



# BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

**e-TENDER NOTICE FOR SUPPLY ANAD INSTALLATION OF ANTIVIRUS SOFTWARE FOR BFUHS, FARIDKOT AND ITS CONSTITUTENT COLLEGES/ INSTITUTIONS.**

Tender Notification No :	To be generated automatically by the E-procurement portal of the Govt. of Punjab.
Nature of work :	e- tenders are hereby invited from the <b><u>Manufacturers / Authorized Dealers/ Authorized Distributors/ Suppliers/ firms etc. for supply and installation of Antivirus software</u></b> at the Baba Farid University of Health Sciences, Faridkot and its constituent colleges located at different locations.
Cost of the tender document:-	Rs.500/- only (Rupee Five Hundred Only) {Non refundable, under any circumstances}.
Tender Processing fee:-	To be charged by Govt. of Punjab as per its norms. (Non- refundable).
EMD Amount :	Rs.20,000/- only (Rupees Twenty Thousand Only)  <i>{Refundable to the Non-successful bidders, without any type of interest or other charges}.</i>  <i>However, It will be converted in Performance security in case of successful tenderer and will be returned after successful completion of the contract period.</i>  <u>It should be clearly noted that no bidder will be allowed any type of exemption from the deposit of the EMD under any circumstances.</u>
Performance Security	The Earnest Money Deposit deposited by the successful bidder will be converted against the performance security and will be returned after the completion of period.
Date of start of downloading of tender documents:-	immediate from the website of the Punjab Government i.e. <a href="https://eproc.punjab.gov.in">https://eproc.punjab.gov.in</a>
Website for downloading of the tender document:-	From the above website However, the details may also be obtained from the University website i.e. <a href="http://www.bfuhs.ac.in">www.bfuhs.ac.in</a>
Last date for downloading of the tender document:-	<b><u>18.12.2019 up to 12.30 pm</u></b>
Last date & Time for submission of the tender documents:-	<b><u>18.12.2019 up to 1.30 pm</u></b> <b><u>(through online mode only)</u></b>
Date of opening of the Tender documents (Technical Bids)	<b>By the next day from the last date of submission of tenders (by 5:00 p.m.)</b> <b>on the e- procurement portal of the Govt. of Punjab.</b>



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	<p>However the bidder or their authorized agents representative may attend the tender opening process at the University Procurement &amp; Facility Department, Baba Farid University of Health Sciences, Faridkot on the prescribed time and date.</p>									
<p>Date of Opening of the tender documents (Financial Bids)</p>	<p><b>The opening date of financial bids of the technically qualified bidders will be informed on the university web site .</b></p> <p>on the e- procurement portal of the Govt. of Punjab.</p> <p>However the bidder or their authorized agents representative may attend the tender opening process at the University Procurement &amp; Facility Department, Baba Farid University of Health Sciences, Faridkot on the prescribed time and date.</p> <p>The University authorities will have right to decide any other date and time for the opening of the Financial bids</p>									
<p>Address for the submission :</p>	<p><b>The Registrar,</b>  <b>Baba Farid University of Health Sciences,</b>  <b>Sadiq Road, Faridkot (Punjab) PIN-151203.</b></p>									
<p>Who can be contacted for obtaining more information about the tender.</p>	<table border="1"> <thead> <tr> <th data-bbox="651 1022 760 1108"><u>Sr. No.</u></th> <th data-bbox="760 1022 980 1108"><u>Nature of Information</u></th> <th data-bbox="980 1022 1443 1108"><u>Name of the concerned Official with contact No:-</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="651 1108 760 1451">1</td> <td data-bbox="760 1108 980 1451">About the tenders and allied information:-</td> <td data-bbox="980 1108 1443 1451">Incharge,            University Procurement &amp; Facility Department, Baba Farid University of Health Sciences, Faridkot.            Phone:- 01639-250267, 256232, 256236,            Email id:- <a href="mailto:upfdbfuhs@gmail.com">upfdbfuhs@gmail.com</a>            (on all working days from 9.00 a.m. to 5.00 p.m.)</td> </tr> <tr> <td data-bbox="651 1451 760 1495"></td> <td data-bbox="760 1451 980 1495"></td> <td data-bbox="980 1451 1443 1495"></td> </tr> </tbody> </table>	<u>Sr. No.</u>	<u>Nature of Information</u>	<u>Name of the concerned Official with contact No:-</u>	1	About the tenders and allied information:-	Incharge, University Procurement & Facility Department, Baba Farid University of Health Sciences, Faridkot. Phone:- 01639-250267, 256232, 256236, Email id:- <a href="mailto:upfdbfuhs@gmail.com">upfdbfuhs@gmail.com</a> (on all working days from 9.00 a.m. to 5.00 p.m.)			
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FARIDKOT AND ITS CONSTITUTENT COLLEGES/ INSTITUTIONS.***

