

RFQ Ref. No. MEX/ADM/868/1/2016



REQUEST FOR QUOTATION

Hosting of Embassy Website on Virtual Private Cloud Infrastructure

Contact details for queries:

1. Shri Ashwani Kumar,
Second Secretary,
Embassy of India, Mexico City
Email: com.mexico@mea.gov.in
Mexico Mobile No.: +52 1 55 7609 4102
2. Shri Abhishek Avi,
Third Secretary,
Embassy of India,
Email: abhishek.avi@mea.gov.in
Mobile: +91 9999 29 1768 (WhatsApp)
Mexico Mob No.: +52 1 8012 1893

Address:

Embassy of India,
A Musset 325, Col Polanco,
Mexico City - 11550

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Request for Quotation (RFQ)

Hosting of Embassy Website on Virtual Private Cloud Infrastructure

1. Introduction

Embassy of India, Mexico City hereafter referred to as Embassy is one of the 185 Indian missions and posts located around the world under Ministry of External Affairs, Government of India. Missions in abroad carry out jobs like issuing visa, passports, other consular services, bilateral relationships, defense co-operations between countries, educational co-operation, commercial and social activities.

The Missions/Posts' main portal and its sub-domain portals are now becoming one of the attracted sites among net-citizen. This has resulted in frequent access of portal and its sub-domains from various locations across the world. There have been incidents of some of the accesses which contained targeted Distributed Denial of Service (DDoS) and attack against source code vulnerabilities. This entails that portal and its sub-domains should be hosted on a platform which provides enhanced security, auto-failover and redundancy features.

The objective of this is:

Website hosting on Virtual Private Cloud:

- Hosting of Embassy's main portal www.indianembassy.org On Virtual Private Cloud infrastructure being migrated from the current location of the Physically Dedicated server.
- Hosting the website on Virtual Private Cloud with Data center in India.
- HTTPS/ SSL for the hosting of the website

2. Scope of Work

The primary focus of the website is to provide clear and easily understandable information to citizens of India and foreigners about Embassy of India, Mexico City services. Broadly the scope of work includes:

2.1 Hosting Embassy Website on Virtual Private Cloud Infrastructure

- i. The Cloud Service Provider will host the Embassy's main portal on Virtual Private Cloud Infrastructure.
- ii. The Cloud Service Provider will be responsible for provisioning of underlying system software, software licenses, infrastructure, bandwidth, and Cloud services for deployment and hosting of applications which includes hardware requirements (No. of virtual CPUs, Cores, No. of machines, RAM per machine and HDD). In no case will Embassy pay for or procure additional system/software licenses.

- iii. The Cloud Service Provider shall provision for compute, storage and bandwidth requirements which may be auto-scaled (additional capacity based on the demand and auto-scaling rules) over the period of contract in line with the transaction load to meet the requirements.
- iv. The Cloud Service Provider shall provision for Cloud services which possess Anti DDoS feature.
- v. The Cloud Service Provider will provide the Cloud Environment for the Embassy's contracted Website maintenance agency to carrying out migration process to transfer all content from previous hosting Servers to new Cloud Servers within 7x24 hours at data center in India.
- vi. The Cloud Service Provider will provide Non-Disclosure Agreement (NDA).

2.2 Detailed Scope of Work

This section provides indicative scope of work for vendors. However, below work is only indicative and would vary depending upon actual requirements of Embassy of India, Mexico City.

Snapshot of Technical Requirements of the Environment for Hosting of Website on Virtual Private Cloud

Deployment Environment- S/W Details

Technology	Specifications
Technology & Framework	PHP 5.5+ -- Cakephp(3.2.x)
Languages	English, Multilingual (interface labels – utf8)
Operating System	Linux
Database	MySQL 5.5.x
Email / SMS	SMTP
Web Server	Apache 2.4.x with PHP 5.6+
Script	JavaScript , HTML 5
PHP / Apache modules	PHP – GD Library, bcmath module, mcryptmodule, PDO module, CURL, mbstring, phpmysql client, Apache mod_rewrite should be enabled.
Other	<ul style="list-style-type: none"> i. Ability to set up Cron Jobs ii. Ability to override options using .htaccess
Port required to open	80, 443, 25, 3306, 22

