



भारतीय गुणवत्ता परिषद्
QUALITY COUNCIL®
OF INDIA
Creating an Ecosystem for Quality

Tender ref. no. QCI/0226/500

Dated: - February 7, 2026

**Request for Proposal
for
Engagement of an Agency for Renewal
of Barracuda Email Archival
Solutions at QCI**



QUALITY COUNCIL OF INDIA

World Trade Centre, J 200, Block F, Nauroji Nagar,
Safdarjung Enclave, New Delhi, Delhi - 110029
T: +91-11-23378056 / 57; F: +91-11-23378678
W: www.qcin.org E: info@qcin.org

TENDER DOCUMENT FOR ENGAGEMENT OF AN AGENCY FOR RENEWAL OF BARRACUDA EMAIL ARCHIVAL SOLUTIONS AT QCI

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Tender Notice

1. Quality Council of India invites proposals for **“Engagement of an Agency for Renewal of Barracuda Email Archival Solutions at QCI.”**
2. The content of this RFP enlists the requirements of the Quality Council of India. It includes the Bidding Terms which details out all that may be needed by the potential bidders to understand the financial terms and bidding process and explain the contractual terms that the Quality Council of India wishes to specify at this stage.
3. The Documents to be submitted:

S. No.	Forms	Particulars
1.	Form 1	Covering Letter with the Proposal in response to the RFP Notice
2.	Form 2	Relevant Project Experience
3.	Form 3	Details of the responding firm
4.	Form 4	Non-Blacklisting Undertaking
5.	-	Technical & Financial Bid

4. Interested parties are required to submit the Technical and Financial Bids in two separately sealed envelopes, placed inside a larger sealed envelope clearly super-scribed “Engagement of an Agency for Renewal of Barracuda Email Archival Solutions at QCI”. The bids must be delivered J-200, Quality Council of India (Procurement Unit), World Trade Centre, Block-F, Nauroji Nagar, Safdarjung Enclave, New Delhi – 110029 latest by February 16, 2026, 3 PM by hand or post.

Additionally, a soft copy of the Technical Proposal only, in PDF format (password protected), may be submitted via email to procurement@qcin.org on or before February 16, 2026, 3 PM.

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Tender Summary

S. No.	Item	Details
1.	Project Scope	Engagement of an Agency for Renewal of Barracuda Email Archival Solutions at QCI
2.	Contract Duration	Twelve (12) months
3.	Performance Bank Guarantee	5% of total contract value
4.	Proposal Selection	Least Cost System
5.	Earnest Money Deposit (EMD)	₹ 40,000
6.	Bid Validity	120 days
7.	Submission details	Interested parties are required to submit the Technical and Financial Bids in two separately sealed envelopes, placed inside a larger sealed envelope clearly super-scribed "Engagement of an Agency for Renewal of Barracuda Email Archival Solutions at QCI". The bids must be delivered J-200, Quality Council of India (Procurement Unit), World Trade Centre, Block-F, Nauroji Nagar, Safdarjung Enclave, New Delhi – 110029 latest by February 16, 2026, 3 PM by hand or post.

I. INTRODUCTION

Quality Council of India (QCI)

QCI was established as an autonomous non-profit organization by the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Govt. of India in partnership with the Indian Industry. QCI plays a pivotal role in propagating, adoption and adherence to quality standards in all important spheres of activities including education, healthcare, environment protection, governance, social sectors, infrastructure sector and such other areas of organized activities that have significant bearing in improving the quality of life and well-being of the citizens of India.

To achieve this, QCI is playing a pivotal role in propagating, adoption and adherence to quality standards in all important spheres of activities including education, healthcare, environment protection, governance, social sectors, infrastructure sector and such other areas of organized activities that have significant bearing in improving the quality of life and well-being of the citizens of India.

It functions through its five constituent Boards and Project Implementation Divisions to establish National Accreditation Programme and Third-Party Assessment models with an aim to improve the quality ecosystem of the nation.

