

All Communication to be addressed  
to the Director, CSIR – NEIST.  
With Attn: Stores & Purchase Officer

Tel: 0376 – 2372710, Fax: 0376 – 2372921  
E-mail: [spopur@rrl.jorhat.res.in](mailto:spopur@rrl.jorhat.res.in) / [spopur@gmail.com](mailto:spopur@gmail.com)

सीएसआईआर – उत्तर पूर्व विज्ञान एवं प्रौद्योगिकी संस्थान  
CSIR – NORTH-EAST INSTITUTE OF SCIENCE AND TECHNOLOGY  
(Council of Scientific & Industrial Research)  
जोरहाट: JORHAT: असम: ASSAM



स्पीड पोस्ट द्वारा / BY SPEED POST.

Enquiry No. **3(POQ)/07/16 – 17/PUR/T – 11.**

Date: **05.07.2016.**

Note: Please send your quotation in sealed cover on or before **27.07.2016** till **02.30 PM** which will be opened on **27.07.2016** at **03.00 PM.**

To,

Dear Sirs,

Kindly arrange to send your offer in a SEALED COVER with **EMD of ₹ 50,000.00** immediately quoting this office file reference to the terms & conditions overleaf:

Sl. No.	Description of Item / Material.	Qty.
1.	<b>Supply and installation of Secure On – Premises Mail Messaging System with details End User Specification, Messaging server Specification and Eligibility Criteria as per ANNEXURE (A)</b>	<b>01 No.</b>

**NOTE:**

- The best offer may be quoted as per our requirement and avoid two or more alternate offers.
- Performance Security required of 10% of order value valid up to (two) months beyond warranty period.

आपको धन्यवाद,  
Thanking you,

भवदीय,  
Sincerely,

भंडार एवं क्रय अधिकारी  
Stores & Purchase Officer

Tel: 91 – 0376 – 2372710, Fax: 91 – 0376 – 2372921,  
E-mail: [spopur@rrl.jorhat.res.in](mailto:spopur@rrl.jorhat.res.in) / [spopur@gmail.com](mailto:spopur@gmail.com)

[Contd. Page 2]

**TERMS & CONDITIONS****1. INVITATION OF BID**

Director, CSIR – NEIST, Jorhat invites sealed bid for each item(s) in **SINGLE BID** with **EMD of ₹ 50,000.00**

**2) SPECIFICATIONS**

The offer must be strictly as per our technical specifications to be supported with printed technical leaflet / literature of the quoted model of the item by the bidder / manufacturer and the specifications mentioned in the quotation must be reflected / supported by the printed technical leaflet / literature. The model quoted invariably be highlighted in the leaflet / literature enclosed with the quotation.

**3) PRICES**

a) The prices quoted should clearly indicate price break-up indicating FCA, FOB, CIF, CIP, installation & commissioning, training, duties and taxes, etc.

b) In case of domestic, the offer should contain the basic price and percentage of Excise Duty separately since we are exempted from payment of Excise Duty.

c) In case of import / price quoted in foreign currency, Indian Agent may also quote for FOR CSIR – NEIST price including inland transportation, insurance, clearance charges, etc., (The charges of inland transportation & Insurance will be at actual against proper receipt). CSIR – NEIST will provide all necessary documents for customs clearance of consignment including Customs Duty Exemption Certificate, etc.

**N.B: All terms used in the Bid / Supply order/contract will have the meaning as described in the "INCOTERMS- 2000 / 2010".**

**4) TAXES**

The percentage rate of sales tax, resale tax, VAT, duties/levies and any other charges etc, should be clearly indicated in the tender, wherever chargeable. The packing charges must also be indicated separately.

**5) CUSTOMS AND EXCISE DUTIES**

Our Institution is eligible from payment of concessional custom duty and exempted from payment of excise duty vide Government notification No: 51/96-Customs dated: 23<sup>rd</sup> July 1996 and Central excise duty exemption in terms of notification 10/97 Central Excise dated 01<sup>st</sup> March 1997.