## **SCOPE OF SUPPLY**

E-tenders are invited from **Manufacturers / Authorized Dealers/ Authorized Distributors/ Suppliers/ firms** for supply and installation of antivirus software for approx. 200nos. of users. **This antivirus software shall be valid for three year with regular updation in the server and client along with maintenance that will be further extended , based upon the mutual consent of both the parties**

### **Specifications**

- Antivirus
- Desktop Firewall
- Intrusion Prevention System
- Device control
- Application control
- Web protection
- External media control
- Host Integrity
- Integrated repair
- Detection and removal tool for Malware, Antispyware, Anti-spam, Adware, Trojan/Worms, etc.

### **Technical Specifications:**

1. All the tools / applications should be from single manufacturer's product. This should be deployed in the desktops as a single client software
2. The solution would be managed centrally using a web-based console that allows system monitoring, software updates, client configuration, and event reporting. The central site administrator should have the ability to manage the software at all levels of the network and have the ability to remotely deploy product updates and modifications to all users.
3. The solution should support plug-in modules designed to add new security features without having to redeploy the entire solution, thereby reducing effort and time needed to deploy new security capabilities to clients and servers across the network. It should be possible to install all features (antivirus, anti-spyware, Enterprise Client Firewall and damage clean-up) at the same time via client deployment methods and to manage centrally via the web-based management console.
4. The updates of definitions and version updates shall also be provided by bidder .
5. The bidder shall provide an active response to all virus related incidents that happen within the University and may have to visit the site at own expense if the problem is not resolved centrally.
6. The bidder will also have to provide the Antivirus operational guide with architectural diagram.
7. Autobackup of mandatory files. The user should be able to add more file extensions to the list.



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8. The solution should be capable of automatic (dynamic) deployment to client workstations, as well as, removal of any other existing Antivirus software.
9. The solution should provide customized web based reports for easy interpretation.
10. The anti virus should connect secondary console via cloud so that primary / secondary console can be used to administer / manage the separate local LAN (which is not the part of Main LAN of the University) viz. The University should be able to install and manage anti-virus at its constituent colleges / Hospitals. (GGS Medical College & Hospital, ACI Bathinda, SINMPS Badal, University Regional Center, Goindwal Sahib and Jalalabad)
11. The central site management system must be capable of providing a daily report of found viruses, including locations and a report of incomplete or failed nodes updates for each location. These reports must be accessible by the network administrator at the Central Server.
12. The solution should provide Spyware/Grayware Detection Reports, Virus Detection Reports, Antivirus Client Information Reports, Antivirus Server Deployment Reports, Virus Damage Clean-up Services Reports, Policy Violation report, Virus Infection Report, Infected Files Report, and Security Violation Reports, etc.
13. The solution should provide a secure Web-based management console to give administrators transparent access to all clients and servers on the network. It should provide customized web based reports for easy interpretation. It should also provide reports, that reflecting, the patch has been deployed. It should offer centrally managed Client Firewall and IDS and should also have virtual patching and it should be an automated process.
14. The Anti-virus solution should be able to detect, protect, remove all sorts of viruses including boot – level, memory – level, operating – system level, application level etc.

### **Data Loss Prevention :**

- a) Must have the capability to report the activity on various data transfer channels such as removable devices, network share, clipboard
- b) Must have capability to monitor printing activity on each endpoint.
- c) Must have capability to block printing activity on each endpoint.
- d) Must have the capability to monitor and control print screen operation.
- e) Must have the capability to monitor data transfer via various applications such as web browsers, messaging software's, etc. on windows as well as mac platforms.
- f) Must have the capability to monitor data transfer via file sharing applications, cloud services and social media.
- g) Must have the capability to monitor data transfer via Email clients.
- h) Must have the capability to monitor and control the flow of confidential information in files.
- i) Must have the capability to add custom defined words/phrases to search for in different file types.
- j) Must have the capability to block files based on file extensions and file types.
- k) Must have the capability to provide exemption to domains.
- l) Must have the capability to provide exemption to application.
- m) Must have the capability to provide exemption to network share location.
- n) Must have the capability to scan and detect confidential data residing on storage drive.



