

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH
GOREGAON (EAST), MUMBAI**

REQUEST FOR PROPOSAL FOR

**Appointment of a Network Consultant for WiFi implementation at
IGIDR**

NIT No: IGIDR/Tender/2023-24/CC/01 **Date:** 10 October 2023

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

Gen. A.K. Vaidya Marg, Film City Road, Santosh Nagar, Goregaon (East), Mumbai-400065.

Telephone: 022 6909 6200 / 548. Fax: 022 6909 6399.

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH,
MUMBAI
Request for Proposal (RFP)**

“NAME OF THE SERVICE: **Appointment of a Network Consultant for WiFi implementation at INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON, MUMBAI – 400 065.**”

1. Institute invites bids from reputed consultants for the following service:

Name of Service	EMD Amount Rs.	Contract Period
(1)	(2)	(3)
Appointment of a Network Consultant for WiFi implementation at IGIDR	25,000.00	1 Year

2. The proposal is invited for the above-mentioned consultancy service. IGIDR reserves its right to shortlist the qualified bidder.
3. The bidder must deposit Earnest Money amount of **Rs. 25,000/- (Rupees Twenty five Thousand Only)** along with their bid.
4. The proposals in two bid systems are invited through two separate Emails to tender@igidr.ac.in “**Email-1: EMD and Pre-qualification Bid**” and “**Email-2: Financial bid**”. Subject of emails should be mentioned as “**Email-1: EMD and Pre-qualification Bid for Appointment of a Network Consultant for WiFi implementation at IGIDR**” and “**Email- 2: Financial bid for Appointment of a Network Consultant for WiFi implementation at IGIDR**” respectively. **All the bid documents should be attached as a PDF document or zip file and the financial bid file should be protected with a password.**
5. The last date of submission of the proposal shall be **1st November 2023, at the end of the day.**
6. The Institute reserves the right to reject any prospective application without assigning any reasons whatsoever.

REGISTRAR

SECTION-A*

LETTER OF OFFER

Date _____

To,
The Registrar,
Indira Gandhi Institute of Development & Research,
Gen. A.K. Vaidya Marg, Film city Road,
Goregaon (East), Mumbai 400065.

Subject: Appointment of a Network Consultant for WiFi implementation at IGIDR, MUMBAI

Reference: NIT No. NIT No: IGIDR/Tender/2023-24/CC/01 Date: xx October 2023

Dear Sir,

With respect to your above-mentioned tender, I / We hereby submit my / our proposal in the required format along with Company Profiles and supporting documents.

Should this bid be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the IGIDR the amount mentioned in the said Conditions.

I/We will deposit the EMD amount **Rs. 25,000.00** through NEFT/DD/FDR/BG or MSME Certificate as an exemption of the earnest money to the IGIDR, which will not bear any interest.

Should I/We fail to execute the contract when called upon to do so. I/We do hereby agree that this sum shall be forfeited by me/us to the IGIDR.

I / We have carefully gone through the terms and conditions prescribed, and I / We accept the same without any alterations/modifications.

Yours faithfully,

Signature

Name & seal of the bidder

**To be submitted on company letterhead with sign and stamp on it.*

SECTION-B
GENERAL INSTRUCTIONS TO BIDDER

The bid should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065 for **“Appointment of a Network Consultant for WiFi implementation at IGIDR,” Goregaon (E), Mumbai.**