Deployment Environment- H/W Details

OS	RHEL 7.3
VM	1 (Web and Database Server)
VCPU	8
RAM	32GB
Web Server	200 GB (may need to extend, based on data)

2.3 Hosting Embassy Website on Virtual Private Cloud Infrastructure

- a) The Cloud Service Provider provisioning for the Cloud services shall comply with the following requirements:-

Category	S.No.	Requirement	Description
Regulatory	1	Data center locations should be in India	Cloud provider should offer cloud services from within India.
Regulatory	2	Maintain and ensure data locality	Cloud provider should ensure that customer data resides only in the Region they specify.
Regulatory	3	Protect your applications from the failure of a single location	Cloud provider should offer data centers engineered to be isolated from failures in other data centers, and to provide inexpensive, low latency network connectivity to other data centers in the same region.
Computer	4	Compute instances – Burstable performance	Cloud provider should offer instances that provide a baseline level of CPU performance with the ability to burst above the baseline.
Computer	5	Compute instances – Dedicated	Cloud provider should offer instances that run on hardware dedicated to a single customer.
Computer	6	Resize virtual cores, memory, storage seamlessly	Customer must be able to specify and modify server configuration (CPU, memory, storage) parameters seamlessly and without outage.
Computer	7	Local disk/Instance store	Cloud service should support local storage for compute instances to be used for temporary storage of information that changes frequently.

Computer	8	Provision multiple concurrent instances	Cloud service must offer self-service provisioning of multiple instances concurrently either through a programmatic interface (API/CLI) or through a management console.
Computer	9	Auto Scaling support	Cloud service should be able to automatically increase the number of instances during demand spikes to maintain performance and decrease capacity during lulls to reduce costs.
Computer	10	Bring your own image/Instance Import	Customer should be able to import their existing image and save it as a new, privately available image that can then be used to provision instances in the future.
Computer	11	Export Instance Image	Cloud service must support the ability to take an existing running instance or a copy of an instance and export the instance into a VMDK or VHD image format.
Computer	12	Instance failure recovery	Cloud service must be architected in such a way to automatically restart instances on a healthy host if the original physical host fails.
Computer	13	Instance restart flexibility	Cloud provider must be able to schedule events for customer's instances, such as a reboot, stop/start, or retirement. Depending on the event, customer might be able to take action to control the timing of the event.
Computer	14	Support for Docker containers	Cloud service should support containers, including Docker and/or other containerization platforms.
Computer	15	Highly scalable, high performance container management service	Cloud provider should offer a highly scalable, high performance container management service.

Computer	16	Event-driven computing that runs code in response to events	Cloud service should be able to run customer code in response to events and automatically manage the compute resources.
Computer	17	Pay-as-you-go pricing	Cloud provider should offer a simple pay-as-you-go pricing where customers can pay for compute capacity by the hour with no long-term commitments.
Networking	18	Multiple network interface/instance	Cloud service should be able to support multiple (primary and additional) network interfaces.
Networking	19	Multiple IP addresses/instance	Cloud service should be able to support multiple IP addresses per instance. Use cases include hosting multiple websites on a single server and network appliances (such as load balancers) that have multiple private IP addresses for each network interface.
Networking	20	Ability to move network interfaces and IPs between instances	Cloud service should support the ability to create a network interface, attach it to an instance, detach it from an instance, and attach it to another instance.
Networking	21	Network traffic logging - Log traffic flows at network interfaces	Cloud service should support capturing information about the IP traffic going to and from network interfaces.
Networking	22	Auto-assigned public IP addresses	Cloud service should be able to automatically assign a public IP to the instances.
Networking	23	IP Protocol support	Cloud service should be able to support multiple IP protocols, including TCP, UDP, and ICMP protocols.
Networking	24	Static public IP addresses	Cloud provider must support IP addresses associated with a customer account, not a particular instance. The IP address should remain associated with the account until released explicitly.
Networking	25	Subnets within private network	Customer should be able to create one or more subnets within private network with a single Classless Inter-Domain Routing (CIDR) block.