**6) PAYMENT****a) Import payment**

The payment against import of items shall be made with the following options. The quoting party must confirm one of the options in the quotation:

- By Letter of Credit (80% of LC amount shall be released on presentation of complete and clear shipping documents and remaining 20% after satisfactory installation commissioning / demonstration and submission of Performance Security (if required) of 10% of FCA / FOB / CIF / CIP value valid up to (two) months beyond warranty period. **Or**
- By Foreign Demand Draft or Wire Transfer. 100% payment will be made by FDD or wire transfer after receipt of material in good working condition and satisfactory installation/commissioning / demonstration and submission of Performance Security (if required) of 10% of FCA / FOB / CIF / CIP value valid up to (two) months beyond warranty period.

**N.B: All foreign bank charges shall be borne by the supplier.**

**b) Indigenous payment**

In case of indigenous items, payment will be 100% within 30 days after receipt and acceptance and satisfactory installation / commissioning of materials / equipment and submission of Performance Security (if required) of 10% of order value valid up to (two) months beyond warranty period.

**c) Any other payment terms whether Import or Indigenous shall be on mutual agreed terms.**

**d) Performance Security: REQUIRED.****7) SCHEDULES OF REQUIREMENT AS APPLICABLE**

- i. The offer should be valid at least **90 days** from the date of opening.
- ii. Delivery & warranty period: The delivery should be **within 6 – 8 weeks** & the equipment(s) should have a comprehensive warranty of at least **One (01) year from the date of installation.**
- iii. Please provide the name and address of your Indian Agent along with authorization letter.
- iv. Please also indicate the exact amount of Agency Commission payable to your Indian Agent in equivalent Indian currency after the receipt of the consignment in good condition at our Stores and in case of equipment after the satisfactory installation and commissioning.
- v. Please indicate details of services to be rendered by your Indian Agent.
- vi. Indicate the names of the Indian reputed organizations where you have supplied the similar equipment and may attach the satisfactory performance report of the equipment from users.
- vii. If you have supplied identical or similar equipment to other CSIR / Labs / Instt., the details of such supplies for the preceding three years should be given together with the prices eventually or finally paid.
- viii. Please do confirm that service (manual) shall be supplied along with the supply of material.
- ix. Installation, Commissioning and satisfactory demonstration of the whole system and training should be free of cost in case of equipment.
- x. The Installation, Commissioning and Demonstration of the system should be completed within two weeks from the date of arrival of the items at CSIR – NEIST, Jorhat

- xi. It is mandatory to indicate the approximate dimensions & weight of the stores/consignment quoted for: tare Weight, Net weight and Volume (LxBxH).
- xii. Bidders should provide the name and detail address (including E-mail & Mobile No.) of their clearing and forwarding agent in India.
- xiii. Fax/email bid will be considered at the risk of bidder if EMD is not involved.
- xiv. The rate of AMC of equipment should be provided for 5-10 years beyond the warranty period.
- xv. The acceptance of quotation will rest with the DIRECTOR, CSIR – NEIST, Jorhat who does not bind himself to accept the lowest quotation and reserves the right to himself to accept or reject partially the quotations received, without any assigning any reason whatsoever.
- xvi. All other related terms and conditions from the "CSIR Manual of Best Practices 2008", will be applicable in this tender.

**N.B: The Quotation / Proforma Invoice should show the above information with relevant technical literature.**

**8) EVALUATION OF TENDERS**

Unless specifically mentioned, the overall lowest bid meeting the technical specifications will be selected for placement of purchase order.

**A. Grounds for summary rejection of bid / offer without any further clarification at preliminary evaluation stage:**

1. Unsigned bid
2. Late or delayed bid
3. Bid validity is shorter than the required period
4. The bid is not accompanied by Earnest Money Deposit (EMD) if EMD is required
5. The bidder is not eligible
6. No authorization letter from the manufacturer
7. If there is no mention of packing, forwarding, freight, transportation and insurance charge in the offer
8. Not willing to provide performance security if it is requirement of tender.