1. If applicable, the bidder has to deposit Earnest Money of **Rs. 25,000/-** (Rupees Twenty Five Thousand Only) through NEFT to “INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI” Account No. 010220100010001, IFSC code: BKID0000102, Branch name: IGIDR, Bank Name: Bank of India and UTR number with screenshot of transaction should be included in the part of tender document towards Earnest money.
2. The proposals in two bid systems are invited through two separate Emails to tender@igidr.ac.in **“Email-1: EMD and Pre-qualification Bid”** and **“Email-2: Financial bid”**. Subject of email should be mentioned as **“Email-1: EMD and Pre-qualification Bid for Appointment of a Network Consultant for WiFi implementation at IGIDR”** and **“Email-2: Financial bid for Appointment of a Network Consultant for WiFi implementation at IGIDR”** respectively. **All the bid documents should be attached as a PDF document or zip file and the financial bid file should be protected with a password.** In case bidder cannot attach single bid file to an email then they can split their bid and submit multiple emails with mentioning in the email subject as Part-I, II, III.... etc.
3. All the required documents should be scanned and merged either into a single PDF file or zipped into a single and attached to the respective Emails. **The Financial bid should be attached as a PDF document protected with a password and the password to be shared at the time of the financial bid opening through online meeting. The vendor should keep their password securely with them and be required to give only when asked in online meetings for financial bid openings.**
4. The bids will be received till **1st November 2023 end of the day.** Each copy of the tender document should be signed with their stamp and signature. No bid will be accepted after **1st November 2023** under any circumstances whatsoever.
5. The E-mail bid with the subject **“EMD and Pre-qualification Appointment of a Network Consultant for WiFi implementation at IGIDR”** shall be opened by the tender opening committee on the next day **2nd November 2023, at 02:030 PM** through the online meeting platform. The link to the meeting will be shared with participating bidders. In case the government declares a holiday on the day of opening the bids, the bids will be opened on the next working day at the same time.
6. The Financial bid of only qualified bidders will be opened. The date of opening of price bid shall be informed by the institute to the qualified bidders. The date of opening of the financial bid and link for the online meeting shall be informed by the institute to the qualified bidders. **In case the bid file is protected with a password, then the bidders should provide the password of PDF/zip**

file during the opening of the bid. In case the bidder is unable to provide the password for the bid at the time of opening, then their bid shall be rejected.

7. The bid shall remain valid for acceptance by the Institute for a period of three months from the date of opening of the bid, which period may be extended by mutual agreement, and the bidder shall not cancel or withdraw the bid during this period.
8. The proposal must be filled in English. If any documents are missing or unsigned, the bid may be considered invalid by the Institute at its discretion.
9. Each Page of the RFP should be stamped and signed by the authorized person or persons submitting the RFP in token of his/their having acquainted himself/themselves with the General terms & conditions, specifications, special conditions of the contract, etc., as laid down. Any bid with any of the documents not so signed will be rejected.
10. The Institute does not bind itself to accept the lowest or any responsive bid and reserves the right to accept or reject any or all the proposals, either in whole or in part, without assigning any reasons for doing so.
11. The intending bidders are requested to visit the Indira Gandhi Institute of Development Research to understand the nature and scope of the work. The intending bidder can obtain any clarifications regarding the EOI document, scope of work, etc., if any, by contacting **Mr. Lingaraj Panda (Systems Analyst)** on his **mobile- 022 6909 6548** or through e-mail at lingaraj@igidr.ac.in or in his office at Indira Gandhi Institute of Development Research, Goregaon, Mumbai-400 065 on any Institute`s working day from Monday to Friday.

I/We hereby declare that I/we have read and understood the above instructions, and the same will remain binding upon me/us.

Place:

Signature of the bidder with company seal

Date:

SECTION 'C'

TERMS AND CONDITIONS

Upon the declaration of an intending bidder to be shortlisted / appointed by the Institute, they shall be subject to the following terms and conditions that shall form part of the bidding executed with the Institute.

1. The appointed consultant shall not assign the sub-contract. He shall not sublet any portion of the contract except with the written consent of the IGIDR. In case of a breach of these conditions, the IGIDR may serve a notice in writing on the bidder.
2. In all matters of dispute arising on the work, the matter shall be referred to **The Registrar, Indira Gandhi Institute of Development Research, Goregaon**, for a decision.
3. **Arbitration Clause:** In the event that the Successful Bidder is not satisfied by the decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration in accordance with the provisions of the arbitration and conciliation act, 1996, or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator mutually appointed by the Institute and the successful bidder. The place of arbitration shall be Mumbai, and any award, whether interim or final, shall be made and deemed for all purposes between the parties to be made in Mumbai. The arbitration proceedings shall be conducted in English, and any award or awards shall be rendered in English. The procedural law of the arbitration shall be the Indian law. The award of the arbitral tribunal shall be final, conclusive, and binding upon the Successful Bidder and the Institute.
4. Corrigendum, if any, issued for the tender shall form part of the bidding process. Corrigendum will be posted on <http://www.igidr.ac.in/tender>. Hence, Applicants are requested to visit the website regularly, note the corrigendum / amendments to the tender without fail, and submit the offer accordingly. The Institute is not responsible for the ignorance of the corrigendum.