Networking	26	Subnet level filtering (Network ACLs)	Cloud service should support subnet level filtering – Network ACLs that act as a firewall for associated subnets, controlling both inbound and outbound traffic at the subnet level.
Networking	27	Ingress filtering	Cloud service should support adding or removing rules applicable to inbound traffic (ingress) to instances.
Networking	28	Egress filtering	Cloud service should support adding or removing rules applicable to outbound traffic (egress) originating from instances.
Networking	29	Disable source/destination checks on interfaces	Cloud service should support the ability to disable source/destination check on network interfaces. By default, compute instances perform source/destination checks.
Networking	30	Configure proxy server (NAT instance) at network level	Cloud service should support NAT instances that can route traffic from internal-only instances to the Internet.
Networking	31	Multiple VPN Connections per Virtual Network	Cloud service should support creating multiple VPN connections per virtual network
Networking	32	DNS based global load balancing	Cloud service should support Load balancing of instances across multiple host servers.
Networking	33	DNS based global load balancing	
Networking	34	Load balancing supports multiple routing methods	Cloud service should support multiple routing mechanism including round-robin, failover, sticky session etc.
Networking	35	Front-end Load Balancer	Cloud service should support a front- end load balancer that takes requests from clients over the Internet and distributes them across the instances that are registered with the load balancer.
Networking	36	Back-end Load Balancer	Cloud service should support an internal load balancer that routes traffic to instances within private subnets.

Networking	37	Health checks - monitor the health and performance of application	Cloud service should support health checks to monitor the health and performance of resources.
Networking	38	Integration with Load Balancer	Cloud service should support integration with load balancer.
Networking	39	Low Latency	The CSP should be able to provide a 10GB network connectivity between the servers if required.
Storage – Block Storage	40	Support for storage allocated as local disk to a single VM	Cloud provider should offer persistent block level storage volumes for use with compute instances.
Storage – Block Storage	41	Storage volumes not less than 200 GB	Cloud provider should offer block storage volumes not less than 200 GB in size.
Storage – Block Storage	42	SSD backed storage media	Cloud service should support solid state drive (SSD) backed storage media that offer single digit millisecond latencies.
Storage – Block Storage	43	Provisioned I/O support	Cloud service should support the needs of I/O-intensive workloads, particularly database workloads that are sensitive to storage performance and consistency in random access I/O throughput.
Storage – Block Storage	44	Encryption using provider managed keys	Cloud service should support encryption of data on volumes, disk I/O, and snapshots using industry standard AES-256 cryptographic algorithm.
Storage – Block Storage	45	Encryption using customer managed keys	Cloud service should support encryption using customer managed keys.
Storage – Block Storage	46	Durable snapshots	Cloud service should support point- in-time snapshots. These snapshots should be incremental in nature.
Storage – Block Storage	47	Ability to easily share snapshots globally	Cloud Service should support sharing of snapshots across regions making it easier to leverage multiple regions for geographical expansion, data center migration, and disaster recovery.

Storage – Block Storage	48	Attach more than one compute instance to a single volume	Cloud service should support adding more than one compute instance to a single storage volume in R/W mode so that many users can access and share a common data source.
Storage – Block Storage	49	Consistent Input Output per second (IOPS)	Cloud service should support a baseline IOPS/GB and maintain it consistently at scale
Storage – Block Storage	50	Annual Failure Rates <1%	Cloud service should be durable and support annual failure rates of less than 1%
Storage – File Storage	51	Simple, scalable file storage service	Cloud provider should offer a simple scalable file storage service to use with compute instances in the cloud.
Storage – File Storage	52	SSD backed storage media	Cloud service should offer SSD backed storage media to provide the
Storage – File Storage	53	Grow file systems to petabyte scale	Cloud service should support petabyte-scale file systems and allow thousands of concurrent NFS connections.
Storage – File Storage	54	Consistent low latency performance (T50-T99)	Cloud service should support consistent low latency performance between 5-15 ms at any scale.
Storage – File Storage	55	Scalable IOPS and throughput performance (/TB)	Cloud service should support scalable IOPS and throughput performance at any scale.
Storage – File Storage	56	Sharable across thousands of instances	Cloud service should support thousands of instances so that many users can access and share a common data source.
Storage – File Storage	57	Fully elastic capacity (no need to provision)	Cloud service should automatically scale up or down as files are added or removed without disrupting applications.
Storage – File Storage	58	Highly durable	Cloud service should be highly durable - file system object (i.e. directory, file, and link) should be redundantly stored across multiple data centers.
Storage – File Storage	59	Read-after-write consistency	Cloud service should support read after write consistency (each read and write operation is guaranteed to return the most recent version of the data).

