

**Maharashtra Pollution Control Board, Govt. of Maharashtra
Selection of Solution Provider (SP) for
Supply, Installation, Commissioning and Support of Anti-Virus Software at MPCB
offices in State of Maharashtra**

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1 DISCLAIMER

1.1 Though adequate care has been taken in the preparation of this *Request for Proposal* Document, the Bidder should satisfy himself that the Document is complete in all respects. Intimation of discrepancy, if any, should be given to the below mentioned office latest by the date mentioned in Sec.5.7. If this office receives no intimation by the date mentioned in Section 5.7, it shall be deemed that the Bidder is satisfied that the *Request for Proposal* Document is complete in all respects.

**Member Secretary
Maharashtra Pollution Control Board
Kalpataru Point, 3rd floor,
Opp. Cine Planet Cinema, Sion Circle
Sion (E), MUMBAI – 22
Ph: 022-24014701
Fax: 022-24024068**

1.2 Neither **MPCB**, nor their employees or consultants make any representation or warranty as to the accuracy, reliability or completeness of the information in this RFP nor is it possible for **MPCB** to consider the financial situation and particular needs of each party who reads or uses this RFP. **MPCB** recognizes the fact that certain prospective Bidders may have a better knowledge of the Project than others and thus encourages all prospective Bidders to conduct their own investigations and analysis and check the accuracy, reliability and completeness of the information in this RFP and obtain independent advice from appropriate sources.

1.3 Neither **MPCB** nor their employees or consultants will have any liability to any prospective Bidder or any other person under the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP, any matter deemed to form part of this RFP, the award of the Project, the information and any other information supplied by or on behalf of **MPCB** or their employees, any consultants or otherwise arising in any way from the selection process for the Project.

1.4 **MPCB** reserves the right to reject any or all of the Bids submitted in response to this *Request for Proposal* at any stage without assigning any reasons whatsoever.

1.5 **MPCB** reserves the right to change any or all of the provisions of this *Request for Proposal*. Such changes would be intimated to all parties procuring this *Request for Proposal*.

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2 LIST OF ABBREVIATIONS

MPCB	Maharashtra Pollution Control Board
RO	Regional Office, MPCB
SRO	Sub-Regional Office, MPCB
HO	Head Office, MPCB
RFP	Request for Proposal
IMIS	Integrated Management Information System
NOC	Network Operations Centre
OEM	Original Equipment Manufacturer
LAN	Local Area Network
WAN	Wide Area Network
PBG	Performance Bank Guarantee
LoA	Letter of Award
SP	Solution Provider
MPLS	Multi Protocol Label Switching
VPN	Virtual Private Network
Mbps	Mega Bits per Second
KBps	Kilo Byte per Second

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3 DEFINITIONS

3.1 BID

The bids submitted by the prospective Bidders in response to this Request for Proposal Document issued by **MPCB**.

3.2 BIDDER

Bidding Firm / Company that has submitted a Bid in response to this Request for Proposal Document.

3.3 DOCUMENT / BID DOCUMENT

This Request for Proposal Document.

3.4 PROJECT

To select an appropriate Solution Provider (SP) for Supply, Installation, Commissioning and Support of Anti-virus software at all MPCB offices.

3.5 REQUEST FOR PROPOSAL

This Document being issued to the prospective Bidders, inviting their Bids.

3.6 RESPONSIVE BIDDER

Responsive Bidder is the bidder whose bid is found responsive after evaluation of the Bid as outlined in Section 5.2.

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4 OBJECTIVE OF RFP

4.1 BACKGROUND

Maharashtra Pollution Control Board (MPCB) is an organization under the Department of Environment, Government of Maharashtra. The Board is responsible for ensuring that all norms under the Pollution Control Act as stated by the Ministry are adhered to by all relevant establishments in Maharashtra, which can, through their operations or processes, influence the natural environmental conditions. As can be seen, this involves a lot of documentation and interaction. In addition the related functions are spread over a large geographical area across the state of Maharashtra.

4.2 CURRENT INFRASTRUCUTRE

The Board has deployed Integrated Management Information System (IMIS) – an integrated e-governance application for automation of their various processes and workflows, such as consent management, cess management, waste management, etc.

MPCB has already rolled out their IMIS program to its various offices (Head office, Regional offices (RO), Sub-regional Offices (SRO), Laboratories) within Maharashtra by deploying PCs, Servers and other IT infrastructure. The Board has established connectivity to their central infrastructure (Application Server, Database Server, Centralised Storage, etc.) hosted at a well appointed Data Center at their Head Office (HO) in Sion, Mumbai, through a managed MPLS VPN connectivity. Internet access is given to all the offices through a central gateway at HO. Each of the offices has a Local area Network (LAN).

A separate Server is dedicated at HO for management of Antivirus software. The Operating system used is Microsoft based.

4.3 SCOPE OF WORK

Board wishes to have End-Point Security for all the Desktops and Servers in all the offices across Maharashtra state.

Successful bidder (called as the Solution Provider - SP) would be awarded the project under Work Order having a broad scope defined below.

1. Supply of End-Point Security software licenses for THREE (3) years as per the specifications mentioned and for quantities mentioned in the Price-Bid
2. Installation, Configuration, Commissioning and Testing of the Software to meet MPCB's requirements
 - a. Configuring the management console for providing reports on endpoint violations and provisions as specified in Technical compliance, Annexure

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2. The SP may be required, at the discretion of MPCB, to reconfigure the reporting criteria every quarter for adding or deleting a reporting criteria.
 - b. Make the Anti-Virus Security Policy and Anti-Virus operations procedure and get the same approved by MPCB, before implementing the solution.
 - c. Complete the installation, configuration and commissioning of the end-point security as per the security policy
 - d. Configure the end-point-security to have regular updates, patches, fixes etc. and ensure that the latest common version is available across all MPCB platforms
- 3.** Provide preventive and break-down support services for the Service for a period of THREE (3) years from the date of commissioning of the Licenses.

4.4 PROJECT COMPLETION SCHEDULE & CONTRACT PERIOD

The SP is required to complete the supply, installation, commissioning and testing of all the IT infrastructure at the respective locations within TWO (2) week of receipt of the LoA.

The Contract will be valid for 36 calendar months or the expiry of the Licenses.

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5 DESCRIPTION OF THE SELECTION PROCESS

5.1 SUBMISSION OF BIDS

The submission of Bids by interested bidders in response to the Request for Proposal should be through e-Tender system only as mentioned in Annexure 4. The Bids will be

Envelope 1 / Cover 1: Technical Bid
Envelope 2 / Cover 2 : Price Bid.

5.2 RESPONSIVENESS OF BID

The Bids submitted by Bidders shall be initially scrutinized to establish “Responsiveness”. A Bid may be deemed “Non-responsive” if it does not satisfy any of the following conditions:

1. It is not received by the due time & date specified in the section 5.7
2. It is not accompanied by payment towards price of the RFP
3. It does not include EMD as stipulated in the RFP
4. It does not include sufficient information for it to be evaluated and/or is not in the formats specified.
5. It is not signed and / or sealed in the manner and to the extent indicated in Section 6 of this RFP Document.
6. It does not conform to the terms and conditions mentioned in the RFP

The Bids of Responsive Bidders shall be evaluated in the following two steps.

5.3 STEP 1 (COVER 1) – TECHNICAL BID EVALUATION

In the first step, MPCB will evaluate the information submitted by the Bidder in Cover 1 of the Bid. Bids of only the responsive Bidders shall be considered for the subsequent technical evaluation. The evaluation criteria for assessment of the Technical Bid are described in Section-7. MPCB, on a written demand, will return unopened, the Cover 2 of the Bid, viz: the Price Bid, to the Bidders whose Bids are not responsive.