The various Boards are:

i. National Accreditation Board for Testing and Calibration Laboratories (NABL)

NABL has been established with the objective of providing Government, Industry Associations and Industry in general with a scheme of Conformity Assessment Body's accreditation which involves third-party assessment of the technical competence of testing including medical and calibration laboratories, proficiency testing providers and reference material producers.

ii. National Accreditation Board for Hospitals & Healthcare Providers (NABH)

NABH is set up to establish and operate accreditation program for healthcare organizations. The board is structured to cater to much desired needs of the consumers and to set benchmarks for progress of health industry. The board while being supported by all stakeholders including industry, consumers, government, has full functional autonomy in its operation.

iii. National Accreditation Board for Education and Training (NABET)

NABET has established a mechanism for the accreditation personnel certification, accreditation of vocational training organizations and skill assessment bodies. NABET also works in the domain areas of Education and Training. NABET works with various government departments for creating a credible model of assessment and provides its expertise to the departments to take credible decisions based on ground data.

iv. National Accreditation Board for Certification Bodies (NABCB)

NABCB provides accreditation to Certification and Inspection Bodies based on assessment of their competence as per the Board's criteria and in accordance with International Standards and Guidelines. NABCB is internationally recognized and represents the interests of the Indian industry at international forums through membership and active participation with the objective of becoming a signatory to international Multilateral / Mutual Recognition Arrangements (MLA / MRA). NABCB is a member of the International Accreditation Forum (IAF) and its regional body Pacific Accreditation cooperation (PAC).

v. National Board for Quality Promotion (NBQP)

NBQP works on the vision of promoting quality of life for the citizens of India. It has two important missions; the first one is to promote application of quality management standards and statistical quality tools with an objective of enabling industry, to improve their competitiveness, with specific focus on SME sectors. The second mission is focused on empowering the consumers to demand quality and consequently creating a backpressure on suppliers to ensure quality of their products and service.

Besides the Boards there are Divisions which predominantly play a crucial role in implementing projects of the government or the industry:

i. The Project Planning & Implementation Division (PPID)

This division works with various ministries in the government both at Central and State level. Set up with a vision of young professionals who could help the government from outside on key issues and

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provide support wherever required. PPID has worked with number of Ministries on projects, including (but not limited to) – Ministry of Petroleum and Natural Gas, Ministry of Railways, NITI Aayog (erstwhile planning commission of India), Ministry of New and Renewable Energy, Department of Administrative Reform and Public Grievances (DARPG) and others.

ii. **NDIE Division**

The Division leads various projects of National importance with a focus on 'Atmanirbhar Bharat'. The division is involved in flagship programs of Ministry of Micro, Small & Medium Enterprises, Ministry of Tourism, Ministry of Defence, Ministry of Housing & Urban Affairs and others.

iii. **Project Analysis and Documentation Division (PADD)**

PADD aims towards the design, development, and implementation of voluntary conformity assessment frameworks for governmental, inter-governmental, regional, and global organizations.

iv. **Strategy and Policy Division (SPD)**

SPD is driving force for transformative change, dedicated to achieving quality excellence for a developed India. By focusing on strategy and policy interventions, the SPD aims to strengthen India's quality infrastructure and ecosystem, positioning QCI as a global leader in quality transformation. The SPD is committed to developing and implementing innovative strategies to elevate the quality standards across various sectors, including manufacturing, services, and governance. Through collaborative partnerships and a proactive approach, the SPD seeks to create the world's most advanced quality ecosystem that supports India's development priorities and strengthens its position in the global economy.

II. BACKGROUND

Quality Council of India intends to engage an agency to provide Barracuda Email Archival solution. This document provides details of:

1. Number of licenses required.
2. Technical requirements the solution should have.

III. SCOPE OF WORK

1. **Licenses Required:** The total number of the licenses required is given below:

S. No.	Particulars	Domain	Number of licenses
1	Renewal of Barracuda Office 365 archival licenses	QCIN	629
		NABL	225
		NABH	94
Total Licenses			948