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16. The solution should enforce update facility from central server to any node as and when required.
17. Central Server should resend updates for the incomplete or failed updates of any node connected Local Network.
18. The solution should provide real-time detection and elimination or removal of viruses. The solution should support Exploit prevention on endpoints. The solution should detect and prevent Command and control (C&C) communication on endpoint.
19. The solution should provide to configure response levels to viruses including isolating the infected file and automatic deletion of infected files by administrator.
20. The solution should provide an automatic alert to the system administrator of multiple virus detections. 31.The solution should provide for automatic virus pattern file updates in the central server from the software manufacturer on 24x7 basis.
21. The Management Server should be able to block access to Network in endpoint where host integrity is compromised without requiring any additional client deployment, management and administration.
22. The solution should provide quarantine management in order to prevent spreading. A management interface must be provided to allow the administrator to review, sort and analyse quarantined items.
23. The scan engine of the protection software must employ "smart scanning" that provides scanning of only those emails which may contain viruses.
24. When a virus is detected in email or email attachments, the software must have the ability to automatically send notification to the email sender, recipient(s) and network administrator. Notification must include date and time of infection, location of server infected, infected file name, action taken on the infected file and recipient being infected.
25. The solution should provide transparent virus scanning and virus removal on networked desktop. The solution should provide features to remotely run a Virus removal tool from Management Console.
26. The solution should provide the ability to remove virus and other malicious codes from desktops as well as repair of damage of the computer. It should have the facility of quarantine of virus affected file system.
- 27. The Proposed Solution should support Backup and restore of Ransomware-encrypted files.**
28. The solution must be able to differentiate between various versions of the anti-virus, anti-spyware and firewall installed on desktops. Using this data, operators should be able to find out what actions to take to remediate or bring desktops to the latest level of antivirus version/signatures.
29. The antivirus Management server should have role based administration with Active Directory integration. It should offer features to create custom role type and to add uses to a predefined role or to a custom role. The antivirus Management server should support grouping of clients
30. The antivirus Management server should provide Policy action based on location awareness and should allow establishing separate configuration for internally versus externally located machines. The Security Compliance feature in Solution may leverage Microsoft Active Directory services to determine the security status of the computers in the network.
31. The solution must provide real-time spyware/gray ware scanning for file system to prevent or stop spyware execution. The antivirus solution should have capabilities to restore spyware/grayware if the spyware/grayware is deemed safe. The antivirus should have Assessment mode to allow first to evaluate whether spyware/grayware is legitimate and then take action based on the evaluation. The solution should have integrated spyware protection and clean-up.
32. Solution should not breach the security of any other installations of University in any wa



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33. The antivirus solution should be able to reduce the risk of virus/malware entering the network by blocking files with real-time compressed executable files. The antivirus solution should be able to detect files packed using real-time compression algorithms as executable files.
34. The solution should include capabilities for detecting and removing rootkits.
35. The solution should be able to do the following:a) Terminating all known virus processes and threads in memory b) Repairing the registry c) Deleting any drop files created by viruses d) Removing any Microsoft Windows services created by viruses e) Restoring all files damaged by viruses f) Includes Clean-up for Spyware, Adware etc.
36. The antivirus solution should be capable of cleaning viruses/malware even without the availability of virus clean-up components. Using a detected file as basis, it should be able to determine if the detected file has a corresponding process/service in memory and a registry entry, and then remove them altogether.
- 34 The antivirus solution should include the following Behaviour Monitoring features:
  - a)Behavioural analysis on unknown or low-prevalence processes to determine if an emerging or unknown threat is attempting to infect network.
  - b)Must have behaviour monitoring to restrict system behaviour, keeping security-related processes always up and running.
  - c)Should enable Certified Safe Software feature to reduce the likelihood of false positive detections.
  - d)Solution should not just rely on Sandbox analysis but should also leverage other advance techniques for detecting and preventing unknown threats.
  - e)Proposed solution should support advanced scanning technology to correlate threat information and perform in-depth file analysis to detect emerging, unknown security risks through digital DNA fingerprinting, API mapping, and other file features.
  - f)The antivirus solution should be able to score for sensitivity on a scale, both good and bad behaviours of unknown applications, enhancing detection and reducing false positives without the need to create rule-based configurations to provide protection from unseen threats, i.e., zero-day threats.
- 35 The antivirus solution should have CPU usage performance control during scanning. It should Check the CPU usage level configured on the Web console and the actual CPU consumption on the computer and should adjust the scanning speed if: –The CPU usage level is Medium or Low –Actual CPU consumption exceeds a certain threshold
- 36 The antivirus solution should provide Outbreak Prevention to limit/deny access to specific shared folders, block ports, and deny write access to specified files and folders on selected clients in case there is an outbreak. The antivirus solution should have a manual outbreak prevention feature that allows administrators to configure port blocking, block shared folder, and deny writes to files and folders manually. The solution should maintain Integrity of endpoints to ensure endpoints are protected and compliant by enforcing policies, detecting unauthorized changes, and conducting damage assessments with the ability to isolate a managed system that does not meet requirements.
- 37 The antivirus solution should safeguard endpoint mail boxes by scanning incoming POP3 email and Outlook folders for Threats.
- 38 The antivirus solution should be able to manage both SaaS (Software as a Service) and on premise solution from the single management console.
39. The antivirus solution should have a provision for setting up a local reputation server at no extra cost so that for verifying reputation of any file, endpoints should not contact Internet always.
40. .The antivirus solution should be able to scan Object Linking and Embedding (OLE) File.
41. The antivirus solution should have in the cloud based protection and support for Online and Offline mode client protection. The solution should provide Web threat protection by the following ways:
  - a)The solution should be able to protect the endpoints from Web threats by blocking access to and from malicious sites based on the URL's reputation ratings.