5.4 STEP 2 (COVER 2) – PRICE BID AND PRICE BID EVALUATION

The Price Bid would seek to identify the Bidder making the most competitive price offer to MPCB. The evaluation criteria for assessment of the Price Bid are described in Section -8. The format for the Price Bid is specified in **Annexure - 3**

A ranked list of Bidders based on the results of the evaluation, as detailed in Section-8 of this Document, would be presented. The top ranked Bidder will be designated the Successful Bidder. MPCB is not bound to award a LoA to the lowest price bidder.

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5.5 AWARD OF LoA

Successful Bidder would be given a Letter of Award (LoA) stipulating the conditions under which the bid has been qualified as the Successful Bid.

5.6 SIGNING OF ORDER ACCEPTANCE

The Successful Bidder would sign a copy of the Purchase / Work Order as a token of acceptance of the same.

5.7 SCHEDULE OF ACTIVITIES

Sr. No.	ACTIVITY	Date
1.	Date of Start of Sale of RFP document	11 th December 2015
2.	Date of End of Sale of RFP document	22 nd December 2015
3.	Last date for receipt of requests for clarifications	23 rd December 2015
4.	Pre-bid Conference	28 th December 2015 15:00 Hrs
5.	Last time & date for receipt of e- Bids (Covers 1 & 2)	5 th January 2015
6.	Time and Date of Opening of Cover-1	7 th January 2015 14:00 Hrs

Bidders are also requested to read Annexure – 4 for detailed schedule of activities related to this RFP and bid submission process.

In order to enable MPCB to meet the target dates, Bidders are expected to respond expeditiously to clarifications, if any, requested during the evaluation process. MPCB shall adhere to the above schedule to the extent possible. MPCB, however, reserves the right to modify the same. Intimation to this effect shall be given to all Bidders.

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6 PROCEDURES TO BE FOLLOWED

6.1 ENQUIRIES & CLARIFICATIONS

Enquiries, if any, should be addressed to:

**Member Secretary
Maharashtra Pollution Control Board
Kalpataru Point, 3rd floor,
Opp. Cine Planet Cinema, Sion Circle,
Sion (E), MUMBAI – 400 022
Ph: 022-24014701
Fax: 022-24024068
Email : eic@mpcb.gov.in**

All queries that are received on or before the date mentioned in Section 5.7 shall be addressed by MPCB in writing. MPCB shall aggregate all such queries, without specifying the source and shall prepare a response, which shall be distributed to all parties who have procured the Request for Proposal Document. It may be noted that queries in writing would be entertained only from those parties who have procured this Document.

Request for clarifications received from prospective bidders who have not paid the fee for the RFP document as defined in 6.6.1, will not be answered. Such bidders will not be allowed to attend the pre bid meeting and also to bid.

Request for clarifications received after the last date mentioned in Section 5.7, may not be addressed. Decision of the Board in the matter will be final.

The prospective Bidders shall submit the queries only in the format given below:

Sr. No	RFP Page No	RFP Clause No	Description in RFP	Clarification Sought	Additional Remark (if any)

6.2 SUBMISSION OF THE BID

1. Cover 1 – Technical Bid

The information to be submitted by the Bidders as Cover 1 of their Bids is described in Section 7 and Annexure 4.

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2. Cover 2 – Price Bid

The Information to be submitted by the Bidders in the Price Bid (Cover 2) is described in Section 8 and Annexure 4.

3. Submission of the Bid

The Bidders are requested to follow the Bid submission process which is detailed in Annexure 5 as per the schedule elaborated in Section 5.7 and Annexure 4.

MPCB shall not be responsible for any delay in submission of the Bids. Any Bid received by MPCB after the due date for submission of the Bids stipulated in Section 5.7 and Annexure 5, will not be opened..

6.3 INITIALING OF THE BIDS

As prescribed in the Annexure 5, under this e-tender process the bids should be digitally signed. Any testimonials being presented should be self-attested before uploading.

6.4 INSTRUCTIONS TO BIDDERS

All Bidders should note the following:

1. Bids received after the scheduled time will not be accepted by MPCB under any circumstances. MPCB will not be responsible for any delay for any reason whatsoever.
2. Bid once submitted will be treated, as final and no further correspondence will be entertained on this. No Bids will be modified after the deadline for submission of Bids.
3. Bids that are incomplete in any respect or those that are not consistent with the requirements as specified in this *Request for Proposal* or those that do not contain the Covering Letter and other documentation as per the specified formats may be considered non-responsive and may be liable for rejection.
4. Strict adherence to formats, wherever specified, is required. Non-adherence to formats may be a ground for declaring the Bid non-responsive.
5. All communication and information should be provided in writing and in the English language only.
6. The metric system shall be followed for units.

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7. The price quotations for the bid should be denominated in Indian Rupees.
8. All communication and information provided should be legible, and wherever the information is given in figures, the same should also be mentioned in words.
9. Arithmetical errors will be rectified as follows –
 - a. If there is a discrepancy between the unit price and the total price that is obtained by multiplying quantities, the unit price will prevail
 - b. In case of discrepancy between grand total obtained by adding various line item totals & the grand amount stated in words, the grand total will be recalculated and the same will be taken as correct.
 - c. **The price bid will be treated as inconsistent & non-responsive, in case if more than one type of discrepancy is observed in the price bid. Such price bid/s will be rejected summarily and considered as intentional misrepresentation and the EMD will be forfeited.**
10. MPCB reserves the right to seek additional information from the Bidders, if found necessary, during the course of evaluation of the Bid. Non-submission, incomplete submission or delayed submission of such additional information or clarifications sought by MPCB, may be a ground for rejecting the Bid.
11. The Bids shall be evaluated as per the criteria specified in this RFP Document. However, within the broad framework of the evaluation parameters as stated in this Request for Proposal, MPCB reserves the right to make modifications to the stated evaluation criteria, which would be uniformly applied across all the Bidders.
12. The Bidder should designate one person (“Contact Person” and “Authorized Representative and Signatory”) authorized to represent the Bidder in its dealings with MPCB. This designated person should hold the Power of Attorney and be authorized to perform all tasks including but not limited to providing information, responding to enquiries, entering into contractual commitments on behalf of the Bidder etc. The Covering Letter submitted by the Bidder shall be signed by the Authorized Signatory and shall bear the stamp of the entity thereof.
13. The Bid (and any additional information requested subsequently) shall also bear the initials of the Authorized Signatory and stamp of the entity thereof on each page of the Bid.
14. MPCB reserves the right to reject any or all of the Bids without assigning any reason whatsoever
15. Conditional bids may be summarily rejected.

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16. Mere submission of information does not entitle the Bidder to meet an eligibility criterion. MPCB reserves the right to vet and verify any or all information submitted by the Bidder.
17. If any claim made or information provided by the Bidder in the Bid or any information provided by the Bidder in response to any subsequent query by MPCB, is found to be incorrect or is a material misrepresentation of facts, then the Bid will be liable for rejection and the Bid Security will be forfeited. Mere clerical errors or bonafide mistakes may be treated as an exception at the sole discretion of MPCB and if MPCB is adequately satisfied.
18. The Bidder shall be responsible for all the costs associated with the preparation of the Bid. MPCB shall not be responsible in any way for such costs, regardless of the conduct or outcome of this process.
19. MPCB may, at its discretion, extend this deadline for submission of Bids by amending the RFP which will be intimated through MPCB website, in which case all rights and obligations of MPCB and bidder will thereafter be subject to the deadline as extended.

6.5 VALIDITY OF THE PRICE BID

Each Bid shall indicate that it is a firm and irrevocable offer, and shall remain valid and open for a period of not less than 180 days.