2. **Technical Requirements:**

- i. The OEM should be present in Gartner Magic Quotient.
- ii. The archival solution should have unlimited storage options.
- iii. The archival solution should have free Data Restoration.
- iv. The archival solution should have an Active user license policy.
- v. The archival solution should have a Policy alerts option.
- vi. The archival solution should have an inbuilt Antivirus system.
- vii. The archival solution should have the PST - Import/Export option (including all folders & in-place archive)
- viii. The archival solution should be able to integrate with Office 365 for mail imports.
- ix. The archival solution should be able to archive calendar and contacts.
- x. The archival solution should have inbuilt two factor authentication.
- xi. The archival solution should have Multiple retention policies.
- xii. The archival solution should have web-based access.
- xiii. The archival solution should have an outlook plugin.

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- xiv. The archival solution should have its OEM support center in India.
- xv. The archival solution should have its own technical support team available 24x7.
- xvi. The archival solution should have OEM certified engineers.
- xvii. The archival solution should be able to implement and migrate the historical data (Office 365, all folders including in-place archive).
- xviii. The archival solution should back up data stored in India only.

IV. PRE- QUALIFICATION CRITERIA:

S. No.	Basic Requirements	Specific Requirements	Documents Required
1	Legal Entity	<p>The Bidder(s) interested in participating in the Selection Process must be a duly registered legal entity in India, under any one of the following categories: -</p> <ul style="list-style-type: none"> • A Limited Liability Partnership (“LLP”) registered under the LLP Act,2008; • an Indian Company (“Company”) registered under the Companies Act, 1956/ 2013; • a “Partnership Firm” registered under the Indian Partnership Act, 1932; • a Sole Proprietorship firm, registered as such under the Applicable Laws of India <p>With minimum 5 years of existence at the time of submission of the bid.</p>	<p>Registration documents of the Bidder as a company/firm or any legal entity along with:</p> <ul style="list-style-type: none"> i. Incorporation Certificate of the company ii. PAN Card of the registered legal entity iii. GST certificate of the registered legal entity iv. Certified copy of registered Partnership Deed; copy of Statement filed in the Register of Firms disclosing names, addresses and relevant details of ALL partners of the Partnership Firm v. MSME Certificate (if applicable) vi. Any other supporting document, as may be required
2	Manufacturer’s Authorization Form	Bidder must be Authorized reseller of OEM	Valid Bid Specific Manufacturer’s Authorization Form (MAF) on the letterhead of OEM.
3	Average Annual Turnover	The bidding entity must have minimum average annual turnover of ₹ 80 lakhs or more in the last three financial years (i.e., 2022-23, 2023-24 and 2024-25).	<ul style="list-style-type: none"> i. Audited Financial Statements of FYs 2022-23, 2023-24 and 2024-25 or ii. Turnover certificate by CA (original) with FRN Number and UDIN Number for FYs 2022-23, 2023-24 and 2024-25
4	Technical Capability & Experience	The Bidder should have at least 3 work orders/projects in Ministries/ Departments/ Private Organizations for supplying at least 500 email archival licenses (Similar nature) per project in the last five years.	Work Order / Work Completion Certificates issued by Client.

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5	Non-Blacklisting declaration	The bidder shall not have been blacklisted by any central or state government agency, PSU etc. in the last 5 years preceding the proposal due date.	As per format in Form 4 of Annexure-A signed and stamped on company letterhead
6	Service Support	Bidder/OEM should have a 24X7 service support to address any issues faced by Client	Details of Contact persons along with Escalation Matrix should be provided along with the bid.

V. METHOD OF SELECTION

The agency shall be short listed after the evaluation of their technical bids based on pre-qualification criteria. Financial bids of only such shortlisted agencies will be opened.

The final selection of the agency shall be done on **Least Cost System (LCS) basis**.

