



# Apparel Export Promotion Council

**NOTICE INVITING TENDERS  
FOR  
“PROVIDING DEDICATED INTERNET CONNECTIVITY OF 20 MBPS IN THE  
HEAD OFFICE LOCATED AT GURGAON”**

### **IMPORTANT DATES**

1.	Issue of Tender Document	From: 10 <sup>TH</sup> January 2018
2.	Last date & time for submission of tender	31 <sup>st</sup> January 2018, 6 P.M.
3.	Date of opening of Bids	1 <sup>st</sup> February 2018
4.	Earnest Money Deposit (EMD	Rs. 20,000/- (Twenty Thousand Only) Through :Demand Draft/Online Transfer and to be submitted with Bid.

## **NOTICE INVITING TENDERS FOR “PROVIDING DEDICATED INTERNET CONNECTIVITY OF 20 MBPS IN THE HEAD OFFICE LOCATED AT GURGAON”**

Apparel Export Promotion Council, sponsored by Ministry of Textiles, Government of India, invites sealed tender from well-established firms / agencies having experience in providing internet connectivity in large govt & private organizations. The bids are invited in two bids format (1. Technical 2. Financial) for providing dedicated 20 Mbps internet bandwidth (1:1 uncompressed and unshared with last mile on fiber in Ring Topology) with 1:1 full duplex for AEPC, access rate till ISP International Gateway with redundant backup. ISP should have local peering for national traffic; traffic should be routed to Secondary International Gateway once the primary fails using OFC technology at the define location.

### **Amendment in Tender Document**

At any time till 7 days before the deadline for submission of bids, AEPC may, for any reason, whether at own initiative or in response to a clarification requested by a prospective bidder, modify the bid document by amendment. Such modifications shall be uploaded in the AEPC website. All such amendments shall be binding on all the bidders. AEPC also reserves the rights to amend the dates mentioned in the Data Sheet.

## SCOPE OF WORK

### OBJECTIVE

The agency shall provide the 20 Mbps (1:1 uncompressed with 99.9% uptime SLA and unshared with last mile on fiber) Internet Leased Line Connectivity for a period of initially one year and will be further extended, based on the organization on yearly basis, unless it will stand cancel on expiry of the contract or on written notice within 30 days.

### TIME SCHEDULE

The entire work should be completed in maximum 15 days from the issuance of Work order.

### DISCLAIMER:

This tender is being issued by the AEPC for inviting bids for **Providing Internet Connectivity of 20 Mbps in the Head Office located at Gurgaon**. The purpose of this document is to provide the Bidder with information to assist in the formulation of their proposal. The information is not intended to be exhaustive. Interested parties are required to make their own inquiries. AEPC reserves the right not to proceed with the project, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the project further with any party submitting a bid.

### PROCEDURE FOR SUBMISSION OF BIDS

The agency qualifying the eligibility criteria shall submit the tender in two separate covers, as follows:-

**Cover (A)** – Superscripted as **Technical Bid**, which should consist of the following documents:-

1. Documentary evidence in support of Eligibility Criteria , namely:
  - i. Copy of the Balance sheet and profit and loss account showing average annual financial turnover of at least Rs. 1 Cr. during the last 3 years, ending 31st March, 2017.
  - ii. Copies of the work orders evidencing that the agency has experience of at least 3 years of providing internet connectivity in reputed organizations.
2. Demand Draft/Online transfer for Rs. 20,000/- towards EMD in favour of

**BENEFITIARY: APPAREL EXPORT PROMOTION COUNCIL**  
**SAVING A/C NO: 180401000020000**  
**IFS CODE: IOBA0001804**  
**BANK: INDIAN OVERSEAS BANK**

**BRANCH – APPAREL HOUSE, SECTOR 44, INSTITUTIONAL AREA, GURGAON – 122003.**

3. Photocopies License /Registration Certificate of the firm.
4. Signature of the bidder or his/her authorized signatory on each page.
5. Copy of PAN Card & GST Number
6. Annexure – 1 ‘Acceptance Letter of the Tenders’
7. Annexure – 2 ‘Undertaking’
8. Annexure – 3 ‘Agency’s Name and Address’
9. Annexure – 4 - Technical specifications compliance sheet as per the formats given.