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- b)The solution should extend Web threat protection to the endpoints even when they disconnect from the network, i.e. regardless of the location.
- c)The solution should have the capabilities to define Approved URLs to bypass Web Reputation policies.
- d)The solution should provide real-time protection by referencing online database with millions of rated Web domains.
- e)The solution should allow Configuring Web reputation policies and assigning them to individual, several, or all end-point machines.
42. The solution should provide File reputation service with these features:
- a)The solution should be able to check the reputation of the files hosted in the internet.
- b)The solution should be able to check the reputation of the files in webmail attachments.
- c)The solution should be able to check the reputation of files residing in the computer.
43. The solution should be able to use any alternate method other than the conventional pattern based scanning with the following features:
- a) The solution should provide fast, real-time security status lookup capabilities in the cloud.
- b)The solution should reduce the overall time it takes to deliver protection against emerging threats
- c)The solution should reduce network bandwidth consumed during pattern updates. The bulk of pattern definition updates only need to be delivered to the cloud or some kind of repository and not directly to too many endpoints.
- d)The solution should lower kernel memory consumption on endpoints. Consumption may increase minimally over time.
44. The solutions should be able to deploy the Client software using the following mechanisms:
- a)Client Packager (Executable & Microsoft Installer (MSI) Package Format) b)Web install page c>Login Script Setup d)Remote installation e)From a client disk image
45. The antivirus management server should be able to download updates from different source if required, which could be the vendor's update server, any other server or a UNC path. If the update from the Management server fails, the security clients with the privilege should be able to get updated directly from the vendor's server. The solution should reduce network traffic generated when downloading the latest pattern by downloading only incremental patterns. Management server should have the flexibility to roll back the Virus Pattern and Virus Scan Engine if required via the web console.
46. The solution provided should be able to integrate and share Indicators of Compromise (IOC) with Anti-APT technology where unknown and suspicious threat can be mitigated on end points. The Centralised Management Server should be able to Control applications on a group of client computers by restricting unapproved applications. It should have a feature to restrict client computers to allow only applications on a specified list (whitelist). The whitelist will include all approved applications; any other applications will be restricted on client computers. Additionally, there should be a feature to restrict only applications on a specified list (blacklist). The blacklist will comprise all the unapproved applications; any other applications will be allowed on client computers. The Centralised Management Server should have feature to list every executable file on a targeted client system and to get details regarding the path, file name and corresponding checksum for each executable file or DLL that resides in a specified path on client computer. This information will be used to blacklist or whitelist applications. Feature of test mode for Application Control should be provided such that unapproved applications are logged rather than blocked so that the list can be reviewed before enabling Application Control.
47. The solution provided should include the topmost level of professional technical Enterprise level 24\*7\*365 Support from OEM (Antivirus Software Manufacturer). Technical Staff of OEM should be available in India. The OEM must provide 24\*7\*365 support request / ticket registering feature with request / ticket number. The OEM must provide feature to request support through toll free number, phone number, email, online web-based support, etc. Critical requests should be resolved by OEM in



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five hours. The OEM will provide support escalation hierarchy matrix with contact person name, cell-phone number and email-id to the Bank.

48. The successful bidder (vendor) will provide onsite technical support when any support request is registered. The successful bidder (vendor) will be responsible for correct configuration of Antivirus Solution Server and configuration of all endpoints and will provide onsite technical support when any support request is registered in this regard.

49. The successful bidder (vendor) will setup and configure the antivirus server with all features, plugins, components, modules, security settings and configuration and will do initial agent / client deployment in all endpoints. The successful bidder (vendor) will provide feature to request support through phone number, email, etc. and will be responsible for resolution of all technical support requests by providing onsite support. The successful bidder (vendor) will provide support escalation hierarchy matrix list with contact person name, cell-phone number and email-id to the University.