Non-adherence to this requirement and other terms stipulated in the RFP document may be a ground for declaring the Bid as non-responsive. However, MPCB may solicit the Bidder's consent for extension of the period of validity if the Bidder agrees to reasonably consider such a request. The request and response shall be in writing. A Bidder accepting MPCB's request for extension of validity shall not be permitted to modify his Bid in any other respect.

MPCB, reserves the right to vary the quantities by $\pm 25\%$ of the proposed quantities, add or remove locations, during the validity period of the contract. For any such changes made in quantities and the locations, the price mentioned only in the contract shall be considered. No revision in the prices, especially upwards, will be granted in the contracted prices.

6.6 FEES AND DEPOSITS TO BE PAID BY THE BIDDERS

6.6.1 Fees for Request for Proposal (RFP) document

The RFP can be purchased by making a payment (non-refundable) of Rs. 5,000.00 (Rs.

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Five Thousand only) through online payment. Pls refer Annexure 5 of this document for the payment methodology.

It is mandatory for the bidders to display the proof of purchase of the RFP document to attend the pre-bid meeting. Prospective bidder failing to pay the fee for the RFP during the sale of RFP document will neither be allowed to attend the pre-bid meeting nor will his bid be accepted.

6.6.2 Earnest Money Deposit (EMD)

Bidders are required to submit a Earnest Money deposit (EMD) for an amount of **Rs. 2,00,000.00 (Rupees Two Lacs Only)** Pls refer Annexure 4 for the payment of the same. Bids of the bidders who have not paid the EMD as stipulated in this RFP, will be rejected by MPCB as non-responsive. No exemptions to this clause will be allowed.

MPCB shall reserve the right to forfeit the Bidder's EMD under the following circumstances:

1. If the Bidder withdraws his Bid at any time during the stipulated period of Bid validity as per Section 9.1 (or as may be extended).
2. If the Bidder, for the period of Bid validity:
 - i) in MPCB's opinion, commits a material breach of any of the terms and / or conditions contained in the RFP Document and / or subsequent communication from MPCB in this regard and / or
 - ii) fails or refuses to execute the LoA (in the event of the award of the Project to it) and/or
 - iii) fails or refuses to furnish the Performance Guarantee within the stipulated time
3. Any claim made or information provided by the Bidder in the Bid or any information provided by the Bidder in response to any subsequent query by MPCB, is found to be incorrect or is a material misrepresentation of facts

In the event that any Bid is non-responsive or rejected after technical evaluation, the EMD of such Bidders shall be refunded with the unopened Cover – 2 of their Bid.

In respect of the bids after Technical Evaluation and eligible for price bid evaluation, the EMD of the unsuccessful Bidders (after opening of Cover 2) can cease to be in force after 60 days following the announcement of award of the Project to the Successful Bidder through the issue of the LoA for the same. The EMD of the Successful Bidder will be returned only on submission of SPBG that Successful Bidder will provide at the time of signing Order acceptance & the SLA. EMD of the unsuccessful bidders will be returned after 45 days of award of contract.

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7 SUBMISSION OF TECHNICAL BID: COVER - 1

7.1 CRITERIA FOR MINIMUM ELIGIBILITY AND BID RESPONSIVENESS:

The Bidder shall fulfill all of the following Minimum Eligibility Criteria to participate in the bidding process. The Bidder should provide necessary documentary evidences of compliance as follows. Failure to do so for any of the Criteria mentioned below shall result in disqualification of the Bidder.

1. The Bidder should be Proprietorship, Partnership and Corporate entities, public or private limited company registered / incorporated under The Companies Act, 1956, and in business of IT System Integration for minimum THREE (3) years would be eligible to bid for the Project. No consortiums allowed.
2. The Bidder should be profitable for each of the past three financial years ending 31st March 2015
3. The Bidder should have officially purchased the RFP by paying the necessary fees as per section 6.7.1 and Annexure 4 of the RFP.
4. The Bidder should submit the EMD as stipulated in section 6.7.2 and Annexure 4
5. The Bidder is authorised by respective Manufacturers / OEM to supply, install and support the products required by MPCB
6. **The product should be an OEM product listed in the Magic Quadrant for each of the past FIVE (5) years as per the Gartner Reports.** 100% compliance to all the technical Specifications mentioned in Annexure 2. The bidder should submit a declaration to that effect by the Manufacturer / OEM as per **Exhibit 4**.

7.2 COVER 1: INFORMATION FORMATS

Bidders are required to organize Cover-1as per the following checklist -

Cover 1	Compliance to Minimum Eligibility Criteria and Technical Bid
Section 1	a) Covering Letter as per the format specified in EXHIBIT 1 b) Attested copy of Power of Attorney c) Certificate of incorporation / registration d) Certificate from CA for compliance to section 7.1 (2) e) Manufacturer's authorization form as per EXHIBIT 3 f) Declaration from OEM as per EXHIBIT 4 in compliance of section 7.1 (6)

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Section 2	<ul style="list-style-type: none">a) Documentary Proofs as testimony for Evaluation of Technical bids as per criteria listed in Section 7.4.1b) Necessary technical brochure / literature, duly highlighting the relevant features / specifications required by MPCBc) Proposed Support methodology for THREE (3) years
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7.3 TECHNICAL BID - COVER 1

The Cover 1 submission will also include Technical Bid of the bidder.

1. The technical bid should be in line with the scope of work as described in the Section 4.
2. Technical literature for the product and services, covering full technical specifications, principal of operation, design features, test & monitoring facilities, description of operation.
3. The bid should have all relevant testimonials, so as to ensure they score maximum marks under the evaluation system defined in section 7.4.1

7.4 TECHNICAL BID: EVALUATION CRITERIA & PROCESS

The Bidder shall necessarily submit in Cover 1 of the Bid Document, the Technical Bid detailing his credentials for executing this project and the highlights of the equipment & services offered by him with respect to scope of work defined in the Bid Document and the benefits that would accrue to MPCB. The Screening Committee appointed for this purpose will do this evaluation. The Technical Bid will contain all the information required to evaluate the bidder's suitability to MPCB for the purpose of this project.

The guidelines for evaluation have been designed to facilitate the objective evaluation of the Technical Bid submitted by the bidder. The information furnished by the bidders in the technical bid shall be the basis for this evaluation. In case any of the information is not made available, the Committee will assign zero (0) marks to that item.

While evaluating the Technical Bid, MPCB reserves the right to seek clarifications from the Bidders. Bidders shall be required to furnish such clarifications in a timely manner.

MPCB also reserves the right to seek additions, modifications and other changes to the submitted Bid. Bidders shall be required to furnish such additions / modifications / other changes in a timely manner.

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7.4.1 Evaluation of Technical Bid

The technical evaluation of the bidders will be done based on the criteria and marking system as specified as follows:

Sr. No.	Criteria	Graded Marks	Max. Marks	Testimonial to be presented
1	Organisation constitution		10	
	Proprietary	2		Certificate of Incorporation / Partnership deed etc.
	Partnership	5		
	Private Limited / Public Limited	10		
2	Financial Capability		10	
a	Net worth of the organisation as on 31st March '15			Certificate from CA
	Net worth < Rs. 1.00 cr but ≥ Rs. 0.50 cr	2		
	Net worth < Rs. 2.00 cr but ≥ Rs. 1.00 cr	5		
	Net worth ≥ Rs. 2.00 crores	10		
2	Past Performance (Orders executed in past 3 years ending 31st March 2015)		45	
a	Order for supply, implementation and commissioning of Anti Virus software to Govt organisation (state / central / urban local bodies / PSUs)		15	Copies of the orders executed in the designated period
	Orders ≥ 3	10		
	Orders < 3 but ≥ 1	5		
b	Orders for supply, implementation and commissioning of Anti Virus software where each order has licenses > 500		15	
	Orders ≥ 5	15		
	Orders < 5 but ≥ 2	10		
	Orders < 2 but ≥ 1	5		
c	Orders for supply, implementation and commissioning of Anti Virus software at multiple locations for single organisations where each order has locations > 10	5 marks per location	15	
3	Certifications and certified professionals		35	
a	ISO 9000 certification for the organisation	10		Certificate valid till Dec '15
b	OEM Certified resources for Anti Virus or Security products	25		Copies of Certificates
	Resources < 7 but ≥ 3	7		
	Resources < 10 but ≥ 7	16		
	Resources ≥ 10	25		
TOTAL MARKS			100	

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Each responsive Bid will be attributed a **technical score denoted by symbol “S(t)”** . The technical score shall be out of a maximum of 100 marks.