5. Contract Period:

The total time allowed for completion of the assignment shall be of **5** months from the date of issue/acceptance of the appointment letter. The total completion period shall be scheduled in phases as mentioned in the 'Time schedule' of Technical Bid.

6. Mode of Payment:

The schedule of payment for architect consultancy service shall be on a prorated basis on completion of various stages as mentioned below.

Sr. No.	Completion Stages of Work	% of Total Amount of Fees
1	Visit and survey the campus and prepare the tender document as per the institute's requirements.	20%
2	Technical evaluation of the bids and selection of vendor for onboarding to implement campus WiFi	20%
3	After completion of PMC work	20%
4	Audit and certify the WiFi installation	40%

7. The performance security deposit (PSD):

The EMD of the successful bidder shall be retained as PSD amount till the completion of the contract obligations. If the successful bidder submits MSME certificate towards EMD exemption, then they should deposit an amount of **Rs. 25,000.00** towards the PSD in the form of DD/FDR/BG/NEFT. PSD amount shall be released after the successful completion of all the contractual obligations. No interest shall be paid on the PSD amount.

8. Penalty:

Penalty shall be imposed on the successful bidder if the cause for such penalty is directly and solely attributable to them. The total cumulative Penalty imposed on the bidder shall be 1% of the total professional fees of the particular service of the respective Order for which the penalty arises. The Institute shall raise its concerns or objections to the successful bidder within 30 days of the services provided. The total cumulative penalty shall be a maximum of 5% of the professional fees for the particular service giving rise to such indemnity.

9. Termination Clause:

9.1 Without prejudice to any other remedy available to the Institute, in case of default on the part of the vendor in the performance of this contract or in the discharge of any contractual obligations

arising out of this contract or if the contractor commits substantial breach of his obligations and such breach is not corrected within 15 (fifteen) days from the date of receipt of the notice specifying the breach, by the contractor, the Institute may terminate this contract by giving a 30(thirty) days written notice of intended termination to the vendor.

9.2 In the event of this Contract being terminated, the Institute shall be liable to make payments of the amount due under this Contract up to the effective date of termination for which services (including parts thereof) have been rendered by the vendor

9.3 On the earlier termination of this Contract due to failure to discharge its duties, the Performance Security Deposit shall stand forfeited by the Institute.

I/We hereby declare that I/we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between I/us and the Institute. The same shall bind me/us upon being declared the Successful Bidder.

Date:

Signature of the bidder with company seal

SECTION-'D'
PRE-QUALIFICATION CRITERIA

Pre-Qualification Documents to be submitted by Bidder along with Pre-qualification Bid:

Eligibility for Bidders

The Agencies that fulfil the following requirements shall be eligible to apply:

- a) Copy of Registration of Firm, Certificate of Incorporation of company or Partnership deed.
- b) Copy of Registration of Goods & Service Tax and PAN
- c) The bidder should have an average annual turnover of INR **50 lakh** in the last 3 financial years. Submit copies of the audited Balance Sheet and Profit & Loss account /CA Certificate for the last three years.
- d) Either the Registered Office or one of the Branch Offices of the bidder should be located in the territory of MMRDA.
- e) The bidders should have at least executed two similar network consultancy and PMC works in a University/ Autonomous College / Institute / Academy/ Government Department/ PSU/ Corporate company in Mumbai in the last five financial years. **(Copy of work orders/Agreements/Appointment letters should be submitted).**
- f) The bidder should not be blacklisted by any Govt. organization /PSU during the last 3 years. A declaration certificate to this effect is to be submitted as per the format given in Annexure-1.

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the **letterhead** of the company, to be submitted along with the qualification bid duly stamped and signed by the authorized person of the agency.

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice for the purpose. All documentary proof must be listed on the letterhead of the company, to be submitted (scanned copy) along with the qualification bid duly stamped and signed by the authorized person of the agency.

