

**TENDER DOCUMENT
FOR
HOSTED MAILING SOLUTION
AT
NATIONAL COOPERATIVE DEVELOPMENT
CORPORATION, NEW DELHI**



राष्ट्रीय सहकारी विकास निगम
4, सिरी इंस्टीट्यूशनल एरिया, हौज़ खास, नई दिल्ली-110016

National Cooperative Development Corporation
4, Siri Institutional Area, Hauz Khas New Delhi- 110016

वेबसाईट: <http://www.ncdc.in>

निविदा की लागत - मुफ्त

सूचकांक
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**National Cooperative Development Corporation
(General Administration Division)**

No. NCDC: 1-5/2018-Genl.

Date: 01.02.2019

NOTICE INVITING TENDER

National Cooperative Development Corporation (NCDC), 4, Siri Institutional Area, Hauz Khas, New Delhi – 110016 invites sealed tender for Hosted Mailing Solution at NCDC from well-established email hosting service providing OEM/ agencies/ companies capable of carrying out the above work and having already carried out similar work in reputed organizations.

The prospective bidder shall fulfill the following mandatory eligibility criteria (attach documentary evidence for all the criteria):

- i. **The Firm/ company should have minimum annual turnover of Rs. 1.00 Crore in each of the last 3 financial years (2017-18, 2016-17 & 2015-16) on account of only providing hosted mailing solution.**
 - ii. **The Firm/ Company must have experience of at least 10 years in providing hosted email services in the Indian market.**
 - iii. **The Firm/ Company should be hosting at least 10 million mailboxes.**
 - iv. **The Firm/ Company should have at least 3 existing customers with 10,000+ mailboxes and at least 2 customers with 50,000+ mailboxes.**
 - v. **The Firm/ Company should have a Tier 3 data centre in India in which the proposed email solution should be hosted.**
 - vi. **The Firm/ Company must have during last 3 years' experience of having successfully provided atleast 2 (Two) hosted mailing solution having not less than 325 mailboxes each in Government/ Semi Government Organization/ Public Sector Undertaking/ Autonomous Bodies.**
 - vii. **The bidder should be a registered company in India as per applicable statute and be in existence for at least 5 years. Should have valid PAN and GST registration.**
 - viii. **The firm/ company should have office in Delhi/ NCR region.**
2. Prospective Bidder shall submit their offers in the bidding document specified for the purpose at National Cooperative Development Corporation (NCDC), 4-Siri Institutional Area, Hauz Khas, New Delhi-110016, 4th Floor, West Wing from 11.00 AM to 3.00 P.M. on all working days (Monday to Friday). The bid document is also available on NCDC's website www.ncdc.in. Each page of the tender document should be signed by the bidder before submission.
 3. The bidding document is required to be submitted in two parts viz. 'Pre-qualification Bid' and 'Financial Bid' in separate sealed envelopes put into one bigger envelop super scribed as "Hosted Mailing Solution at NCDC".
 4. The offer (duly filled in & signed), in sealed covers, duly marked "Hosted Mailing Solution at NCDC" must reach the office of Executive Director (Genl. Admin.), NCDC by 3.00 P.M on 05/03/2019 and the Pre-qualification Bid shall be opened at 3.30 P.M on dated 05.03.2019 in the office of Executive Director (GA) by tender committee. Bidders or there authorized representative may present at the meeting held for opening of Pre-qualification bid.
 5. The tender should be accompanied with earnest money deposit (EMD) amounting to ₹60,000/- (Rupees Sixty thousand only) in the form of demand draft in favor of National Cooperative Development Corporation payable at New Delhi. The tenders without EMD shall be rejected.
 6. The price bid of only those firms shall be opened whose pre-qualification bid & technical bid are found to be acceptable as per eligibility criteria mentioned in the tender document. The time and date of opening of price bid shall be fixed and intimated to the eligible firms separately.
 7. The Corporation reserves the right to accept any or reject all the tenders without assigning any reasons thereof.



(Krishan Kumar)
Executive Director (Genl. Admin.)

Copy To:

1. Director (MIS): With request to upload tender on NCDC website & CPP Portal of Govt. of India.

पूर्व अहर्ता बोली

Pre-Qualification Bid