If in MPCB's opinion, the Technical Bid does not meet the minimum technical specifications & service requirements or is otherwise materially deficient / inconsistent in any other aspect; the Bid shall be declared Technically Evaluated & Non-Responsive and shall not be considered for further evaluation.

After technical evaluation, MPCB will rank the bidders in descending order of their technical scores with the top ranked bidder having the highest technical score. If any bidder is found to be technically inadequate to the requirements of MPCB, i.e. if the technical marks are lower than 80, then that bidder's bid would be deemed non-responsive for further evaluation and would not be considered further in the bidding process.

If in case, after technical evaluation, only one bidder is found to be responsive & eligible, i.e. if the technical marks of only one bidder are more than or equal to 80, the Board will decide an acceptable price band and open Price Bid of the only eligible bidder. If the price bid of the bidder falls within the price band specified by the Board, the bidder will be declared as the **SUCCESSFUL BIDDER**.

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8 EVALUATION OF PRICE BID: COVER 2

8.1 PRICE BID PARAMETERS

Bidders are required to offer their best prices in terms of cost of the Equipment & Services including all taxes and levies as on the last date of submission of bid (detailed break-up of all applicable taxes and levies over and above the quoted price should be mentioned)

8.2 EVALUATION OF PRICE BIDS AND RANKING

The price bids of only technically successful bidders whose technical Bids have been awarded 80 or more marks by the Committee will be opened.

The evaluation will be carried out if Price bids are complete and computationally correct. For the purpose of evaluation, only the Grand Total Price Z arrived at by addition of Sub Total - X & Sub Total- Y will be considered. For the purpose of arriving at Grand Total Price Z, the locations to be covered under implementation priority -1 will only be considered. Additional and/or optional charges if any will not be considered for the purpose of price bid evaluation. Lowest Price bid (denoted by symbol "P (m)") will be allotted a Price score of 100 marks. The Price score will be denoted by the symbol "S (p)". The Price score of other bidders will be computed by measuring the respective Price bids against the lowest bid.

These Price scores will be computed as: $S (p) = 100 * (P (m) / P)$ where P is the Price bid of the bidder whose Price score is being calculated. The Price score shall be out of a maximum of 100 marks.

8.3 COMPUTING THE FINAL SCORE

The composite score is a weighted average of the Technical and Price Scores. The weightages of the Technical vis-à-vis the Price score is 0.60 of the Technical score and 0.40 of the Price score. The composite score (S) will be derived using following formula:

$$S = (S(t) * 0.60) + (S (p) * 0.40) .$$

Thus the composite score shall be out of a maximum of 100 marks.

The responsive bidders will be ranked in descending order according to the composite score as calculated based on the above formula. The highest-ranking vendor as per the composite score will be selected. However in order to ensure that MPCB gets best solution in technical terms, MPCB reserves the right to enter into negotiation with bidder having highest technical score and place order with this bidder at a suitable price.

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8.4 AWARD CRITERIA

Final choice of MPCB to award this project to a suitable bidder to execute this project shall be made on the basis of composite scoring arrived as per formula mentioned above.

8.5 NOTIFICATION OF AWARD

MPCB will notify the successful bidder in writing that his bid has been accepted. Upon the successful bidder's furnishing of performance security, MPCB will promptly notify each unsuccessful bidder and will discharge their bid security.

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9 PAYMENT TERMS

9.1 The Price Bid should be valid for a minimum period of 180 days from the last date of submission of bids

9.2 Following payment terms will be offered to the successful Bidder:

1. Within 15 days of signing the Purchase Order / Work Order Acceptance the Successful bidder will submit to MPCB a PBG for 5% of the value of the contract. The PBG shall be in the form of a guarantee of a Nationalised Bank(s) acceptable to the MPCB and shall be valid till 38 months from the date of the Purchase Order / Work Order acceptance.
2. An amount equivalent to 90% of the cost of the order value will be paid on supply, installation and commissioning of the anti-virus software on all the PCs and Servers with all the features to MPCB's satisfaction.
3. Balance amount of 10% of the order value will be paid upon successful and incident free operations for 30 days from the date of commissioning.
4. All payments will be made after deduction of penalties if any, vide a crossed cheque payable in Mumbai and within 30 days of submission of invoice.

9.3 Liquidity Damages and Penalty:

For any delay in installation and commissioning beyond TWO (2) weeks from the date LoA / Purchase Order, the Board reserves the right to charge an LD (Liquidated Damages) at the rate of 1% of the total contract value for the delay of every week or part thereof, subject to a maximum of 10% of the total contract value.

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10 INDEMNIFICATION

The bidder hereby agrees and undertakes that, during the Term of the Contract, it shall indemnify and keep indemnified and otherwise save harmless, MPCB from any third party suits instituted against MPCB which are proved to be because of a direct consequence of the installation and / or use of equipment & services provided by the successful bidder.

11 ASSIGNABILITY

The successful bidder will not assign its rights, title or interest in the contract in favour of any third party without prior written consent of MPCB. MPCB reserves its rights to grant such consent on such terms and conditions, as it deems fits and proper. MPCB's decision to grant such consent or refusal to grant such consent shall be final.

12 CONFIDENTIALITY

Successful Bidder shall hold data and information about MPCB, obtained during the execution of its responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of MPCB.

Successful Bidder and MPCB shall maintain in confidence any information relating to the terms and conditions of this contract, information received from each other hereto in connection with this agreement as well as the business operations and affairs of MPCB or the successful bidder and their affiliates and shall not provide access to such information to any third party. This obligation shall expire 2 years after completion of the contract.

13 CORRUPT & FRAUDULENT PRACTICES

MPCB requires that the bidder under this RFP document maintains highest standards of ethics during procurement and execution of this project. In pursuance of this policy the board defines the terms set forth as follows

“corrupt practice” means offering, giving, receiving or soliciting of anything of value to influence the action or decision making of public official in the procurement process or execution of the project.

“fraudulent practice” means misrepresentation of facts in order to influence the action or decision making of public official in the procurement process or execution of the project to the detriment of the board, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the board the benefits of free & open competition.

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If it is determined that bidder / s are engaged in corrupt & fraudulent practices their bid/s will be rejected and also will be declared ineligible for indefinite period or a stated period to time to participate in any future RFP floated by MPCB.

14 ARBITRATION

All disputes, differences, claims and demands arising under or pursuant to or touching this document shall be settled by arbitration of sole arbitrator to be appointed by both the parties and failing such agreement, by two arbitrators, one to be appointed by each party to disputes. All arbitrations shall be held at Mumbai location.

15 LEGAL JURISDICTION

All legal disputes are subject to jurisdiction of Mumbai courts only.