Relational Database	60	Managed relational database service	Cloud provider should offer a service that makes it easy to set up, operate, and scale a relational database in the cloud.
Relational Database	61	Support for MySQL	Cloud service should support the last two major releases of MySQL (versions 5.5+) as a database engine.
Relational Database	62	Support for Microsoft SQL Server	Cloud service should support all the editions (Express, Web, Standard, Enterprise) of SQL Server as a database engine.
Relational Database	63	Low latency, synchronous replication across multiple data centers in a region	Cloud service should support synchronous replication of a primary database to a standby replica in a separate physical datacenter to provide data redundancy, eliminate I/O freezes, and minimize latency spikes during system backups.
Relational Database	64	Read Replica support	Cloud service should support read replicas that make it easy to elastically scale out beyond the capacity constraints of a single DB Instance for read-heavy database workloads.
Relational Database	65	Manual Failover	Cloud service should support a manual failover of the DB instance from primary to a standby replica.
Relational Database	66	Provisioned IO support	Cloud service should support the needs of database workloads that are sensitive to storage performance and consistency in random access I/O throughput.
Relational Database	67	Bring your own SQL	Cloud service should support customers who prefer to use their existing SQL Server database licenses in the cloud.
Relational Database	68	Cross region Snapshots	Cloud service should support copying snapshots of any size between different cloud provider regions for disaster recovery purposes.
Relational Database	69	Cross region Read Replica	Cloud service should support creating multiple in-region and cross region replicas per database instance for scalability or disaster recovery purposes.

Relational Database	70	High Availability	Cloud Service should support enhanced availability and durability for database instances for production workloads.
Relational Database	71	Point in time restore	Cloud service should support restoring a DB instance to a specific date and time.
Relational Database	72	User snapshots and restore	Cloud service should support creating a DB snapshot and restoring a DB instance from a snapshot.
Relational Database	73	Modifiable DB parameters	Cloud service should allow the DB parameter to be modified.
Relational Database	74	Monitoring	Cloud service should allow monitoring of performance and health of a database or a DB instance.
Relational Database	75	Encryption at rest	Cloud service should support encryption using the industry standard AES-256 encryption algorithm to encrypt data.
Security and administration	76	Control access to your cloud resources at a granular level	Cloud provider should offer fine-grained access controls including, conditions like time of the day, originating IP address, use of SSL certificates, or authentication with a multi-factor authentication device.
Security and administration	77	Utilize multi-factor	Cloud service should support multi-factor authentication. MFA requires users to prove physical possession of a hardware or virtual MFA device by providing a valid MFA code.
Security and administration	78	authentication when accessing cloud resources	Cloud service should support multi-factor authentication. MFA requires users to prove physical possession of a hardware or virtual MFA device by providing a valid MFA code.
Security and administration	79	Identify when an access key was last used to rotate old keys and remove inactive users	Cloud service should support reporting a user's access keys last use details.
Security and administration	80	Policy Simulator to test policies	Cloud service should provide a mechanism to test the effects of access control policies that are attached to users, groups, and roles before committing the policies into

			production.
Security and administration	81	before committing to production	Cloud service should provide a mechanism to test the effects of access control policies that are attached to users, groups, and roles before committing the policies into production.
Security and administration	82	Policy validation to ensure policies match intentions	Cloud service should support a policy validator to automatically examine non-compliant access control policies.
Security and administration	83	Directory as a service	Cloud provider should support setting up a stand-alone directory in the cloud or connecting cloud resources with existing on-premises Microsoft Active Directory.
Security and administration	84	User and Group management	Cloud service should support features such as user and group management.
Security and administration	85	Managed service to create and control the encryption keys used to encrypt your data	Cloud provider should offer a service to create and control the encryption keys used to encrypt user data.
Security and administration	86	Audit of all action on keys	Cloud service should support auditing with features such as what request was made, the source IP address from which the request was made, who made the request, when it was made, and so on.
Security and administration	87	Key Durability	Cloud service should support durability of keys, including storing multiple copies to ensure keys are available when needed.
Security and administration	88	Durable and inexpensive log file storage	Cloud service should support storing log files in a durable and inexpensive storage solution.
Security and administration	89	Choice of partner solution	Cloud service should support a variety of 3rd party solutions.
Security and administration	90	Automatically records a resource's configuration when it changes	Cloud service should automatically record a resource configuration when it changes and make this information available.