VI. TERMS & CONDITIONS

1. **Contract Period:** One (01) year from the date of award of contract, which may be extended based on satisfactory performance and QCI requirement.
2. **Amendments to RFP:** At any time prior to the last date for receipt of applications, QCI may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFP document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their proposals, QCI may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the RFP.
3. **Rejection of Application:** The application is liable to be rejected if:
 - i. Not in prescribed forms and not containing all required details.
 - ii. Not properly sealed and signed as per requirements.
 - iii. Received after the expiry of due date and time.
 - iv. Missing of any supporting document(s) with the Proposal.
4. **Penalty:** QCI reserves the right to lay penalty (including legal action) in case of breach/non-performance of any of the terms of the scope of work or in case of faulty Services.
5. **Subcontracting:** There must be no further subcontracting without prior written consent of QCI.
6. **Earnest Money Deposit (EMD)/ Bid Security:** Bidders shall submit, along with their Bids, Bid Security (EMD) of INR 40,000 as per the details mentioned below:
 - i. By demand draft in favor of Quality Council of India, payable at New Delhi, or
 - ii. Deposit through RTGS/ NEFT as detail under**:-

For payment of EMD through Bank transfer: -

Name of the Bank	Axis Bank LTD, 6/83, Padam Singh Road, Karol Bagh, New Delhi
Name of the Account	Quality Council of India
Saving Bank Account	223010100053020
IFSC Code	UTIB0000223

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Note:

- i. NO CHEQUES WILL BE ACCEPTED. The applicant whose EMD has been deposited by NEFT/RTGS, must enclose the transaction details/ evidence along with their technical bid, otherwise the bid will be rejected.
- ii. Bid security in any other form will not be entertained.
- iii. No interest will be payable to the Bidder on the amount of the EMD. Unsuccessful Bidder's EMD will be discharged/ returned as promptly as possible, but not later than 30 days of completion of the process.
- iv. In case bid is submitted without the bid security then QCI reserves the right to reject the bid without providing opportunity for any further correspondence to the bidder concerned. The EMD may be forfeited:
 - If a bidder withdraws its bid during the period of bid validity.
 - Bidder does not respond to requests for clarification of its Proposal.
 - Bidder fails to provide required information during the evaluation process or is found to be nonresponsive.
 - In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP.

Note: MSEs (Micro and Small) are exempted from paying Earnest Money Deposit. In this case participants are required to submit valid MSE registration certificates (Udyog Aadhaar) to avail exemption.

- 7. Exemption of EMD for MSEs/ Startups applicant:** "Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) and Startups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT)" are exempted from submission of EMD (Bid security) in this tender. Bidders claiming exemption of EMD under this rule (170 of GFR) are however required to submit a signed Bid securing declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of 24 months from being eligible to submit Bids for tenders with QCI. Scan copy of the signed documents related to exemption of EMD along with Bid Security Declaration shall be submitted at the time of submission of bid.
- 8. Performance Security:** The selected Bidder shall submit irrevocable Performance security, within 15 days from the Notification of award, for a value equivalent to **5% of the contract value**. The Performance security submitted in the form of Bank Guarantee shall contain a claim period of three months from the last date of validity. The bank guarantee shall be valid for the period of 12 months from the date of issuance of work order plus three (03) months of claim period. The selected Bidder shall be responsible for extending the validity date and claim period of the Performance Bank Guarantee as and when it is due on account of non-completion of the delivery and Warranty period. The selected vendor can submit e-PBG OR physical copy of Performance Guarantee should be submitted at QCI-HO within 15 days from the notification of award. The selected bidder would be required to send SFMS code while creation of PBG to the IFSC code provided by QCI.

In case the selected bidder fails to submit a Performance Guarantee within the time stipulated, QCI at its discretion may cancel the order placed on the selected bidder without giving any notice. QCI shall invoke the performance guarantee in case the selected bidder fails to discharge their contractual obligations during the period or QCI incurs any loss due to bidder's negligence in carrying out the project implementation as per the agreed terms & conditions.

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9. EMD Refund:

- **For Unsuccessful Bidders:** The EMD of all unsuccessful bidders would be refunded without interest by QCI on finalization of the bid in all respects by the successful bidders within 45 days after finalization of tender.
- **For Successful Bidders:** The EMD of successful bidders would be returned without interest upon submission of Performance Bank Guarantee by the successful bidders. The above-mentioned refund would be completed within 30 days of the issue of the work order to the successful bidder.