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EXHIBIT 1: FORMAT OF THE COVERING LETTER

(The covering letter is to be submitted by the Bidder along with the Cover 1 of the Bid)

Date:
Place:

To,

**Member Secretary
Maharashtra Pollution Control Board
Kalpataru Point, 3rd floor,
Opp. Cine Planet Cinema, Sion Circle,
Sion (E), Mumbai – 22**

Dear Sir,

Sub: Selection of Solution Provider (SP) for Supply, Installation, Commissioning and Support of Anti-Virus Software at MPCB offices in State of Maharashtra

Please find enclosed our Bid for “Selection of Solution Provider (SP) for Supply, Installation, Commissioning and Support of Anti-Virus Software at MPCB offices in State of Maharashtra” in response to the Request for Proposal (RFP) Document issued by **MPCB** dated

We hereby confirm the following:

1. The Bid is being submitted by *(name of the Bidder)* who is the Bidder in accordance with the conditions stipulated in the RFP.
2. We have examined in detail and have understood the terms and conditions stipulated in the RFP Document issued by **MPCB** and in any subsequent communication sent by **MPCB**. We agree and undertake to abide by all these terms and conditions. Our Bid is consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from **MPCB**.
3. We have paid the EMD as per the RFP terms.
4. The information submitted in our Bid is complete, is strictly as per the requirements as stipulated in the RFP, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Bid.
5. We as the Bidder, designate Mr/Ms (mention name, designation, contact address, phone no., fax no., etc.), as our Authorized Representative and Signatory who is authorized to perform all tasks including, but not limited to providing information, responding to enquiries, entering into contractual commitments etc. on behalf of us in respect of the Project.

For and on behalf of:

Signature:

(Authorized Representative and Signatory)

Name & Designation of the Person:

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EXHIBIT – 2

FORMAT FOR COVERING LETTER SUBMISSION- WITH PRICE BID

(The Price Bid should be submitted along with the following cover letter. Format of Price Bid is given in **Annexure - 3**)

Date:
Place:

To,

**Member Secretary
Maharashtra Pollution Control Board
Kalpataru Point, 3rd floor,
Opp. Cine Planet Cinema, Sion Circle,
Sion (E), Mumbai – 400 022**

Dear Sir,

Sub: Selection of Solution Provider (SP) for Supply, Installation, Commissioning and Support of Anti-Virus Software at MPCB offices in State of Maharashtra

As a part of the Bid, we hereby make the following price offer to the MPCB.

The cost of the supply, installation, configuration and commissioning of end-point-security software licenses and support for the same for THREE (3) years is mentioned in the Price Bid as per Annexure – 3 of the RFP.

We agree to bind by this offer if we are selected as the Successful Bidder.

For and on behalf of:

Signature (Authorized Representative and Signatory of the Bidder):

Name of the Person:

Designation:

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EXHIBIT – 3

MANUFACTURER’S AUTHORISATION FORM

(This letter of authority must be on the letterhead of the Manufacturer, must be signed by a person competent and having the power of attorney to bind the Producer, and must be included by the Bidder in its bid as specified in the Instructions to Bidders.)

Date:
Place:

To,

**Member Secretary
Maharashtra Pollution Control Board
Kalpataru Point, 3rd floor,
Opp. Cine Planet Cinema, Sion Circle,
Sion (E), Mumbai – 400 022**

Sub: Selection of Solution Provider (SP) for Supply, Installation, Commissioning and Support of Anti-Virus Software at MPCB offices in State of Maharashtra. RFP Ref <RFP reference No.>

Dear Sir,

WHEREAS <Name and address of the Manufacturer> who are official producers of < Name of the product and product code > do hereby authorize <name of the Bidder> located at <Address of the Bidder> (hereinafter, the “Bidder”) to submit a bid of the following Products produced by us, for the Supply Requirements associated with the above Invitation for Bids. When resold by Name of the Bidder>, these products are subject to our applicable standard end- user warranty terms.

We assure you that in the event of <Name of the Bidder>, not being able to fulfil its obligation as our Service Provider in respect of our standard Warranty Terms we would continue to meet our Warranty Terms through alternate arrangements.

We also confirm that <Name of the Bidder> is our authorized Service Provider / System Integrator and can hence provide maintenance and upgrade support for our products.

Name
In the capacity of
Signed
Duly authorized to sign the authorization for and on behalf of : _____
Dated :.

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EXHIBIT – 4

MANUFACTURER’S DECLARATION ABOUT TECHNICAL COMPLAINE

(This declaration must be on the letterhead of the Manufacturer, must be signed by a person competent and having the power of attorney to bind the Producer, and must be included by the Bidder in its bid as specified in the Instructions to Bidders.)

Date:
Place:

To,

**Member Secretary
Maharashtra Pollution Control Board
Kalpataru Point, 3rd floor,
Opp. Cine Planet Cinema, Sion Circle,
Sion (E), Mumbai – 400 022**

Sub: Declaration of 100% Technical compliance as required by your RFP <RFP reference No.> Selection of Solution Provider (SP) for Supply, Installation, Commissioning and Support of Anti-Virus Software at MPCB offices in State of Maharashtra.

Dear Sir,

WHEREAS <Name and address of the Manufacturer> who are official producers of <Name of the product and product code> do hereby solemnly declare that

1. We < manufacturer’s name> have our product <name of the product proposed in the bid> listed in the Magic Quadrant of Antivirus software for each of the past FIVE (5) years as published by Gartner report
2. We have read and understood the technical specifications mentioned in Annexure 2 of this RFP and our product <Name of the product and product code> is 100% compliant to every specification mentioned therein.

We understand that if any of the points in this declaration is found to be incorrect, the bid will be declared as non-responsive and will not be considered for further evaluation.

Name
In the capacity of
Signed
Duly authorized to sign the authorization for and on behalf of : _____
Dated :.

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ANNEXURE – 1

LIST OF LOCATIONS OF MPCB OFFICES

Following are the locations where MPCB offices are situated. The end-point-security licenses should be deployed, configured and commissioned at the infrastructure available at these locations.

Sr. No.	Office Type	Location
1	Head Office	Sion, Mumbai
2	Region Office (RO)	Amaravati, Aurangabad, Kayan, Kolhapur, Mumbai, Nagpur, Nashik, Navi Mumbai, Pune, Raigad, Thane, Chandrapur,
3	Sub-Regional Office (SRO)	Refer http://www.mpcb.gov.in/aboutus/offices.php
4	Laboratories	Mahape-Navi Mumbai, Pune, Thane, Nashik, Aurangabad, Nagpur, Chandrapur, Chiplun

Detailed list with addresses of each offices and license distribution per office will be given to the Successful Bidder along with the work Order.

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ANNEXURE – 2

TECHNICAL COMPLIANCE

(The following pages of the annexure have to be duly filled indicating compliance in YES(Y) or NO (N). Any other remarks such as partially complied etc. will be considered non-compliance. The compliance statement should be printed on the letterhead of Manufacturer / OEM and the same should be signed by the authorised person of the Manufacturer / OEM)