Security and administration	91	Examine the configuration of your resources at any single point in the past	Customer should be able to obtain details of what a resource's configuration looked like at any point in the past using this cloud service.
Security and administration	92	Receive notification of a configuration change	Cloud service should notify every configuration change so customers can process these notifications programmatically.
Security and administration	93	Create and manage catalog of pre- approved services for use	Cloud provider should offer the ability to create and manage catalogs of IT services that are approved for use.
Deployment and Management	94	Service to quickly deploy and manage applications in the cloud	Cloud provider should offer a service to quickly deploy and manage applications in the cloud by automatically handling the deployment, from capacity provisioning, load balancing, auto- scaling to application health monitoring.
Deployment and Management	95	Supported OS	Cloud Service should support Windows, Linux
Deployment and Management	96	Deployment Mechanism	Cloud service should support various deployment mechanisms, including a Git repository, or an integrated development environment (IDE) such as Eclipse or Visual Studio.
Deployment and Management	97	Support for SSL connections	Cloud service should support SSL connections.
Deployment and Management	98	Auto scaling	Cloud service should support automatically launching or terminating instances based on the parameters such as CPU utilization defined by users.
Deployment and Management	99	Swap virtual IP between staging and production environments	Cloud service should support swapping IP addresses between staging and production environments so that a new application version can be deployed with zero downtime.
Deployment and Management	100	Integration with caching solution	Cloud service should be integrated with a caching solution.

Deployment and Management	101	Service to create a collection of related resources and provision them using a template	Cloud provider should offer a service to create a collection of related resources and provision them in an orderly and predictable fashion using a template.
Deployment and Management	102	Single JSON based template to declare your stack	Cloud service should use a template, a JSON-format, text-based file that describes all the resources required for an application. The resources in the template should be managed as a single unit.
Deployment and Management	103	Allow parametrization and specific configurations	Cloud service should support parameterization for specific configuration.
Deployment and Management	104	Integration with the portal	Cloud service should be integrated with the portal.
Support	105	Service Health Dashboard	Cloud provider should offer a dashboard that displays up-to-the minute information on service availability across multiple regions.
Support	106	365 day service health dashboard and SLA history	Cloud provider should offer 365 days' worth of Service Health Dashboard (SHD) history.
Support	107	Service to compare resource usage to best practices	Cloud provider should offer a service acts like a customized cloud expert and helps provision resources by following best practices.
Support	108	Monitoring Tools	Monitoring tools that will enable collection and tracking metrics, collection and monitoring log files, set alarms, and automatically react to changes in the provisioned resources. The monitoring tools should be able to monitor resources such as compute and other resources to gain system-wide visibility into resource utilization, application performance, and operational health.
			Able to define guidelines for provisioning and configuring cloud resources and then continuously monitor compliance with those guidelines. Ability to choose from a set of pre-built rules based on common best practices or custom rules (e.g., ensure

Support	109	Governance and Compliance	Storage volumes are encrypted, Compute instances are properly tagged, and Elastic IP addresses (EIPs) are attached to instances) and continuously monitor configuration changes to the cloud resources and provides a new dashboard to track compliance status.
Support	110	Audit Trail	Provide Audit Trail of the account activity to enable security analysis, resource change tracking, and compliance auditing

3. Timeline for completion of activities

This timeline will be finalized with the successful vendor post selection as mutually agreed.

Indicative Timeline:

- i Hosting Embassy's website on Virtual Private Cloud Infrastructure – One week.

4. Eligibility Criteria

4.1 Competencies:

- 4.1.1 Past experience in creating and maintaining very professionally and exceptionally creative websites for Indian missions.
- 4.1.2 Excellent I.T. skills and project management skills
- 4.1.3 Strong editorial team with communications skills to write clearly and compellingly in English and other languages.
- 4.1.4 Ability to juggle priorities and deadlines and perform well under pressure;
- 4.1.5 Ability to respond quickly to the maintenance requirement in the post commissioning phase.
- 4.1.6 Awareness on the latest smart technologies for website development.
- 4.1.7 Ability to regularly maintain, update the developed website.