In case bid is submitted without the bid EMD then QCI reserves the right to reject the bid without providing opportunity for any further correspondence to the bidder concerned.

10. Maintenance of Confidentiality: The bidder(s) must not divulge any confidential information and assure that reasonable steps are taken to provide for the safe custody of any and confidential information in its possession and to prevent unauthorized access thereto or use thereof. The shortlisted bidder(s) must not, without the prior written consent of QCI, disclose any confidential information of QCI or any government department or relating to any ministry or any other party. In giving written consent to the disclosure of confidential information, QCI may impose such conditions as it thinks fit, and the bidder must comply with these conditions. Confidentiality clause shall survive for a longer period of one year after the termination of contract or contract expiry period.

No part of this document including the Annexure can be reproduced in any form or by any means, disclosed or distributed to any person without the prior consent of QCI, except to the extent required for submitting the bid. The information contained in this document is only disclosed for the purposes of enabling potential service providers to submit a proposal to QCI. This document should not therefore be used for any other purpose. These documents contain proprietary information furnished for evaluation purposes only; except with the written permission of the QCI, such information may not be published, disclosed, or used for any other purpose. The bidding firms acknowledge and agree that this document and all portions thereof, including, but not limited to, any copyright, trade secret and other intellectual property rights relating thereto, are and at all times shall remain the sole property of QCI. The title and full ownership rights in the information contained herein and all portions thereof are reserved to and at all times shall remain with QCI. service providers must agree to take utmost care in protecting the proprietary and confidential nature of the information contained herein.

11. Termination of Contract

i. Termination for Default

QCI reserves the right to terminate / short close the contract, without prejudice to any other remedy for breach of contract, by giving one month notice if the agency fails to perform any obligation(s) under the contract and if agency, does not cure their failure within a period of 15 days (or such longer period as QCI may authorize in writing) after receipt of the default notice from QCI.

ii. Termination for Insolvency

QCI may at any time terminate the contract by giving written notice without compensation to the agency, if the agency becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to QCI.

iii. Termination for Convenience

QCI may by written notice sent to agency, terminate the contract, in whole or part, at any time for its convenience. However, the payment shall be released to the extent to which performance

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of work executed as determined by agency till the date upon which such termination becomes effective.

- iv. The Service Provider may terminate this contract, or any Services, by giving 15 days' written notice to QCI, if the Service Provider reasonably determines that the Service Provider can no longer provide the Services in accordance with applicable law or professional obligations.

12. Payment Terms: The payment shall be made within 30 days of the submission of proper invoice after successful delivery of the services.

13. Intellectual Property Rights: QCI will own all the intellectual property resulting out of services being performed under this contract.

"Intellectual Property and Invention" includes documents, reports, concept papers, ideas, concepts, creations, discoveries, inventions, improvements, know-how, trade or business secrets; trademarks, service marks, designs, utility models, tools, devices, models, methods, procedures, processes, systems, principles, algorithms, works of authorship, flowcharts, drawings, books, papers, models, sketches, formulas, teaching techniques, electronic codes, proprietary techniques, research projects, and other confidential and proprietary information, computer programming code, databases, software programs, including their source code; data, documents, instruction manuals, records, memoranda, notes, user guides; in either printed or machine-readable form, the whether or not copyrightable or patentable, or any written or verbal instructions or comments.

"Intellectual Property Rights" or "IPRs"/ "Inventions" include (i) all rights, title and interest under any statute or under common law including patent rights; copy rights including moral rights; and any similar rights in respect of Intellectual Property, anywhere in the world, whether negotiable or not; (ii) any licenses, permissions and grants in connection therewith; (iii) applications for any of the foregoing and the right to apply for them in any part of the world; (iv) right to obtain and hold appropriate registrations in Intellectual Property and, (v) all extensions and renewals thereof (vi) Causes of action in the past, present or future, related thereto including the rights to damages and profits, due or accrued, arising out of past, present or future infringements or violations thereof and the right to sue for and recover the same. The service provider may use data, software, designs, utilities, tools, models, systems and other methodologies and know-how ("Materials") that the service provider owns in performing the Services. The Materials (including any improvements or knowledge developed while performing the Services), and in any working papers that are developed in the course of the Services shall rest with the QCI. The service provider shall not use any such Materials included in the Reports, as well as the Reports themselves without the prior permission of QCI.