- **Information to be furnished by the bidder:**

Sr. No.	Item	Information to be filled by Bidder
1	Name of the bidder	
2.	Address	
2	Name of the contact person Telephone Number: Office/ Residence: Mobile Number: E-mail address-	
3	Details of Registration (number & date)	
4	Month and Year in which the company was formed/ incorporated.	
5	Type of organization (Partnership, Pvt. Ltd., Public Ltd., etc.)	
6	Enclose a copy of the partnership deed, and Articles of Association (in case of partnership firm)	
7	Average Annual Turnover of Last Three Financial Year (attached audited balance sheets-profit & Loss account statements or CA certificate)	FY2022- 23 FY2021- 22 FY2020-21
9	Bank Account Details	A/C No. Bank Name: IFSC:

Date:

Signature of the bidder with company seal

SECTION-‘E’
TECHNICAL BID

Indira Gandhi Institute of Development Research (IGIDR) holds the prestigious status of being both a university and an advanced research institute, established under the auspices of the Reserve Bank of India. Situated across a sprawling 14-acre campus, IGIDR boasts a dedicated data center, equipped with essential server facilities. The institution offers a comprehensive academic program, including a residential MSc. in Economics and a PhD program in Development Studies.

This Request for Proposal (RFP) is being issued to solicit proposals from qualified Network Consultants and firms. We are seeking their expertise to provide both consultancy and Project Management Consultancy (PMC) services for the implementation of a cutting-edge Wi-Fi network infrastructure at the IGIDR campus in Mumbai. This initiative aims to upgrade and replace the existing WiFi infrastructure, ensuring a state-of-the-art network solution for our institution. The current WiFi system has 264 APs, including indoor and outdoor, wifi manager in HA, 20 no's of POE+ switches.

A. Scope of Network Consultancy Services and PMC :

1. Gather Requirements: The selected Consultant will gather requirements for both indoor and outdoor Wi-Fi systems. This includes conducting surveys and interviews with stakeholders to determine the specific needs and expectations for the new Wi-Fi network.
2. Design and Detailing Develop a comprehensive design conforming to the latest industry standards, including network architecture, equipment specifications, security protocols, and scalability.
3. RFP Preparation and Evaluation Prepare a detailed Request for Proposal (RFP) document with technical specifications based on the design. Conduct the technical evaluation and ranking of bids from potential vendors.
4. Project Monitoring Oversee the project's progress, ensuring compliance with the design intent and timely installation. Conduct periodic reviews of the site.
5. Audit and Certification Audit and certify the installation of the Wi-Fi network to ensure it meets the specified standards and requirements.

B. Time Schedule for the Assignment:

Following are the time schedule generally to be followed by the appointed consultant unless otherwise specified in the work order.

Sr. No.	Stages of Assignments	Time Schedule
1	Visit and survey the campus and prepare tender document	Within 10 days
2	Selection of vendor for onboarding to implement WiFi	from the date of advertisement of tender:5 weeks
3	PMC for WiFi implementation and Audit & Certify the WiFi installation	From the date of work order given to the selected vendor to install the WiFi on campus: 12 weeks.

* The successful bidder should strictly follow the above time schedule.

Date:

Signature of the bidder with company seal

SECTION-'F'
FINANCIAL
BID

NIT No: NIT No: IGIDR/Tender/2023-24/CC/01

Date: 10 October 2023

Name of the service: Appointment of a Network Consultant for WiFi implementation at IGIDR

Sr. No.	Description	Amount Rs.
1	a)Professional Charges for network consultancy services	
	b) PMC for the WiFi Project (Total 15 visits after the work order is issued to the selected vendor) (As per the scope of services mentioned in Section-E, Technical Bid).	
	Sub Total	
	GST	
	TOTAL	

Note:

1. The above-quoted charges include applicable GST, to and fro transportation, lodging & boarding, visit charges, etc.
2. The Institute shall not pay any extra charges above the quoted amount.
3. The consultant shall manage all their expenses at the above-quoted charges only.

Date:

Signature of the bidder with company seal

**The financial bid should be submitted on company/firm letterhead with sign and stamp on it.*

ANNEXURE – A*

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTERHEAD WITH REGARD TO BLACKLISTING/NON-DEBARMENT BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,
The Registrar
Indira Gandhi Institute of Development Research
Film City Road, Santosh Nagar,
Goregaon (East),
Mumbai – 400 065.

We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

For M/s _____

Authorized Signatory

Date:

**To be submitted on company/firm letterhead with sign and stamp on it.*