4.2 Essential knowledge and experience:

- 4.2.1 Good information technology skills, with previous experience of website maintenance, management, editing, and/or development.
- 4.2.2 Expertise with HTML and content-management systems and latest trends and technology in website content and social media.
- 4.2.3 Strong analytical and research skills, including the ability to analyze audiences, attitudes, communications products and messages and to translate them into the design and implementation of effective websites.
- 4.2.4 Knowledge of the mandate and work of a government department website would be desirable.

4.3 Financial Proposal

Interested Agencies are invited to submit their proposals for the assignment, which must include the following, as detailed subsequently in this document:

- (i) Financial Proposal

The original proposal (Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be authenticated by the persons or person who sign(s) the proposals.

4.3.1 In preparing the Financial Proposal, Agencies are expected to take into account the requirements and conditions outlined in this document.

4.3.2 Letter of Financial Proposal should include:

- i. **Total fee**, from the date of issue of work order. For Financial Evaluation, the total fee for the assignment will be considered. This Fee should all include costs/expenses of the Cloud Service Provider for undertaking work as detailed in the Scope of Work.
- ii. **Break-up of costs** for each of the items of work listed in the Scope of Work are to be submitted on a separate sheet of paper.

It may be noted that

- a) Taxes / VAT as applicable in India will be paid as per actual and the same are **not** required to be indicated in the financial bid.
- b) The cost quoted will be firm and fixed for the duration of performance of the contract. At no point of time will any deviation from the quoted rate be entertained by missions.
- c) The Financial Bid shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.
- d) All prices should be quoted in INR and indicated both in figures and words. Figures in words will prevail.
- e) The cost should include all travel costs, shipping/mail, telephone/fax charges and Cloud Service Provider administrative costs that may be incurred by the Cloud Service Provider as part of this contract.

5. Submission of Bids

- a) Proposals must be submitted to Embassy of India, Mexico City in “Password Protected PDFs” through electronic mail only at the email addresses specified below. The password can be sent by electronic mail to the email addresses specified below at the specified time and date of opening of the Bid as given in Section 6 (Important Dates) subsequently in this document.

Name	Designation	Email Address
Mr. Ram Mahesh	Head of Chancery, Embassy	hoc.mexico@mea.gov.in
Mr Ashwani Kumar	Second Secretary, Embassy	com.mexico@mea.gov.in
Mr Abhishek Avi	Third Secretary, Embassy	abhishek.avi@mea.gov.in

- b) Embassy of India, Mexico City may, at its discretion, extend the deadline for submission of bids by issuing an Addendum in which case all rights and obligations of the proposed project and the agencies will thereafter be subject to the deadlines as extended.
- c) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.
- d) The Proposal should be submitted on or before 1730hrs (Mexico Central Time) of 12-12-2018.

No Proposal will be accepted after the deadline for submission and in the event of any proposal being received after the closing time for submission of proposals.

Pre- bid meeting

In no event will Embassy of India, Mexico City is responsible for ensuring that Cloud Service Provider inquiries have been received by it. Embassy of India, Mexico City will endeavor to provide a timely response to all questions and would provide information to the extent it is currently available to the best of its knowledge. The responses will be communicated through email or a Pre-Bid Meeting will be called, only if the Embassy deems it necessary.

6. Selection Process

- 6.1 The contract will be awarded to the organization on the basis of Selection of Bidder as per the Government of India Financial Rules, 2017 and MEITY Guidelines.
- 6.2 The Successful Bidder would be selected by an Evaluation Committee constituted by the Ambassador of India to Mexico.
- 6.3 Successful Bidder will be informed of the decision and he/she will be required to sign an agreement with the Embassy of India, Mexico City.

7. Payment conditions

Payment will be made to the successful vendor's in the mode as decided by the by Embassy of India, Mexico City and the same will intimated to the selected bidder.

8. General Terms and Conditions

- i. To implement all security instructions provided by CERT-IN, MEA or the EMBASSY
- ii. Identify and execute training requirements along with preparation of User Manual will be the responsibility of the service provider including the cost involved.