14. Force Majeure: Neither party shall be held responsible for non-fulfillment of their respective obligations due to the exigency of one or more of the force majeure events such as but not limited to Acts of God, war, flood, earthquakes, strike, lockouts, epidemics, pandemics, riots, civil commotion etc., provided on the occurrence and cessation of any such events. The affected party thereby shall give a notice in writing to the other party within one week of such occurrence or cessation. If the force majeure conditions continue beyond six months, the parties may then mutually decide about the future course of action.

Force Majeure shall not include:

- i. any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor
- ii. any event which a diligent Party could reasonably have been expected both to take into account at the time of the signing of the Contract and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder.
- iii. Insufficiency of funds or manpower or inability to make any payment required for execution of services under this Contract.

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15. During evaluation, QCI may, at its discretion, ask the respondents for clarifications on their proposals. The firms/agencies are required to respond within the time frame prescribed by QCI.
16. QCI may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the firm:
 - i. Submitted the proposal after the response deadline.
 - ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
 - iii. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years.
 - iv. Submitted a proposal that is not accompanied by required documentation or is non-responsive, failed to provide clarifications related thereto, when sought.
 - v. Submitted more than one proposal.
 - vi. Was declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices.
17. The service provider shall be deemed to have complied with all clauses in this RFP. Evaluation shall be carried out on the available information in the bid and QCI is not liable to seek clarifications on the documents not submitted as part of the bid.
18. The firms / agencies submitting their proposals would be responsible for all of its expenses, costs and risks incurred towards preparation and submission of their proposals, attending any pre-proposal meeting and visiting the site or any other location in connection therewith. QCI shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the process.
19. **Disclaimer:** QCI shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered. QCI reserves the right.
 - i. To reject any/all applications without assigning any reasons thereof.
 - ii. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the QCI without assigning any reasons thereof.
 - iii. To include any other item in the Scope of work at any time after consultation with applicants or otherwise
 - iv. To adopt method deemed fit to evaluate the proposals.
 - v. To select multiple Service Provider for the project for allocation of work in different areas if it meets the essential criteria for qualification.

VII. SUBMISSION OF PROPOSAL

1. **Technical Proposal:** The technical proposal must contain in the following:
 - i. Documents related to the Pre-qualification criteria.
 - ii. **Manufacturers Authorisation Form**
 - iii. **Form 1:** Covering letter with the Proposal in response to RFP Notice
 - iv. **Form 2:** Relevant Project Experience
 - v. **Form 3:** Details of the responding organization
 - vi. **Form 4:** Non-Blacklisting Undertaking
 - vii. **Annexure-B:** Technical Proposal Format
 - viii. Details of the past projects undertaken relating to the mentioned scope of work highlighting the required scope of work.
 - ix. Any other details that the bidder may like to provide.

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2. **Financial Proposal:** The Financial proposal shall be submitted on the letter head of the applicant bidder duly signed and stamped in below format:

S. No.	Item Description	Item Quantity	Per-License Cost (₹) (exclusive of taxes)	Total Cost (₹) (exclusive of taxes)
1	Annual Cost for Renewal of Barracuda Office 365 email archival licenses	948		
2	Set Up Charges (if any)	-		
Total Cost (₹) (exclusive of taxes)				
Taxes				
Total Cost (₹) (inclusive of taxes)				

Please mention the following in preparing your bid:

- Dated this [date / month / year]
- Authorized Signatory (in full and initials)
- Name and title of signatory.
- Duly authorized to sign this proposal for and on behalf of [Name of service provider]
- Name of the Firm
- Address of the Firm