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Sr.	Parameter	Description	Compliance (Y/N)
1	Platforms supported	Solution must provide Virus protection at Servers and Desktop level	
		Guard all Windows, Mac, and Linux endpoints against system, data, email, web threats	
		Provide flexibility to install different components (Like – Management Agent, AV client, Anti-Spyware, Device Control, Firewall) separately for better use of network bandwidth	
		Endpoint protection must have scored the highest in a test of protection against evasion attacks in NSS Labs report.	
		Provide multiple policies to lockdown the desktop like – change in registry, Internet Explorer file settings, Exe file execution etc to block unknown zero day attacks and reduce dependency on frequent signatures	
		Ability to control amount of CPU resources dedicated to a scan process	
		Capability to detect and prevent buffer overflow vulnerability, irrespective of the exploit that is using the buffer overflow vulnerability. Support buffer overflow detection and prevention on the following minimum applications: Windows OS Services, Media Player, Internet Explorer, SQL Server, Word, Excel, Power Point, Auto Update, Explorer, Instant Messenger, Outlook, Outlook Express etc	
2	URL Filtering	Should have integrated URL categorization feature	
		Should have admin / user selectable add-on module for Web Filtering for Endpoint that provides secured web access for anyone using the Internet for work-related or personal business—in or out of network.	
		Categorise URLs for threats like – Spywares, Trojans, Spam, Adwares etc.	
		The proposed solution should scan system memory for installed rootkits, hidden processes, and other behavior that suggests malicious code is attempting to hide itself	
		The proposed solution should allow to configure different policies for different set of Processes	
		Proposed solution must identify machines plugged into the network and notify the administrator of the presence of a machine without an Antivirus engine running on it.	
		Buffer overflow protection exclusions by API	
		Heuristic network check for suspicious files	
		Protection from malware even if no signature file available locally	
3	Mail Server Protection	Mail server protection	
		Support heuristic scanning for viruses and worms for which signatures are not released and documented	
		Spam prevention based on a pre-defined spam dictionary White List for trusted mail server, relays, email users and domains for a configurable time	
		Centralized update/download mechanism to download details of latest Spywares and push the same across all the desktops	

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Sr.	Parameter	Description	Compliance (Y/N)
4	Spam Prevention	Based on a search in the email body, header & attachments	
		Based on pre-defined spam dictionary White List for trusted mail server, relays, email users and domains for a configurable time	
		Facility of blocking e-mail addresses from unwanted e-mail IDs	
		Filters should automatically be downloaded from the proposed solution vendor to customer	
		Centralized management, reporting capabilities to deliver reports like top Spywares, by category, by infected machines, by risk priority etc	
		Real time Active protection on memory, process termination / file removal of pests in active memory	
5	Management	Single console to manage / integrate with present or any components required in future like Anti-Virus, Anti-Spyware, HIPS, Desktop Firewall ,Mail Server AV, Spam Prevention, Data Loss Prevention, Encryption,Network IPS	
		Console should support tagging of information in the database to provide flexible reporting	
		Should provide support for Microsoft Clustering Services to ensure that the management server is always available, even if the primary server shuts down for any reason	
		Centralized management console should support the way to build custom queries on the database to create custom reports	
		Central management console should provide automatic generation and delivery of reports to the respective administrators	
		Central management console should provide actionable reports	
		Must have the policy to restrict or permit access to potentially harmful web sites.	
		Site Advisor Solution should warn employees before they interact with dangerous web sites, and give them the freedom to search and surf online with protection from web-based threats.	
		Prevent disruption and downtime from rogue systems that do not have agent installed by being able to identify them as they connect to the network	
		Policy sharing across servers and roll-up reporting	
		Should support agent handlers to allow management of end systems ,even off the network	
		Management server should have the capability to correlate threats, attacks, and events from endpoint, network,data security as well as compliance audits to improve the relevance and efficiency of security efforts and compliance reports.	
		Solution should reduce the cost of managing IT security and compliance by more than 60 percent based on survey by agencies like MSI International of more than 450 mid-sized and large enterprises).	
The management server should be able to manage/report other vendors products too			

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Sr.	Parameter	Description	Compliance (Y/N)
6	Device control	Monitor, block and notify user when devices are connected to the machine to prevent data from leaking out. Devices include wireless access, firewire, bluetooth, serial port, parallel ports.	
		Monitor and blocking of devices should include parameters such as vendor id, product id, serial number, bus type connection(usb, PCI,IDE), Device class and device name.	
		Able to prevent confidential data from being copied to usb and yet allow other data to be copied.	
		Able to automatically encrypt confidential data when its being copied to usb. Other data will not be encrypted.	
		Monitor and prevent data copied to USB storage devices (thumb drives, iPods, etc.) and CD/DVD but not other USB devices e.g. mouse, keyboard, 3G modem.	
		Pop up user messages can be customised on a per protection rule basis.	
		Offline agent bypass is allowed based on FIPS compliant challenge-response. Agent is placed in monitoring mode instead of blocking mode. This is required in case of business critical situation such as director needs to send out email urgently.	
		Tamper proof agent that cannot be inappropriately disabled; if somehow stopped, a separate service restarts it. The same protection applies in safe mode.	
		Agent does not appear in "Add/Remove Programs" and System Tray, and obfuscated in Services and Task Manager	
		Agent uninstallation can be done offline based on challenge-response.	
		Filter scans based on tag classification	
		Scans can be configured to run on schedules by day and/or time of week.	
		The device control should be upgradeable to full fledged data leakage protection solution through a license upgrade	

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Sr.	Parameter	Description	Compliance (Y/N)
7	Compliance Auditing for desktops and HIPS	Should run consolidated audits across the systems	
		Should leverage pre-built policy templates that map IT controls to policy, eliminating manual effort and demonstrating adherence to key industry mandates and internal governance policies	
		Should schedule automatic reports with up-to-date data, create custom reports.	
		Should ship with a variety of templates including SOX, GLBA, FISMA, and the best practice frameworks ISO 27001 and COBIT	
		Should be able to document and grant three type of waivers exemption - to Excuses a system from all audits, Exception—Excuses a system from a specific rule or check within a specific benchmark and Suppression—An exception that is suppressed from reports.	
		Should be Security Content Automation Protocol (SCAP) validated enabling agencies to comply with the Federal Desktop Core Configuration (FDCC) standard.	
		Should Download benchmarks from authoritative sites and promptly view detailed security guidance can confirm regulatory compliance / design internal governance policies based on security community best practices	
		Ability to create rules from any scripting language supported by system being audited to extend the check capabilities of Policy Agents further. Sample languages include VBScript, Batch files, Perl, Python	
		Support policy creation based on User defined, Adaptive & Learn mode	
		Configurable desktop firewall capabilities to directly block / allow access after challenge-response for unwanted / avoidable traffic	
		Provide control detection on Files, Registry, Applications Services such as Create ,Modify ,Change Permission ,Read , Read/Write ,Delete	
		Provide blocking of unwanted applications trying to run	
		Provide facility to create User defined signatures	
		Provide protection from known attacks like – SQL injection, Cross Site scripting, Buffer Overflow without having signature updates	
Provide vulnerability shielding to application not having patches installed			

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ANNEXURE – 3

PRICE BI FORMAT

Note: Commercial Offer has to be entered online only. An Online Form, similar to the Commercial format given below, will be available to the bidders in Commercial Envelope (C1) during Online Bid Preparation stage where bidders would quote their offer.

The bidders should strictly follow the format given below for submitting the price –bids

Sr. No.	Description	Qty (Q)	Basic Price (Rs.) A	Taxes (Rs.) B	Total Price (Rs.) $T = Q *(A+B)$
1	Unit Cost per License (3 years validity) of End-point Security meeting the specifications mentioned in Annexure 2, including cost of installation, configuration, testing, commissioning along with support for 36 months	627			
GRAND TOTAL AMOUNT IN Rs.					