- iii. Mere submission of RFQ shall not confer any right whatsoever on the submitting entity.
- iv. The RFQ shall remain valid for a period of 2 months from the date of publication of RFQ.
- v. It shall be obligatory on part of the submitting entity to furnish any further information as may be sought by Embassy of India, Mexico City.
- vi. Neither the issue of this RFQ nor any part of its contents is to be taken as any form of commitment or acknowledgement on part of Embassy of India, Mexico City to proceed with any Bid or any entity and Embassy of India, Mexico City reserves the rights to annul or terminate the process or reject any Bid at any time or stage without assigning any reason.
- vii. Incomplete proposals are liable to be rejected.
- viii. This RFQ is not an agreement and is neither an offer nor invitation by Embassy of India, Mexico City to the prospective Bidders or any other person. The purpose of this RFQ is to provide interested parties with information that may be useful to them in preparing their proposal pursuant to this invitation (the "Bid"). This RFQ includes statements, which reflect various assumptions and assessments arrived at by Embassy of India, Mexico City in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFQ may not be appropriate for all persons, and it is not possible for Embassy of India, Mexico City, and its employees to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFQ. The assumptions, assessments, statements and information contained in this RFQ may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFQ and obtain independent advice from appropriate sources.
- ix. Embassy of India, Mexico City may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFQ.
- x. The issue of this RFQ does not imply that Embassy of India, Mexico City is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Project and Embassy of India, Mexico City reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.
- xi. Further, all information/data/reports/pitches/data or other material submitted to Embassy of India, Mexico City under this Tender/Invitation to Bid/RFQ by the Applicant shall become the property of Embassy of India, Mexico City. The Applicant hereby agrees that they shall not

have any right claim, authority whatsoever over the submitted information/reports/pitches/data or other material to Embassy of India, Mexico City. The Applicant further agrees and undertakes that Embassy of India, Mexico City may use the aforesaid information/data/reports/pitches/data or other material at its sole discretion and the Applicant shall not have any objection whatsoever in Embassy of India, Mexico City using the same.

- xii. The firm shall be a legal entity as per the GOI rules/regulations and laws of the land.
- xiii. The firm must have service tax registration, PAN, TIN, Service Tax reg. No. and should be income tax assessee.
- xiv. The firm should not have been blacklisted by any Government organization
- xv. Embassy of India, Mexico City shall not be liable for any cost incurred by the respondents in preparing responses to this RFQ or negotiations associated with award of a contract.
- xvi. **Force Majeure**-If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lock outs or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall due to such event be entitled to terminate this contract nor shall either party have any claim for damage against other in respect of such non- performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event come to an end or cease to exist, and the decision of the purchaser as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part any obligation under this contract is prevented or delayed by reasons of any such event for a period of exceeding 60 days, party may, at its option, terminate the contract.
- xvii. **Settlement of Disputes and Arbitration**- All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Ambassador of India, Mexico City or any person nominated by him/her. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996 or any other law that takes place in this regard. The arbitrator shall be in entitled to extend the time of arbitration proceedings with the consent of the parties.

9. Important Dates

In respect of the RFQ for Hosting the website of Embassy of India, Mexico City on Virtual Private Cloud Infrastructure

	Date	Time (Mexico City Local Time)
Date of Publishing	20.11.2018	1800 HRS
Clarification start date	21.11.2018	1100 HRS
Clarification end date	22.11.2018	1700 HRS
Bid Submission start date	06.12.2018	1700 HRS
Bid Submission end date	12.12.2018	1730 HRS
Bid opening date	13.12.2018	1100 HRS

Annexures

Annexure 1. Authorization Letter

To

Embassy of India,
A Musset 325, Col Polanco,
Mexico City - 11550

Subject: Proposal for Hosting the Embassy of India, Mexico City Website on Virtual Private Cloud Infrastructure

Sir,

We, the undersigned vendor, having read and examined in detail the Specifications and all the bidding documents do propose to provide the Services as specified in the bidding document no.

1. All the prices mentioned in our proposal are in accordance with the terms as specified in bidding documents.
2. All the prices and other terms and conditions of this proposal are valid for a period of 120 calendar days from the date of opening of the Bids.
3. We have carefully read and understood the terms and conditions of the contract applicable to the RFQ and we do hereby undertake Services as per these terms and conditions.
4. We declare that our prices are as per the technical specifications and bid documents. These prices are indicated in Annexure(s) attached with our proposal as part of the commercial bid.
5. We do hereby undertake that, in the event of acceptance of our bid, the Services shall be completed as stipulated in the RFQ document.
6. We enclose herewith the complete Financial Bid as required by MEA. This includes:
 - Authorization Letter (Annexure 1)
 - Financial bid(Annexure 3, 3A, and 3B)
7. We do hereby undertake, that until a contract is prepared and executed, this bid together with Embassy of India, Mexico City's written acceptance thereof, the RFQ document and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