50. During beginning of every half year, OEM Technical Support Manager or successful bidder (vendor) will review the status of Centralised Antivirus Solution and all plugins, add-ons and components. The successful bidder (vendor) will have to submit a report that all modules, plugins and Components including but not limited to antivirus, anti-spyware, anti-malware, anti-ransomware, exploit/ hijack prevention, intrusion prevention, management components, reporting components, any other vulnerability protection feature, etc., installed and configured in the Antivirus Server and Endpoints are of latest version as on that date and with proper configuration. The Report submitted by the successful bidder must include a list of all modules, plugins and Components along with their version number (and version date) in the Server, number of endpoints where installed and the version number (and version date) in endpoints. The Report should be sealed, signed and certified by OEM Technical Support.

### **Important Note:-**

- A) The L1 Bidder may be called by the University for negotiation of their rates.
- B) The quantity may increase or decrease.
- C) The bidders are requested to quote their rates in the financial bid only. The rates should be quoted including all charges however, the GST will be paid by the University extra upon the quoted rates, as per the norms of the Government.





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## **INSTRUCTIONS/ GUIDELINES TO THE TENDERER**

1. Please download the Tender document from the website of the e-procurement of the Govt. of Punjab. Please sign on all the pages of the tender document along with a stamp/ seal. Then a scanned copy of the same may be uploaded on the website at the time of submission of the tender document..
2. upload an affidavit regarding Non-Black listing as per proforma given at (Annexure-II) on Non- Judicial Papers of appropriate value, duly attested by an Executive Magistrate or a Notary Public may also be uploaded on the website. **The original document must be submitted in the university before the last date**
3. upload Technical Bid Proforma (Annexure-III).
4. upload a signed copy of the terms and conditions (Annexure-IV).
5. Detail of Bank Account for refund of EMD (Annexure – V)
6. In addition to this, following documents are to be attached with Technical Bid:-
  - i) Tender Fee: The tender document fee of Rs.500/- only may be submitted through online mode only. The Tender document fee will not be accepted through any other mode. It is pertinent to mention here that the Tender document fee once deposited will be Non- refundable under any circumstances.
  - ii) **Earnest Money Deposit (EMD) of Rs.20,000/-** (Rupee Twenty Thousand Only). The Earnest Money Deposit must be submitted *in the shape of Online Payment*.
  - iii) Details of registration as Company / Shop / Establishment. The supporting document should be uploaded on the e-procurement website of the Govt. of Punjab along with the tender document.
  - iv) Copy of Certificate of Registration for service Tax/TIN/TAN/PAN/VAT (as applicable). The supporting document should be uploaded on the e-procurement website of the Govt. of Punjab along with the tender document.
7. Attach a signed copy of the Acceptance of Tender/ Conditions Forms (Annexure-VI). The said copy must be signed and duly stamped. A scanned copy of the same may be uploaded on the e-procurement website of the Govt. of Punjab along with the tender document.



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8. It should be clearly noted that this tender will be accepted through e-tender mode only. The tenders submitted through offline mode will not be accepted under any circumstances.



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## **Annexure-I**

### **NOTICE INVITING TENDER (E-TENDER NOTICE)**

**E-tenders** are invited from **Manufacturers / Authorized Dealers/ Authorized Distributors/ Suppliers/ firms** for supply and installation of antivirus software for approx. 200nos. of users. **This antivirus software shall be valid for three year with regular updation in the server and client along with maintenance** that will be further extended , based upon the mutual consent of both the parties  
The tender document containing detailed terms & conditions may be downloaded from the e-procurement website of the Punjab Government i.e. <https://eproc.punjab.gov.in> and its details may also be seen at the University website i.e. [www.bfuhs.ac.in](http://www.bfuhs.ac.in)

#### **TERMS AND CONDITIONS:-**

1. **Earnest Money Deposit (EMD) of Rs.20,000/-** (Rupees Twenty Thousand Only).  
**The Earnest Money Deposit must be submitted *in the shape of Online Payment* .**
2. The tenders will be opened by the next day from the last date of submission of tender (by 5.00 PM), **on the e-procurement portal of the Punjab Government** in the presence of tenderer(s), who wish to be present in the said tender opening process. However, the individuals keen to attend the tender opening process should have an authorization certificate from the company.
3. The Price bid (Financial Bids) will be opened after the opening of Technical Bid. The Price Bid (Financial Bids) of the technical qualified bidders will be opened by the University.
4. The Registrar, Baba Farid University of Health Sciences, Faridkot reserves all rights to accept or reject any or all the tenders without assigning any reason.

Registrar



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## Annexure-II

(To be furnished on non-judicial stamp papers  
worth Rs.30/- duly attested by Executive Magistrate or Notary Public).