Grand Total Amount in Words Rs.: _____

**Note: 1. The prices quoted are for the scope as mentioned in section 4 and for a period of 3 years
2. The prices are valid for 180 days from the date of bid.**

For and on behalf of:

Signature (Authorized Representative and Signatory of the Bidder):

Name of the Person:

Designation:

Date:

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ANNEXURE – 4

DETAILS FOR E-TENDER PROCEDURE

NOTICE DETAILS

Tender Reference no.	MPCB/EIC/e-Tender <Number> Date :XX/10/2015
Name of Work / Item	Selection of Solution Provider (SP) for Supply, Installation, Commissioning and Support of Anti-Virus Software at MPCB offices in State of Maharashtra
Cost of blank tender document & Mode of Payment	Rs. 5,000/- (Rupees Five Thousand Only) (Non Refundable) to be paid through Online Payment Modes i.e. Net Banking, Debit Card and Credit Card during Tender Document Download Stage.
EMD Amount & Mode of Payment	Rs.2,00,000/- (Rupees Two Lakhs Only) to be paid through Online Payment Modes i.e. Net Banking, Debit Card, Credit Card and NEFT/RTGS during Bid Preparation Stage.
Date ,Time and Place for Training on e-Tendering Process	28th December 2015 11:00 Hrs at MPCB Conference Hall, Kalpataru Point, 4 th Floor, Sion Matunga Scheme Road No.8,Opp. Sion Circle. Sion (East), Mumbai - 400 022
Date ,Time and Place of Pre Bid Meeting	28th December 2015 15:00 Hrs at MPCB Conference Hall,Kalpataru Point, 4 th Floor, Sion Matunga Scheme Road No.8,Opp. Sion Circle. Sion (E), Mumbai-400 022
Venue of online opening of tender	MPCB Conference Hall, Kalpataru Point, 4 th Floor, Sion Matunga Scheme Road No.8,Opp. Sion Circle. Sion (East), Mumbai - 400 022
Address for Communication	Member Secretary MPC Board, Kalpataru Point, 4 th Floor, Sion Matunga Scheme Road No.8,Opp. Sion Circle. Sion (East), Mumbai - 400 022
Contact Telephone & Fax Numbers	Tel.No. - 022- 240 87 295, 022- 240 10437 Fax - 022- 240 87 295 Email - eic@mpcb.gov.in
e-Tendering Helpline Support:	<u>Telephone:</u> 020 - 3018 7500 <u>Email: support.gom@nextenders.com</u>
Monday-Friday: 09:00 AM - 08:00 PM	
Saturday - 09:00 AM - 06:00 PM	

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e-TENDER TIME SCHEDULE

Please Note: All bid related activities (Process) like Tender Document Download, Bid Preparation, and Bid Submission will be governed by the time schedule given under Key Dates below:

Sr. No.	Activity	Performed by	Start		Expiry	
			Date	Time	Date	Time
1	<i>Release of Tender</i>	<i>Department</i>	<i>08-12-2015</i>	<i>11.00</i>	<i>10-12-2015</i>	<i>16.00</i>
2	Tender Download	Bidders	11-12-2015	11.00	22-12-2015	17.00
3	Bid Preparation		11-12-2015	11.00	05-01-2016	13.00
4	<i>Superhash Generation & Bid Lock</i>	<i>Department</i>	<i>05-01-2016</i>	<i>13.01</i>	<i>05-01-2016</i>	<i>17.00</i>
5	Control Transfer of Bid	Bidders	05-01-2016	17.01	06-01-2016	17.00
6	<i>Envelope Opening 1</i>	Department	<i>07-01-2016</i>	<i>14.00</i>	<i>07-01-2016</i>	<i>17.00</i>
7	<i>Envelope 2 Opening</i>		<i>15-01-2016</i>	<i>11.00</i>	<i>15-01-2016</i>	<i>13.00</i>

* Dates mentioned here, are scheduled dates for Bid Opening Activities. Any changes in dates of opening of technical and commercial bids shall be notified in 'Press Notice / Corrigendum' section on the e-Tendering sub portal of the department before opening of the same.

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INSTRUCTIONS TO BIDDERS FOR e-Tendering

GENERAL INSTRUCTIONS:

The bidders are requested to familiarize themselves with the use of the e-Tendering portal of Government of Maharashtra well in advance

To view- Tender Notice, Detailed Time Schedule, Tender Document for this Tender and subsequently purchase the Tender Document and its supporting documents, kindly visit following e-Tendering website of **Government of Maharashtra**:
<https://maharashtra.etenders.in>

The Contractors participating first time for e-Tenders on GoM e-tendering portal will have to complete the Online Registration Process for the e-Tendering portal. A link for enrollment of new bidders has been provided on <https://maharashtra.etenders.in>

All bidders interested in participating in the online e-Tendering process are required to procure Class II or Class III Digital e-Token having 2 certificates inside it, one for Signing/Verification purpose and another for Encryption/Decryption purpose. The tender should be prepared & submitted online using individual's Digital e-Token.

An important Training Workshop on e-Tendering procedure will be held on **02-10-2015 at 11:00 Hrs.** at 4th floor Conference Hall , MPCB, Sion.

e-Tendering Tool Kit for Bidders (detailed Help documents, designed for bidders) has been provided on e-Tendering website in order to guide them through different stages involved during e-Tendering such as online procedure for Tender Document Purchase, Bid Preparation, Bid Submission.

Bidders will have to pay cost of Tender Document through online modes of payment such as **Net Banking, Debit Card and Credit Card** during **Tender Document Download stage**. This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

Similarly, Bidders will have to pay Earnest Money Deposit through online modes of payment such as **Net Banking, Debit Card, Credit Card and NEFT/RTGS** during **Bid Preparation stage**. This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

The interested contractors / bidders will have to make online payment (using credit card/debit card/net banking) of Rs. **1054/-** (inclusive of all taxes) per bid per tender to

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online service provider of e-Tendering system (Sify NexTenders) at the time of entering **Online Bid Submission** stage of the tender schedule.

If any assistance is required regarding e-Tendering (registration / upload / download) please contact GoM e-Tendering Help Desk on number: **020 – 3018 7500 (Pune Helpline)**, Email: support.gom@nextenders.com

For a bidder, online bidding process consists of following 3 stages:

1. *Online Tender Document Purchase and Download*
2. *Online Bid Preparation*
3. *Online Bid Submission*

All of 3 stages are mandatory in order for bidders to successfully complete Online Bidding Process.

TENDER DOCUMENT PURCHASE AND DOWNLOAD:

The tender document is uploaded / released on Government of Maharashtra, (GOM) e-tendering website <https://maharashtra.etenders.in>. Tender document and supporting documents may be purchased and downloaded from following link of Maharashtra Pollution Control Board on e-Tendering website of Government of Maharashtra, <https://allgom.maharashtra.etenders.in> by making payment through **Online Payment Modes i.e. Net Banking, Debit Card and Credit Card.**

If for any reason a bidder fails to make this payment through online modes, system won't allow the bidder proceed further for next stage resulting in his/her elimination from Online Bidding Process.

This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

Subsequently, bid has to be prepared and submitted online ONLY as per the schedule.

The Tender form will be available online only. Tender forms will not be sold / issued manually from M.P.C.Board office

The bidders are required to download the tender document within the pre-scribed date & time mentioned in online tender schedule. After expiry of the date and time for tender document download, Department / Corporation will not be responsible for any such failure on account of bidders for not downloading the document within the schedule even

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though they have paid the cost of the tender to the Department / Corporation. In such case the cost of the tender paid by the bidders will not be refunded.

PREPARATION & SUBMISSION OF BIDS

Both the Bids (Technical as well as Commercial) shall have to be prepared and subsequently submitted online only. Bids not submitted online will not be entertained.

Online Bid Preparation

EARNEST MONEY DEPOSIT (EMD)

Bidders are required to pay Earnest Money Deposit (if applicable) through Online Payment modes i.e. **Net Banking, Debit Card, Credit Card and NEFT/RTGS** during Bid Preparation Stage.

This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

If for any reason a bidder fails to make this payment through online modes, system won't allow the bidder to complete Bid Preparation stage resulting in his/her elimination from Online Bidding Process.

In case EMD is mandatory to all the bidders for a tender, offers made without EMD shall be rejected.

In Bid Preparation stage, bidders get access to Online Technical and Commercial Envelopes where they require uploading documents related to technical eligibility criteria and quote commercial offer for the work / item in respective online envelopes.

TECHNICAL BID

Following documents should be uploaded in Online Technical Envelope (T1) in PDF format, if required can be zipped as well and then uploaded during **Online Bid Preparation stage**.