3. **Submission Guidelines:**

- i. The Applicants are required to submit the Technical and Financial Bids in two separately sealed envelopes, placed inside a larger sealed envelope clearly super-scribed “**Engagement of an Agency for Renewal of Barracuda Email Archival Solutions at QCI**”. The bids must be delivered J-200, Quality Council of India (Procurement Unit), World Trade Centre, Block-F, Nauroji Nagar, Safdarjung Enclave, New Delhi – 110029 latest February 16, 2026, 3 PM by hand or post.
- ii. Bids/Proposals not conforming to the prescribed format and not containing all the relevant documents /information would be summarily rejected.
- iii. The original proposal (Technical Proposal and Financial Proposal) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be authenticated by the persons or person who sign(s) the proposals. All the pages of the proposal/ bid document must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- iv. All pages of the bid including the duplicate copies, shall be signed and stamped by the authorised signatory.
- v. Please Note that Financial must not be indicated in the Technical Bid.

For submission of proposal/any other queries:
Procurement Team

Email ID:procurement@qcin.org

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ANNEXURE – A

Form 1: Covering letter with the Proposal in response to RFP Notice

(To be submitted on the Letterhead of the responding firm)

To,
Deputy Director (Accounts),
Quality Council of India,
Tower J -200, World Trade Center
Nauroji Nagar, New Delhi – 110029

Subject: Submission of proposal in response to the RFP for **“Engagement of an Agency for Renewal of Barracuda Email Archival Solutions at QCI”**

Dear Sir,

1. Having examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP document for **“Engagement of an Agency for Renewal of Barracuda Email Archival Solutions at QCI”**, in full conformity with the said RFP document.
2. We undertake, if our proposal is accepted, to adhere to assign a team dedicate to this project.
3. We have read the provisions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
4. We undertake, if our proposal is accepted, to adhere to the scope of engagement or such modified plan as may subsequently be mutually agreed between us and QCI or its appointed representatives.
5. We agree to unconditionally accept all the terms and conditions set out in the RFP document and also agree to abide by this bid response for a maximum period of 120 days from the date fixed for bid opening and it shall remain binding upon us with full force and virtue, until within this period a formal contract is prepared and executed, this bid response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and QCI.
6. We affirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to through this proposal is true, accurate, and complete.
7. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the QCI as to any material fact. We agree that QCI is not bound to accept the lowest or any bid response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ service specified in the bid response without assigning any reason whatsoever.
8. We confirm that we have not been blacklisted by any central or state government agency, PSU etc. in the last 5 years preceding the Proposal Due Date.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of (Year)
(Signature) (In the capacity of)
Duly authorized to sign the Bid Response for and on behalf of:
(Name and Address of Company) Seal/Stamp of Vendor

TENDER DOCUMENT FOR ENGAGEMENT OF AN AGENCY FOR RENEWAL OF BARRACUDA EMAIL ARCHIVAL SOLUTIONS AT QCI

Form 2: Relevant Project Experience for completed projects

Completed Projects:

S. No.	Area/ Location	Client name	Name and Size of the project	Executed Contract Value	Completion date	Nature of works

Form 3: Details of the responding firm

Section No.	S. No.	Particular	Detail
I	COMPANY PROFILE:		
	1.	Name of the Organization * (As appearing on PAN Card)	
	2.	Registered Office Address *	
	3.	SPOC for the bid submitted:	
		Name:	
		Mobile no.:	
		Email Address:	
	4.	Address for Billing Office*	
		Name of Contact Person *	
		Contact No. *	
		Mobile No.	
		E mail ID *	
	5.	Name of Contact Person (Finance & Accounts) *	
		Contact no.	
		Mobile no.	
		E mail ID *	

II	STATUTORY DETAILS:		
	1.	GST Details: -	
		Whether Registered Assessee (Yes or No)	
		If Yes: -	
		GSTIN Number # *	
		Type of Assessee	
	2.	MSME	
		Whether Registered under MSME (Yes or No) *	
		If Yes: -	
		MSME Registration No. and validity date # *	