### AFFIDAVIT

I/We \_\_\_\_\_ partner/sole  
proprietor (Strike out which is not applicable) of (Name & Address of Firm)  
\_\_\_\_\_ do hereby declare and solemnly affirm:-

- a) That the individual/firm/ companies are **not debarred or black- listed** by any department of Union/ State Government or any autonomous institute.
- b) That no partner or shareholder, directly or indirectly connected with the applicant has been debarred or blacklisted by any department of Union Govt./State Govt./Autonomous Institute.
- c) That the terms and conditions for “*Supply and installation of antivirus software*” are acceptable to me/us. I/We will abide by them in letter and spirit.
- d) That I will supply and install the required material within the stipulated delivery period of the tender document/ supply.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

DEPONENT

### **VERIFICATION**

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therein.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

DEPONENT



# BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

***e-TENDER NOTICE FOR SUPPLY ANAD INSTALLATION OF ANTIVIRUS SOFTWARE FOR BFUHS,  
FARIDKOT AND ITS CONSTITUTENT COLLEGES/ INSTITUTIONS.***

Annexure-III

## TECHNICAL BID

1 Name of the applicant (tenderer/  
bidder). \_\_\_\_\_

2 Constitutional status of the  
tenderer/ bidder. \_\_\_\_\_  
i.e. Proprietor/ Partnership firm/ Pvt. Limited  
Company/ Public Limited Company/ Co-op  
Society etc.

3 Address of the tenderer/ bidder  
\_\_\_\_\_  
\_\_\_\_\_

4 Name of the Dealing Person :-  
\_\_\_\_\_

6 Position of the dealing person in  
the tenderer firm/ company/  
society :-  
\_\_\_\_\_

7 E mail id:-  
\_\_\_\_\_

8 Fax No:-  
\_\_\_\_\_

9 Mobile No:-  
\_\_\_\_\_

10 PAN Number  
\_\_\_\_\_

11 GST No.  
\_\_\_\_\_

### CHECK LIST DULY FILLED IN TO BE ATTACHED WITH THE TENDER

Sr. No.	Particulars	Remarks
1.	Copy of Tender Notice attached – Annexure – I	Yes/No



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	(Scanned copy uploaded on the e-procurement portal or not?)	
2.	Whether an affidavit on the non-judicial stamp paper, duly attested by the Executive Magistrate/Notary, regarding non-black listing/ non-prosecution of firm has been submitted? – Annexure – II  (Scanned copy uploaded on the e-procurement portal or not?)  (The original document must be submitted in the university before the last date)	Yes/No
3.	Technical Bid Proforma attached – Annexure – III  (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
4.	Signed copy of terms & conditions attached – Annexure – IV  (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
5.	Bank Details (Annexure – V) for refund of EMD attached  (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
6.	Signed copy of an acceptance of tender/ conditions (Annexure – VI)  (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
7.	Whether the fee of Rs.500/- on account of Tender Fee has been submitted through online mode or not?	Yes/No
8.	Whether an EMD of the appropriate value i.e. <b>Rs.20,000/- only</b> has been submitted online in the favour of “ <b>The Registrar, Baba Farid University of Health Sciences, Faridkot</b> ” and payable at “Faridkot”  Detail of Payment:- _____  Dated:- _____  Name of the Bank :- _____  Branch Name:- _____  Amount:- <b><u>Rs.20,000/- only (Rs. Twenty Thousand Only).</u></b>  Whether a soft copy of the same has been uploaded on the designated website at the time of submission of the tender or not?	Yes/No
9.	Whether each page of the tender document and other enclosures as well as	Yes/No



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	cutting(s)/ overwriting(s) have been signed/ initialed by the tenderer and also the forwarding letter duly signed by the authorized signatory, has been submitted? (Scanned copy uploaded on the e-procurement portal or not?)	
10.	Copy of Certificate of Registration for service Tax/VAT/ TIN/TAN/PAN attached. (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
11.	Whether a copy of Audited Balance Sheet of last two financial years have been uploaded on the website along with technical bid or not?	Yes/ No
12.	Whether a copy of the Income tax return of last two financial years have been uploaded on the website along with the technical bid or not?	Yes/ No

Note: Non compliance to any of the above conditions will render the offer/ tender to be rejected out-rightly and Price bid of the firm will not be opened.

Dated:- \_\_\_\_\_.

Place:- \_\_\_\_\_.