**B. Grounds to be considered as material deviation for summary rejection of bid / offer without any further clarification during intensive technical evaluation stage:**

1. The good(s) quoted are not meeting major / essential technical specification(s).
2. Conditional bid, which is, not agreeing to some essential condition(s) of the tender.
3. No technical literature or brochure from the manufacturer of the quoted item(s) or product verification/ authentication from manufacturer.

**C. Grounds for seeking further clarification:**

1. Minor informality or irregularity or non-conformity such as make / model, other documents etc in the bid.
2. Non-conformity between figures and words of the quoted price.
3. Discrepancies between original and additional copies of a bid.
4. Requirement for more brochure or printed literature to get more clarity of certain technical specifications.
5. Reasonableness of offer price.
6. After sale support: rate and terms of AMC after warranty.
7. Non-conformity between various parameters / unit of measurement etc of technical specifications.
8. Availability of spares.

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**ANNEXURE (A) [PAGE 1]****General:**

- Messaging Server edition should run any flavour of Linux (RHEL/CentOS/Ubuntu).
- Solution should be based on open standards & should allow open APIs.
- Should support advanced search and file indexing for large inboxes.
- Ability to use custom logos in the web interface.
- Should support e-mail, Address Book, Calendar, Task & File Server.
- Should support real-time backup and restore of Mail Boxes.
- Should support clustering/High-Availability.
- Comprehensive suite of standards-based web services APIs enabling seamless integration with other applications.
- Ability to utilize Active Directory for user authentication and/or Global Address List.
- Admin can configure an initial password in the migration wizard and import wizard for newly provisioned accounts.
- The solution should have the capability to migrate user mailbox from any existing legacy email platform to the suggested new one.
- Should support multi-tenancy.
- Should support e-mail Archiving & Discovery for legal compliance per user.
- Ability to customize the colors and appearance of the web interface.
- Admin can define expiration policy for individual mailbox folders.
- Users will receive an email message warning of quota usage based on a threshold defined by administrator.
- Multiple messages can be selected and forwarded in one email.

**Storage**

- The software should be able to configure storage volumes for older messages Out of the Box with no additional use of any third party application. To manage your email storage resources i.e. Messages and attachments are moved from a primary volume to the current secondary volume based on the age of the message. The messages are still accessible.
- Message De-duping: The System should not duplicate the message, thus it should provide single instance storage.
- Messages (including attachments) sent to multiple users are stored once to optimize storage space.
- View of mailboxes sortable by quota, total mailbox size, or % quota consumed.
- Ability to define retention policies for all messages, trashed messages, and/or junk messages.
- Ability to move a mailbox(es) from one server to another without requiring system downtime or affecting other mailboxes.
- Ability to run a regularly scheduled process that moves older messages to a secondary storage volume.

**Domain-Level Management**

- Ability to create and manage multiple mail domains within a single instance of Messaging Solution
- Ability to use different Global Address Lists for each domain.
- Ability to use different authentication stores for each domain.
- Ability to delegated domain-level administrators to manage users and other settings specific to a domain.
- Ability to create domain-specific custom branding of the web interface.
- Ability to enable a domain admin to update account quotas up to a maximum set value.
- Ability to search across mailboxes from the administration console.

**[Contd. to ANNEXURE (A) Page 2]**

**ANNEXURE (A) [PAGE 2]****System Health & Security**

- Administrator interface setting to specify spam quarantine and kill thresholds.
- Administrator interface setting to define the update frequency for virus signatures
- Ability to enforce client authentication to the SMTP server before relaying mail (with option to require authentication over TLS).
- Graphical display of system activity including disk usage, message volume, and AS/AV results.
- Ability to monitor the status of all core system servers/services in a single view.
- Ability to block attachments based on criteria such as attachment type or size.
- Ability to enforce that attachments be viewed as HTML, enabling risk-free attachment viewing without requiring attachment-native applications on the viewer's machine.
- Install and manage certificates from the administration console.