TENDER DOCUMENT FOR ENGAGEMENT OF AN AGENCY FOR RENEWAL OF BARRACUDA EMAIL ARCHIVAL SOLUTIONS AT QCI

	3.	Permanent Income Tax No. (PAN) #	
	4.	NATURE OF ENTITY: * PROPRIETOR/PARTNERSHIP/ LPP/ PRIVATE LIMITED /PUBLIC LIMITED/GOVERNMENT	
	5.	WHETHER FUNCTIONING IN A SPECIAL ECONOMIC ZONE. (SEZ) (YES/ NO) *	

III	BANK DETAILS: -		
		Name of Bank	
		Address of Bank	
		Bank Account No.	
		IFSC Code	
		SWIFT CODE (If party's billing address is outside India)	

IV	Details of responding Company		
1.	Current Year Turnover (Rs Crores) from application development and audit related operations in India;		
2.	Company Profile (Operations in India)		
2.1	Average turnover from Indian Operations	(Turnover in Rs Crores)	
2.2	Full-time professional staff engaged in related services	(Number of Staff)	
2.3	Extent of operations in India (national spread) i.e. number of offices in India (client specific / project specific offices should not be taken into account)	(Number of Offices in different cities/towns and their address)	
3.	Company Experience		
3.2	Experience of working on similar Specifications		(Number of Projects and their brief description)

Declaration by Director/ Proprietor/ Partner:

I/We declare that the information furnished above are correct to the best of my/our knowledge / belief.
I/We undertake to inform you of any change in above particulars at the earliest.

TENDER DOCUMENT FOR ENGAGEMENT OF AN AGENCY FOR RENEWAL OF BARRACUDA EMAIL ARCHIVAL SOLUTIONS AT QCI

Form 4: Format for Non-Blacklisting Undertaking

(To be submitted on the Letterhead of the responding firm)

To,
Deputy Director (Finance & Accounts),
Quality Council of India,
Tower J -200, World Trade Center
Nauroji Nagar, New Delhi – 110029

Subject: Non-Blacklisting declaration in connection with RFP document Ref. No. _____ dated ____ for
“**Engagement of an Agency for Renewal of Barracuda Email Archival Solutions at QCI**”

Dear Sir,

This is to notify you that our Firm/Company/Organisation _____ intends to submit proposal in response to invitation for Tender Ref. No. _____ for “**Engagement of an Agency for Renewal of Barracuda Email Archival Solutions at QCI**”. In accordance with the above, we declare. that:

- a. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this agreement.
- b. We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Dated this Day of (Year)

(Signature) (In the capacity of)

Duly authorized to sign the Proposal Response for and on behalf of:

(Name and Address of Company) Seal/Stamp of Bidder

TENDER DOCUMENT FOR ENGAGEMENT OF AN AGENCY FOR RENEWAL OF BARRACUDA EMAIL ARCHIVAL SOLUTIONS AT QCI

Annexure B: Technical Proposal Format

The technical bid should contain the following details:

- All the necessary documents mentioned in the pre- qualification criteria.
- Details of experience in similar work, if any
- Any other detail that the bidder may like to provide.
- Technical Compliance Sheet to be submitted on the letterhead of the applicant agency.

S. No.	Technical Compliances	Yes/No
1	The OEM should be present in Gartner Magic Quotient	
2	The archival solution should have unlimited storage options	
3	The archival solution should have free Data Restoration	
4	The archival solution should have an Active user license policy	
5	The archival solution should have a Policy alerts option	
6	The archival solution should have an inbuilt Antivirus system	
7	The archival solution should have the PST - Import/Export option (including all folders & in-place Archival)	
8	The archival solution should be able to integrate with Office 365 for mail imports	
9	The archival solution should be able to Archival calendar and contacts	
10	The archival solution should have inbuilt two factor authentication	
11	The archival solution should have Multiple retention policies	
12	The archival solution should have web-based access	
13	The archival solution should have an outlook plugin	
14	The archival solution should have its OEM support center in India	
15	The archival solution should have its own technical support team available 24x7	
16	The archival solution should have OEM certified engineers	
17	The archival solution should be able to implement and migrate the historical data (Office 365, all folders including in-place Archival)	
18	The archival solution should back up data stored in India only	