Signature\_\_\_\_\_

Name:-\_\_\_\_\_

Address:- \_\_\_\_\_

Contract No:-\_\_\_\_\_

E-mail id:-\_\_\_\_\_

With Seal



# BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

*e-TENDER NOTICE FOR SUPPLY ANAD INSTALLATION OF ANTIVIRUS SOFTWARE FOR BFUHS,  
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## Annexure-IV

### TERMS AND CONDITONS

#### e-TENDER DOCUMENT FOR Supply and installation of antivirus software

1. The **Manufacturers / Authorized Dealers/ Authorized Distributors/ Suppliers/ firms etc.** may quote their rates.
2. Tenders will be submitted only through e-tendering mode. The tenders will not be submitted through any other mode, under any circumstances.
3. Tenders without earnest money or short of it or not in the form specified above will not be entertained and shall be rejected straightway.
4. Tender not conforming to any or all the above terms and conditions will be rejected.
5. Incomplete tenders are liable to be rejected.
6. Baba Farid University of Health Sciences, Faridkot reserves the right to increase/decrease the specified quantities of any item(s) given in the tender.
7. No tenderer shall be exempted from furnishing Earnest Money Deposit (EMD) under any circumstances.
8. Earnest Money/ Security Deposit and/or any other sum of the tenderer(s) lying with the Baba Farid University of Health Sciences, Faridkot or Guru Gobind Singh Medical College & Hospital, Faridkot in connection with any other tender/case shall not be considered against this tender.
9. The bids received after the specified date and time for receipt of bids will not be considered under any circumstance. Registrar, BFUHS, Faridkot shall not be responsible for any type of delay in submission of the e-tenders.
10. The rates once quoted will remain valid/ un-changed for a period of three year or the period that will be further extendable upto this period.
11. The tenderer will be responsible to ensure that the tender is properly uploaded and submitted within well in time. The Earnest Money Deposit must be submitted before the last date and time for opening of the technical bids.
12. Each page of the tender document should be signed in full by the tenderer(s) and should bear the rubber stamp/seal of the firm affixed/ scanned, if applicable, on each page. Any cutting(s)/overwriting(s) etc. should also be initialed. In case of any infringement of these conditions, the tender is liable to be rejected. A scanned copy of the complete





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tender document should be uploaded on the e-procurement portal of the Govt. of Punjab.

13. In the event of the date of receipt or opening of tender being declared a holiday for the Baba Farid University of Health Sciences, Faridkot, the last date of receipt/opening of the tender shall be the next working day at the same time and venue. The Price Bid shall be opened only in respect of those individual/ firms, who technically qualify.
14. Any conditional, telegraphic tenders, fax tenders, tenders without earnest money, and not in the prescribed form or in any deviation from the terms and conditions of the tender notice shall not be entertained and will be rejected outrightly.
15. The tenderer(s) shall be at liberty to be present, in person or through their authorized representative(s) at the time of opening of the tender as specified in the Tender Notice. In case the authorized representatives are to be present, they must furnish the authority letter from the tenderer, on whose behalf they are representing otherwise they will not be allowed to participate in the process of opening of tender. **THE E-TENDER WILL BE OPENED IN THE UNIVERSITY PROCUREMENT & FACILITY DEPARTMENT OF THE UNIVERSITY.**
16. In case of violation of any of the terms and conditions as mentioned above, Earnest Money/ Security Deposit of the successful tenderer(s) shall be forfeited and the tender shall be cancelled.
17. Any attempt, direct or indirect, to cast influence, negotiate on the part of the tenderer **with the official/authority to whom he will submit the tender or the tender accepting official/ authority before the finalization of tenders will render the tender liable for rejection.**
18. The rates quoted should be F.O.R. destination i.e. the IT (cell), BFUHS, Faridkot or any of its constituent colleges/ Institutions. The constituent institutions of the University are located at Faridkot, Badal, Jalalabad, Shri Goindwal Sahib, Bathinda and should also include taxes and other levies.
19. The Supplier shall be responsible for all kinds of losses i.e. loss due to theft, damage, shortage till the installation, commission and acceptance of the network



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20. The Registrar reserves all the rights to accept or reject any tender without assigning any reason and also to impose/relax any term and condition of the tender.

## **21. CRITERIA OF EVALUATION OF PRICE BID**

The Price Bids of technically qualified bidders shall be evaluated on the basis of lowest bid criteria without compromising on the quality of material. Rates of all types of taxes as applicable should be quoted clearly.

## **22. SECURITY DEPOSIT:**

- i) The EMD of Rs. 20,000/- only (Rupee Twenty Thousand Only) submitted with the Tender considered as Security Deposit.
- ii) The Earnest Money Deposit will be refunded to the unsuccessful bidders within three months of the date of purchase order, without any type of interest.
- iii) The above said amount of the security deposit of successful bidder will be retained by the University and will be refunded after completion of period.