**Cover (B)** – Superscribed as **Financial Bid** consisting of the bid amount separately indicating statutory taxes, charges and levies etc. The format for submission of Financial Bid is given in Annexure

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## **GENERAL CONDITIONS /INSTRUCTIONS FOR SUBMISSION OF BIDS/APPLICATIONS**

1. Tender Document can be downloaded from the website of AEPC [www.aepcindia.com](http://www.aepcindia.com).
2. The last date of receipt of bid on our E-mail ID (**tender@aepcindia.com**) on or before **31<sup>ST</sup> January 2018, 6 P.M.** The offers received after the due date and time will not be entertained.
3. In the first stage Technical bids will be evaluated on **1<sup>st</sup> February 2018** at “**Apparel Export Promotion Council**, Apparel House, Sector-44 Institutional Area, Gurgaon” in the presence of such bidders who may wish to be present, either in person or through their authorized representatives (duly supported with authorization letter).
4. Only shortlisted bidders whose bids are technically appropriate shall be eligible for opening of Financial bids. The financial Bid will be opened on same day i.e. **1<sup>st</sup> February 2018**.The decision of the AEPC in this regard will be final and no requests etc. will be Entertained from the bidders.
5. The EMDs of the unsuccessful bidders will be refunded by way of handing over the original Demand Draft\Banker’s Cheque duly endorsed by the Competent Authority of the AEPC after the completion of bidding process without any interest.
6. All the pages/documents of the bid should bear the dated signature of the tenderer with the stamp of the Firm. All the entries by the tenderer should be in one ink & legibly written. Any over-writing corrections & cuttings should bear dated initials of the tenderer. Corrections should be made by writing again instead of shaping or over-writing.
7. Rates should be quoted in Indian Rupees (Rs) both in figures as well as in words. In case the rates quoted in words & figures are at variance, the rates written in words will be taken as final. Please ensure to specify about the taxes if any
8. AEPC reserves the right to reject or accept any or all application(s) without assigning any reason(s).
9. Conditional tenders are liable to be rejected.
10. AEPC reserves the right to increase or decrease services in Tender document.
11. **The terms of payment for Annual Recurring Charges will be on quarterly basis after the completion of a quarter.**

## **Terms & Conditions/Eligibility Criteria**

1. The average annual financial turnover during the last 3 years, ending 31<sup>st</sup> March of the previous financial year, should be at least Rs. 1 Crore. Balance sheet and profit and loss account to be enclosed along with application.
2. Experience of having successfully completed similar works during last 5 years ending last day of month previous to the one in which applications are invited.
3. The details of inputs / information required to be submitted by the agency should as per the information mentioned in tender document.
4. The details of current /previous clients are to be submitted as shown below. (i)  
Name of the company /organization /office  
(ii) Contact person with telephone number and Email IDs  
(iii) Contract Period and volume of work like Value, area covered and man power deployed.  
(iv) Copy of contract/agreement/experience and satisfactory work completed certificate to be enclosed.
5. The EMD of the successful tenderer will be retained till performance bank guarantee is furnished from a Govt. / nationalized/ Scheduled Bank for 7% value of tendered amount for the period beyond three months of the last date of the contract. On receipt and acceptance of the bank performance guarantee the EMD will be released without any interest.
6. The EMD will be forfeited in case:
  - (a) The tenderer withdraws their offer during the period of tender validity.
  - (b) After opening of Tender, the tenderer fails to honor the contract or refuses to comply with any or all terms and conditions of the tender.
7. The offer should be valid for a minimum period of 180 days from the date of opening of technical bid.
8. The rates for various items should be quoted in the format as given in the Financial Bid (Annexure-6) only. The rates should be inclusive of cost towards deploying manpower, machines, all charges towards statutory compliance and all taxes.
9. Quoted rates should be free from any pre-conditions regarding payments etc or otherwise offers are liable to be rejected.
10. There will be no escalation in the price during entire contract period.
11. TDS will be deducted at source as per the provisions of Income Tax act, as amended from

time to time.

12. The contract shall be terminated if

- (i) The service of the agency is not found satisfactory or the agency changes the rate of contract during the contract period.
- (ii) In case the agency fails to execute the job as per the terms and conditions of the agreement, the balance / total work will be got executed through other agencies at the agency's risk and cost.

13. The losses to the AEPC which are directly attributable to the agency shall be deducted from the bills /adjusted from the performance guarantee.

14. In case of any dispute or difference arising in relation to meaning or interpretation of the agreement, the same shall be dealt as per the provisions of The Arbitration and Conciliation Act,1996. The award of the arbitrator shall be final and binding on both the parties.