The list of documents for Technical Envelope is as follows:

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Sr. No.	List of Documents	Compulsory / Additional
1	Covering Letter As per Format in EXHIBIT 1	Compulsory
2	Attested copy of Power of Attorney	Compulsory
3	Proof of Purchase of RFP	Compulsory
4	EMD as per Section 6.6.2	Compulsory
5	Certificate of incorporation / Registration Service Tax registration certificate	Compulsory
6	Documentary Proofs as testimony for Evaluation of Technical bids as per criteria listed in Section 7.4.1	Compulsory
7	Technical Proposal as mentioned in section 7.2 PART 2 (b)	Compulsory
8	Covering Letter As per Format in EXHIBIT 2	Compulsory
9	Manufacturer's Authorisation Form as per EXHIBIT 3	Compulsory
10	Manufacturer's Declaration about Technical Compliance as per EXHIBIT 4	Compulsory
11	Duly filled Technical Compliance form as per Annexure 2	Compulsory

COMMERCIAL BID

All commercial offers must be prepared online (An online form will be provided for this purpose in Online Commercial Envelope (C1), during **Online Bid Preparation** stage).

Any bidder should not quote his offer anywhere directly or indirectly in Technical Envelope (T1), failing which the Commercial Envelope (C1) shall not be opened and his tender shall stand rejected.

Note: During Online Bid Preparation stage, bidders are allowed to make any changes or modifications in the bid data uploaded by them in Technical (T1) as well as Commercial (C1) envelope.

Towards the end of Bid Preparation, once verification of EMD payment is successful, bidder completes the Bid Preparation stage by generating the Hash Values for T1 and C1. Post this, system won't allow him/her to make any further changes or modifications in the bid data.

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Online Bid Submission

In this stage, bidders who have successfully completed their Bid Preparation stage are required to transfer the data, already uploaded by them during Bid Preparation stage, from their custody to department's custody.

Note: During this stage, bidders won't have any capability to make any kind of changes or editing into technical as well as commercial data.

INSTRUCTION TO BIDDERS FOR ONLINE BID PREPARATION & SUBMISSION

Bidders are required to pay Earnest Money Deposit (if applicable to them) through Online Payment modes i.e. **Net Banking, Debit Card, Credit Card and NEFT/RTGS** during Bid Preparation Stage.

If for any reason a bidder fails to make this payment through online modes, system won't allow the bidder to complete Bid Preparation stage resulting in his/her elimination from Online Bidding Process.

Hence, it is strongly recommended to bidders to initiate this payment well in advance prior to expiry of Bid Preparation stage in order to avoid elimination from Online Bidding Process on grounds of failure to make this payment.

During the activity of **Bid Preparation**, bidders are required to upload all the documents of the technical bid by scanning the documents and uploading those in the PDF format. This apart, bidders will have to quote commercial offer for the work / item, for which bids are invited, in an online form made available to them in Commercial Envelope. This activity of **Bid Preparation** should be completed within the pre-scribed schedule given for bid preparation.

After **Bid Preparation**, the bidders are required to complete **Bid Submission** activity within pre-scribed schedule without which the tender will not be submitted.

Interested contractors / bidders will have to make online payment (using credit card/debit card/net banking/Cash Card) of Rs. **1054/-** (inclusive of all taxes) per bid per tender to online service provider of e-Tendering system (Sify NexTenders) at the time of commencing **Online Bid Submission** stage of the tender schedule.

Non-payment of processing fees will result in non submission of the tender and Department will not be responsible if the tenderer is not able to submit their offer due to non- payment of processing fees to the e-tendering agency.

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Detailed list of different modes of online payment to e-tendering service provider (**E-Payment Options**) has been provided under **E-Tendering Toolkit for Bidders** section of <https://maharashtra.etenders.in> .

The date and time for online preparation followed by submission of envelopes shall strictly apply in all cases. The tenderers should ensure that their tender is prepared online before the expiry of the scheduled date and time and then submitted online before the expiry of the scheduled date and time. No delay on account of any cause will be entertained. Offers not submitted online will not be entertained.

If for any reason, any interested bidder fails to complete any of online stages during the complete tender cycle, department shall not be responsible for that and any grievance regarding that shall not be entertained.

Any amendment to the tender will be placed on sub portal of the Department, who have invited the bids, on e-tendering portal of the Govt. of Maharashtra. The tenderer will not be communicated separately regarding the amendment.

OPENING OF BIDS:

The bids that are submitted online successfully shall be opened online as per date and time given in detailed tender schedule (if possible), through e-Tendering procedure only in the presence of bidders (if possible).

Bids shall be opened either in the presence of bidders or it's duly authorised representatives. The bidder representatives who are present shall sign a register evidencing their attendance. Only one representative per applicant shall be permitted to be present at the time of opening the tender.

TECHNICAL ENVELOPE (T1):

First of all, Technical Envelope of the tenderer will be opened online through e-Tendering procedure to verify its contents as per requirements.

At the time of opening of technical bid the tenderer should bring all the original documents that have been uploaded in the Online Technical Envelope (T1) so that same can be verified at the time of opening of technical bid.

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If the tenderer fails to produce the original documents at the time of opening of technical bid then the decision of the committee taken on the basis of document uploaded will be final and binding on the tenderer.

If the various documents contained in this envelope do not meet the requirements, a note will be recorded accordingly by the tender opening authority and the said tenderer's Commercial Envelope will not be considered for further action but the same will be recorded.

Decision of the tender opening authority shall be final in this regard.

The right to accept or reject any or all tenders in part or whole without assigning any reason thereof is reserved with Tender Opening Authority and his decision(s) on the matter will be final and binding to all.

The commercial bids shall not be opened till the completion of evaluation of technical bids.

The commercial Bids of only technically qualified Bidders as mentioned above will be opened.

COMMERCIAL ENVELOPE (C1):

This envelope shall be opened online as per the date and time given in detailed tender schedule (if possible), through e-Tendering procedure only,

PRICE SCHEDULE

Note: Commercial Offer has to be entered online only. An Online Form, similar to the Commercial format given below, will be available to the bidders in Commercial Envelope (C1) during Online Bid Preparation stage where bidders would quote their offer.

Final List of Documents to be uploaded Online:

The following documents should be uploaded by the bidders in the form of PDF Files in the same order as mentioned below, on the e-Tendering website during **Online Bid Preparation** stage.

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FOR TECHNICAL BID		
1	Covering Letter As per Format in EXHIBIT 1	Compulsory
2	Attested copy of Power of Attorney	Compulsory
3	Proof of Purchase of RFP	Compulsory
4	EMD as per Section 6.6.2	Compulsory
5	Certificate of incorporation / Registration Service Tax registration certificate	Compulsory
6	Documentary Proofs as testimony for Evaluation of Technical bids as per criteria listed in Section 7.4.1	Compulsory
7	Technical Proposal as mentioned in section 7.2 PART 2 (b)	Compulsory
8	Covering Letter As per Format in EXHIBIT 2	Compulsory
9	Manufacturer's Authorisation Form as per EXHIBIT 3	Compulsory
10	Manufacturer's Declaration about Technical Compliance as per EXHIBIT 4	Compulsory
11	Duly filled Technical Compliance form as per Annexure 2	Compulsory
FOR COMMERCIAL / PRICE BID		
1	Covering Letter As per Format in EXHIBIT 2	Compulsory
2	Price Bid in the format given in Annexure 3, duly signed and sealed	Compulsory
3		

Note: During **Online Bid Preparation**, apart from the above mentioned documents, if any need arises to upload additional documents in Technical Envelope, an option of '**Upload Additional Documents**' has been provided in the e-Tendering software which will be available to bidders during **Online Bid Preparation** stage.