao Port Trust	
2	Full Postal Address	Administrative Building, Headland Sada.	
3	City	Goa	
4	Pin code	403 804	
5	PAN	AAALM0293P	
6	Type of Person	Local Authority	Company/Firm/Individual/Trust/LLP/AOP
7	Resident/Non Resident as per Income Tax Act	Resident	
8	ARN No.	AA30617001663N	
9	GST No.	30AAALM0293P1ZY	
10	PPOB (Principal Place of Business) or APOB (Additional Place of Business)	PPOB	
11	Reason for Non Registration (Turnover Limit / Non Taxable Supply / Other Reason)	NA (Registered Under GST)	
12	Type of Customer (Manufacturer/Trader/Importer/Depot/Service Provider/Works Contractor/Principal/Consumer)	Service Provider	
13	Whether Falling under SEZ unit or Developer? (Yes or No)	No.	
14	Whether B2B or B2c (B= Business & C= Customer)	B2B	
15	Whether Opted for Composition Lavy Scheme? (Yes or No)	No.	
16	Whether falling under casual taxable person as per Section 2(20) of CGST Act,2017 (yes or No)	No.	
17	Whether falling under Non Resident taxable person as per section 2(77) of CGST Act, 2017 ? (Yes or No)	No.	

18	Central Excise Registration No.	--	
19	Service Tax Registration No.	AAALM0293PST0 01	
20	VAT - TIN	30181201096	
21	CST - TIN	V/CST/1683	
22	IEC	1706000073	
23	Contact Details :		
	Name	Shri. Anant Chodnekar	
	Designation	Sr. Dy.CAO	
	Phone No.	0832-2521132	
	E-mail	facao@mptgoa.com m anant.chodnekar @mptgoa.com	