**Acceptance of the Tenders**

All the clause of tender document and terms and conditions enumerated in this form has been read by me/us and are acceptable to me/us.

Date:

Signature

(Name in Block Letters)..... Name of Tenderer.....

Address (with Stamp)

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**UNDERTAKING**

To,

General Manager-IT  
Apparel Export Promotion Council,  
Apparel House, Sector-44, Institutional Area,  
Gurgaon, Haryana-122003

Sir,

1. I/We the undersigned, certify that I/We have gone through scope of work (specification of task) and the terms and conditions mentioned in the tender documents and undertake to comply with them.
2. It is further certified that our firm has not been black-listed by any agency in India or abroad.

Date:

SIGNATURE OF THE TENDERER WITH SEAL

NAME OF THE TENDERER  
WITH ADDRESS

**Name and Address of the Agency**

<p><b>NAME OF THE BIDDER (as per Registration Certificate)</b></p>	
<p><b>COMPLETE POSTAL ADDRESS OF THE BIDDER WITH PHONE NO, FAX NO &amp; E-MAIL ADDRESS (as per Registration Certificate)</b></p> <p><b>Name of the contact person with Mobile number.</b></p>	

**Technical Specification Compliance Sheet**

EARNEST Money Deposit (EMD)	Demand Draft/UTR No. _____ dated _____ for Rs. 20,000/- (Rupees Twenty Thousands only) drawn on (name of the Bank) _____ in favor of "Apparel Export Promotion Council," payable at Gurgaon ( <b>To be enclosed with Technical Bid</b> ).
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<b>Company / Firm Profile</b>	
1. Name of the Company/ Firm and Complete registered address (a) Legal Status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation) (b) Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof? (c) Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.	
2. Name, Designation and Tel. No (s) of the Contact Person -Fax No(S) -e-mail address	
3. Year of commencement of Business	
4. Statutory Details (photocopy to be attached) - Registration No. of the Firm - PAN no. - GST Registration No. - Registration no. of ESI & PF (photocopy of registration to be attached)/In case, not applicable, then an Undertaking on Rs. 50/- stamp paper duly notarized be submitted.	
5. Income Tax Returns for the last three Financial Years	

6. Profile of dedicated technical team with their qualification	
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8. List of present and past clients (Please use separate sheet for each) as per the following format. The information provided will facilitate evaluation of your Technical Bid. Please enclose the copies of the Contract Letter.

S.NO	Name of the organization with complete postal address	Name & designation of the Contact Person with Tel/ Mobile No (s)	Date from which the contract was awarded	No. of persons deployed by your firm

9. Volume of business done during the last three financial years (please submit documentary evidence) (Rs. in Lacs)

	2014-15	2015-16	2016-17
<b>Details of annual financial turnover (gross)</b>			

**FORMAT FOR SUBMISSION OF FINANCIAL BID**

<b>Description Of Work</b>	<b>Amount (Rs.)</b>
<p><b>Cost of:</b></p> <ul style="list-style-type: none"><li>i) Annual Recurring Charges</li><li>ii) One Time Setup Charges.</li></ul> <p><b>Total Amount :</b></p> <p><b>Taxes:</b></p> <p><b>Total Amount including taxes:</b></p>	

**Note: To be given in separate envelope super scribing “FINANCIAL BID FOR  
“Providing Internet Connectivity of 20 Mbps in the Head Office located at Gurgaon**

**NOTICE INVITING TENDER FOR “PROVIDING INTERNET CONNECTIVITY OF 15 MBPS  
IN THE HEAD OFFICE LOCATED AT GURGAON”**

**Last date & time for submission of duly filled- in Tender Document:**

31<sup>st</sup> January 2018

(Dully filled – in Tender Document, complete in all respects, to be submitted on E-mail-  
**tender@apecindia.com**

**Venue for opening of Bids:**

Apparel Export Promotion Council, Apparel House, Sector-44 Institutional Area  
Gurgaon, Haryana-122003.

## **CHECK LIST OF DOCUMENTS TO BE ATTACHED WITH TENDER DOCUMENT**

1. Demand Draft for Rs. 20,000/- towards EMD.
2. Copies of Income Tax returns filed & balance Sheets for the last three years.
3. License photocopies/Registration Certificate of the firm.
4. Signature of the bidder or his/her authorized signatory on each page of the Tender Document as acceptance of the terms and conditions contained in the Tender Document.
5. Documentary evidence in support of Eligibility Criteria & Term & Conditions.