## **23. PAYMENT TERMS**

Payment through Account Payee Cheques/ NEFT/RTGS on receipt of product and submission of Bill, in the favour of the seller/ dealer only. The payment will not be made to any third party under any circumstances.

- (i) Rs.20,000/- security deposit shall be kept as security which shall be refunded after 3 years on the expiry of Antivirus Software License/contract.
- (ii) 50% of the billed amount shall be released on successful installation of the software.
- (iii) Balance 50% billed amount shall be released after submission of satisfactory Technical report by the IT cell.

## **24. PENALTY CLAUSE**

- A time period of 30 days will be given by the University to supply the material, depending upon the nature of item.
- If the supply is not made within the stipulated period then late delivery charges @2% will be imposed on the total amount of Supply Order up to delay of 30 days and thereafter @ 4% for another 30 days after which Supply Order/Rate Contract will be deemed cancelled & security/earnest money forfeited and company will be black-listed



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for future. However, the University can grant 15 days relaxation in the delivery period, based on the written request of the tenderer, if the University observes that the tenderer has valid reasons for non- supply of material within the stipulated time/ period.

- a. If the Successful bidder refuses or does not respond to the instruction/orders with in stipulated period, the EMD shall be forfeited and order may stand cancelled.
- b. If the firm refused to execute the orders fully or partially, the security amount shall be forfeited and supply order may stand cancelled.

### **25. ARBITRATION**

- i) In the event of any dispute or differences arising between the parties with regard to the terms and conditions of the agreement/contract and/or with regard to the breach or interpretation thereof including all rights and liabilities there under on any matter whatsoever touching upon the terms and conditions of the agreement/contract whether in course of or after its termination the parties will settle the same at the first instance by mutual discussions/conciliation which would be conducted by the Incharge, University Procurement & Facility Department, Baba Farid University of Health Sciences, Faridkot.
- ii) In the event the said mutual discussions/conciliation fails, the aggrieved party shall initiate arbitration proceedings for resolution of differences/disputes etc., mentioned above by appointing a sole arbitrator, who shall be the Registrar, BFUHS, Faridkot in which event the said proceeding shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act enforce.
- iii) The venue of such arbitration proceeding shall be at Faridkot and the court in Faridkot alone will have jurisdiction in respect of all proceedings connected there with.

**26. Jurisdiction** – All disputes are subject to the jurisdiction of courts at Faridkot only.

Dated:- \_\_\_\_\_.

Place:- \_\_\_\_\_.

Signature\_\_\_\_\_

Name:-\_\_\_\_\_

Address:- \_\_\_\_\_

Contract No:-\_\_\_\_\_



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**E-mail id:-** \_\_\_\_\_

With Seal

*Accepts all the terms & conditions of the Tender Under hand and seal of the authorized person*

## **Accepted**

Dated:- \_\_\_\_\_.

Signature\_\_\_\_\_

Place:- \_\_\_\_\_.

**Name:-**\_\_\_\_\_

**Address:-** \_\_\_\_\_

\_\_\_\_\_

**Contract No:-**\_\_\_\_\_

**E-mail id:-**\_\_\_\_\_

With Seal



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**Annexure- V**

## **Details about Bank Account of the firm who has deposited EMD**

Name of the firm: M/s \_\_\_\_\_

Sr. No.	Particulars	Detail
1.	Account No.	_____
2.	Name of Bank	_____
3.	Branch Name	_____
4.	IFSC Code of Bank	_____
5.	Name of Operator	_____

Dated:- \_\_\_\_\_.

Place:- \_\_\_\_\_.

Signature \_\_\_\_\_

Name:- \_\_\_\_\_

Address:- \_\_\_\_\_

\_\_\_\_\_

Contract No:- \_\_\_\_\_

E-mail id:- \_\_\_\_\_

With Seal



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**Annexure- VI**

## **TENDER/CONDITIONS ACCEPTANCE LETTER**

Date:-----

To

The Registrar  
Baba Farid University of Health Science,  
Sadiq Road, Faridkot.

**Subject: Acceptance of Terms & Conditions of Tender.**

Dear Sir,

1. I / We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the designated website.
2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents. (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.
5. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this condition.

Yours Faithfully,

Signatures :- \_\_\_\_\_

Name:- \_\_\_\_\_

Address: - \_\_\_\_\_

\_\_\_\_\_  
Contact No:- \_\_\_\_\_



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## **Financial Bid**

**To be filled on the e-procurement portal of the Govt. of Punjab only.  
The rates quoted by the bidder must include all charges, however the  
GST will be paid extra, by the University, as per govt. rates (if  
applicable)**