

**MORMUGAO PORT TRUST
FINANCE DEPARTMENT
(INFORMATION TECHNOLOGY CELL)**

Ref.No.FA/IT(7-AV)/2017/

Date: 9 May 2017

Tender Notice

Mormugao Port Trust (MPT) is using Symc Protection Suite Enterprise Edition 4.1 per User Renewal Essential 12 months Gov Band A Antivirus Software. Total no. of nodes under this license is 450 nos. that are due for renewal. Customer No.: 55974295.

MPT is inviting quotation for renewal of 450 nos. Licenses for a period of one year in sealed envelope at the following address:

**Assistant Director (EDP),
Finance Department, IT Cell,
1st Floor, Administrative Building,
Headland Sada, Goa – 403 804,
Phone Nos: 0832- 2504416, 2594419**

The sealed quotation along with your Terms and Conditions should reach to the Assistant Director (EDP) upto 15:00 hours on 22.05.2017 and will be opened on the same day at 15:30 hours in the office of Assistant Director (EDP), Finance Department, in the presence of representatives of tenderer who wish to be present. Tenders received after due date and time are liable to be rejected. **The envelope should be superscribed as “Quotation for Symantec Anti-Virus”.**

**Financial Adviser & Chief
Accounts Officer**

TERMS AND CONDITIONS

Our terms and conditions are enclosed herewith Notice Inviting Tender for your reference and kind perusal before sending your offers.

- A. Earnest Money Deposit (EMD):** The tenderer shall remit Rs. **6500/-** (Rupees Six Thousand Five Hundred Only) as earnest money deposit which may be remitted by demand draft issued by a Schedule Bank/Nationalized Bank payable at Mormugao/Vasco drawn in favour of **'Financial Adviser and Chief Accounts Officer, Mormugao Port Trust'** to be attached along with the tender. No other form of deposit towards Earnest Money shall be accepted. Cheques will not be accepted towards the earnest money. If the earnest money deposit is not furnished in the manner prescribed above, it will entail the rejection of the tender. The earnest money deposited by the unsuccessful tenderer will be refunded within a reasonable period of time without interest on placement of work order on the successful tenderer.
- B. Forfeiture of EMD:** Failure to comply with the tender conditions and payment of security deposit will entail forfeiture of the earnest money.
- C.** The tenderer has to carry out the following activities that are involved in Antivirus Software Solution during their weekly visit for one year Antivirus support.
- i) Reinstallation of Symantec Protection Suite Enterprise Edition 4.1 Antivirus Software if need arises during the validity of 450 nos. users' license.
 - ii) Windows Patch Management WSUS installation on clients (users) specified in the tender.
 - iii) Installation of latest patches for Symantec Endpoint Protection Manager to detect latest viruses.
 - iv) Windows, XP, Windows 7 & 8.1 & Windows 10 Client update for security patches native and antivirus pattern file.
 - v) Monitoring of antivirus solution for entire landscape in case some clients are not getting update from server, updating them and later configuring them for auto update.
 - vi) Cleaning the infected system with latest patches/antivirus pattern file and removing the viruses without formatting the system as far as possible.
 - vii) Ensure that the antivirus solution is up to date and should be able to detect latest viruses and trozons.

- viii) Email scanning for viruses.
- ix) Mail viruses.
- x) Spyware
- xi) O.S. Patches Update.
- xii) Network Threat Protection.
- xiii) Removable devices detection (Auto Scan).
- xiv) Deletion of the Duplicate/Non-existing user in SEP Manager.
- xv) Able to solve the User Authentication error in Windows Clients.
- xvi) Ensuring Redundant Antivirus Server functions with all the parameters in the event of failure of Primary Antivirus Server.
- xvii) Disabling external USB devices through Symantec Manager.

D. The tender has to follow the conditions as indicated below:-

- i) The tenderer has to quote separately for Renewal, Supply and installation of Symantec Protection Suite Enterprise Edition 4.1 per User Renewal Essential 12 Months Gov Band A.
- ii) The tenderer has to quote separately for weekly visit to IT Cell, Mormugao Port Trust for one year Antivirus support for performing and monitoring of Antivirus Activities as mentioned 'B' above under Terms and Conditions.
- iii) If the support for Antivirus activities during each weekly visit remained incomplete and spilled 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 complete the job in the same visit.
- iv) The tenderer has to make weekly visits to MPT for one year during the validity of Symantec Antivirus Software license. Proportionate amount of the visit shall be deducted if the visits are less than the scheduled.
- v) The tenderer has also to ensure that the submission of reports of the clients infected with viruses that are noticed during their weekly visits to MPT on account of one year support for performing and monitoring of Antivirus activities as mentioned above.
- vi) The details of jobs/activities performed should be recorded on the register maintained in IT Cell. Alternatively, the tenderer may issue service report containing the jobs/activities done.