Signature of vendor representative

Address:

Detail of enclosures:

Telephone No:

Annexure 2. Vendor Particulars

Sl.NO	Item	Details
1	Company Name	
	(Copy of Incorporation	
3	Corporate & Address Head Office:	Address Telephone: Fax No. : website Email Address: Mobile No.
4	Contact Person	Name
		Fax No. : Designation
		Mobile:
		Email Address:

Annexure 3. Financial Bid Format

Documents required for the financial bid are in the following table.

S. No.	Document
1.	Letter of Financial Bid Submission
2.	Total fees; include all costs/expenses of the Cloud Service Provider for undertaking work as detailed in the Scope of Work.(As in Annexure 3A)
3.	Break-up of costs for each of the items of work listed in the Scope of Work are to be submitted on a separate sheet of paper as indicated in Annexure 3B.

Prices in Financial Bid should be quoted in the following format.

S. No.	Service Categories as given in scope of work	Cost in INR	
		Figures	Word
1	Hosting Embassy of India, Mexico City's website on Virtual Private Cloud Infrastructure		

Note: Bidders are requested to note the following:

- a) Taxes / VAT as applicable in India will be paid as per actual and the same are not required to be indicated in the financial bid.
- b) TDS will be deducted as per rules applicable.
- c) The cost quoted will be firm and fixed for the duration of performance of the contract. At no point of time will any deviation from the quoted rate be entertained by Embassy of India, Mexico City.
- d) The Financial Bid shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

- e) All prices should be quoted in INR and indicated both in figures and words. Figures in words will prevail.

Date Signature of Authorised Signatory ...

Place Name of the Authorised Signatory ...

Designation ...

Name of the Organisation ...

(Seal)

Annexure 3A Financial Bid - Pricing Summary Sheet

S No.	Description	Total recurring cost (Monthly)	Total Annual Cost (1 Year)	Total Amount in Words (INR)
A	Migration Services <i>(if any)</i>			
B	Operations and Maintenance / Managed Services Cost			
C	Operations and Maintenance – Managed Services Cost <i>(for the extended Optional 1 Year)</i>			
D	Cloud Services – Setup Costs <i>(if any)</i>			
E	Cloud Services – Cost for pre-production and production Environment for 1 year – Requirements (On-Demand Pricing) <i>Provide Breakup as per Annexure 3B (This is only for price discovery of cloud services and used for commercial evaluation. The actual payment will be on a pay-as-you-go model)</i>			
F	Cost towards Support from the CSP			
G	Total Cost for Commercial Evaluation I = A + B + C + D + E+F			

Annexure 3B Financial Bid - Breakup of Cloud Services – Indicative/On-Demand pricing

This is to discover unit prices so that the department can pay on a pay-as-you go during the consumption of cloud services.

S No.	Description	Unit of Measurement for Pricing [As prescribed by the Department of Government requesting bids] (1)	Unit Price [To be filled by the bidder] (2)	Multiplication Factor (Monthly Quantity) (3)	Monthly Price (4)	Total Price for 12 months (5)
Virtual Machines (include individual line items providing the VM configuration (type of VM, number of virtual CPUs / cores, Speed, memory, storage,))						
		Unit ¹ /Per month	Price/per (1)	Quantity*(1)	(2)*(3)	(4)*12
A	Example : RAM	Per GB/month	Example: INR X/GB/month	Example: 32 GB/month		
B	Example: Storage					
C	-----					
D	-----					
F	Throughput	Per GB/month	Example: INR X/GB/month	Example: 32 GB/month		
Other Cloud Services (e.g., ELB, PaaS...). Include individual line items as required for each of the Cloud Services						
G	ELB					
Additional Services - Include individual line items as required for each of the Services that are required to be implemented to meet the RFQ requirements and that have commercial implications						
H	Load Balancing					
I	VLAN					
J	MYSQL/Database					
K	Exchange Server					

1: Unit must be internationally accepted standard unit, for e.g. GB for Storage and Memory.

Note: Please ignore Monthly Price (4) and Multiplication Factor (3) wherever necessary and fill in the annual price directly.