E. PAYMENT TERMS:-

- i) Payment will be made after Renewal, Supply and installation of Symantec Protection Suite Enterprise Edition 4.1 per User Renewal Essential 12 Months Gov Band A Antivirus Software on Server and 450 nos. clients.
- ii) Payment towards weekly visit for one year Antivirus support for performing and monitoring of Antivirus activities shall be paid quarterly.
- iii) The tenderer shall mention their company's PAN No., Service Tax No., VAT No, CST No. and Service Tax No. on the invoices each time. You shall also furnish Bank details of your company such as name of the bank, branch, type of account, account no. The payment will be made to you by ECS/RTGS directly to your account furnished by you.

F. TAXES:

- i) Taxes should be indicated separately against renewal, supply and installation of Symantec Protection Suite Enterprise Edition 4.1 per User Renewal Essential 12 Months Gov Band A.
- ii) Taxes should be shown separately against visit to IT Cell, Mormugao Port Trust for one year Antivirus support for performing and monitoring of Antivirus Activities at 'B' above.

G. DELIVERY: Within 21 days after receipt of work order. In case of failure to supply the product within the delivery period, Work Order will be cancelled and Security Deposit will be forfeited.

H. JURISDICTION: In case of any dispute, jurisdiction will be State of Goa only.

SECURITY DEPOSIT AND BANK GUARANTEE: A sum worked out on the basis of 10% of the total order value shall be payable by the tenderer towards Security Deposit. The security deposit shall be paid in the form of demand draft drawn from a Nationalized Bank and will be retained as security for the due and proper fulfillment of the warranty period of 1 year and will not carry any interest. Such deposit shall be forfeited on failure to perform or non fulfillment of this Work Order. The Security Deposit will be in force throughout the period of warranty and will be refunded thereafter. If the tenderer desires an irrevocable Bank Guarantee towards Security Deposit, the same shall be furnished in favour of Mormugao Port Trust in the Board's prescribed format with additional six months over warranty period.

FORMAT TO BE FILLED IN ALL RESPECTS

Sr. No	Product Description	Qty	Rate	Amount	Service Tax	Sub Total	VAT	Total Amount
1.	Renewal, Supply and installation of Symantec Protection Suite Enterprise Edition 4.1 per user Renewal Essential 12 Months Gov Band A	450						
2.	One Year Antivirus Support (including re-installation & extra visits if required) and Weekly visit of Engineer for one year	1						

Note:

- i) Item mentioned at serial no. 2 is optional.
- ii) Shortlisting of a vendor will be done on the basis of total amount of items at serial nos. 1 & 2 mentioned in the above format.



MORMUGAO PORT TRUST
FINANCE DEPARTMENT

TENDER No. FA/IT(7-AV)/2017

FORM OF BANK GUARANTEE FOR SECURITY DEPOSIT

In consideration of the Board of Trustees of the Mormugao Port Trust (hereinafter called "The Board") having offered to accept the terms and conditions of the proposed agreement between _____ and _____ (hereinafter called "the said Contractor(s)" for the work _____(hereinafter called "the said agreement") having agreed to production of an irrevocable Bank guarantee for Rs. _____ (Rupees _____ only) as a security/guarantee from the Contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We _____ (hereinafter referred to as the "Bank") hereby undertake to (indicate the name of the Bank) pay to the Board an amount not exceeding Rs. _____ (Rupees _____ only) on demand by the Board.
2. We _____ do hereby undertake to pay the amounts due and payable (indicate the name of the Bank) under this Guarantee without any demur, merely on a demand from the Board stating that the amount claimed is required to meet the recoveries due or likely to be due from the said Contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____ only).
3. We, the said Bank, further undertake to pay to the Board any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder, and the Contractor(s) shall have no claim against us for making such payment.

4. We _____ further agrees that the Guarantee herein contained shall (indicate the name of the Bank) remain in full force and effect during the period that would be taken for the performance of the said agreement, and it shall continue to be enforceable till all the dues of the Board under or by virtue of the said agreement have been fully paid, and its claims satisfied or discharged, or till the Engineer-In-Charge, on behalf of the Board, certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s), and accordingly discharges this Guarantee.

5. We _____ further agree with the Board that the Board (indicate the name of the bank) shall have the fullest liberty without our consent, and without effecting in any manner our obligations hereunder, to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Board against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement, and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Contractor(s) or for any forbearance, act of omission on the part of the Board or any indulgence by the Board to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the Constitution of the Bank or the Contractor(s).

7. We _____ lastly undertake not to revoke this Guarantee except with (indicate the name of the Bank) the previous consent of the Board in writing.

8. This Guarantee shall be valid upto _____ unless extended on demand by the Board. Notwithstanding anything mentioned above, our liability against this Guarantee is restricted to Rs. _____ (Rupees _____ only), and unless a claim in writing is lodged with us within six months of the date of expiry or extended date of expiry of this Guarantee all our liabilities under this Guarantee shall stand discharged.

Dated the _____ day of _____ For _____

(Indicate the name of the Bank)