**Directory Service**

- The Directory server should be configured in multi-master mode in order to avoid single point of failure.
- Offered solution should be based on open standards.
- Should provide support for X.500 naming standards and should support Kerberos 5 for logon and authentication.
- The directory service should support features for health monitoring and verifying replication.
- The directory service shall provide support for modifiable and extensible schema.
- Should support multi-master directory service replication features, Directory Server should be scalable and should have multi-master & multi-site capabilities.
- Search capability to query all directory objects.
- Search capability to query network resources by attributes.
- Should support recovery of a Single Object as well as the entire directory.
- Loss of a single directory server should not affect ability for users to logon.

**Backup/Recovery**

- The solution should have an integrated online backup/restore mechanism for mail boxes.
- If the solution does not have an integrated tool the Bidder has to quote for the backup software with necessary agents for the mail server/s.
- The solution should have an integrated backup/restore mechanism.
- The solution should be flexible and configurable to adapt to Organization's backup policy.
- An automated scheduling of the back up should happen. The Backup can be configured as Incremental, Selective or disk volumes.
- The solution should ensure the data of the mail messaging solution can be backed up into multiple copies.
- The Solution should offer a feature where a users could also restore a deleted mail by himself within a set of specified days

**E-Mail Archival & Discovery for Legal Compliance**

- The Solution should have email Archival & Discovery for storing mails for legal compliance.
- All mails should be journaled for legal & compliance.

[Contd. to ANNEXURE (A) Page 3]

**ANNEXURE (A) [PAGE 3]**

- The Solution should allow creating an archive mail box for each individual user separately for faster search.
- Administrator should be able to search mails within archival server.
- Configurable Per account archival.
- The archival server must be configured for Indexing services for faster search and retrieval of mails.
- The admin account should have the privilege of searching specific accounts/ group of accounts / entire archival storage for specific content.

**Optional**

- The solution can support 2(two) domains.
- User can choose any of the two domain to send a mail.
- The incoming mail for either of the two domain must land in the same mailbox.

**General Features**

- Should support advanced search and file indexing for large inboxes.
- Should support all popular Browser (like IE/Firefox/Chrome/Safari etc).
- Should support e-mail, Address Book, Calendar, Task & File Server.
- Users should be able to restore a mail deleted from the Trash folder.
- Ability to access the Mail server via IMAP clients, with the option to connect over SSL/TLS.
- Ability to access the Mail server via POP clients, with the option to connect via SSL/TLS.
- Ability to utilize Active Directory for user authentication and/or Global Address List.
- Should have rich, interactive, web-based interface for end user functions (access via HTTP or HTTPS).
- Option to check and correct spelling in a mail message, calendar appointment.
- Ability to share Address Books, Calendars, and Notebooks (Documents) with internal users and groups (read or write access).
- Ability to quickly categorize messages, contacts, and/or documents by attaching "Tags" with user-defined names and colors.
- Option to quickly view attachments in HTML format.
- Should support conversations span folders.
- Ability to create personal folders and folder hierarchies.
- Ability to print a message and see a print preview.
- Ability to sort messages based on subject, date, or sender.
- Ability to flag/unflag messages/conversations for follow up.
- Ability to define filter rules and priorities for incoming messages.
- Ability to enable/disable a custom away message (Out Of Office), Separate for Internal & External Users.
- Ability to add a custom signature to a message.
- Ability to save in-progress messages to a Drafts folder.
- Ability for a user to set an automatic forwarding address and choose whether to leave a copy in the primary mailbox.
- Option to Reply or Reply-All while retaining the attachments from the original message.
- Right-clicking a message displays a menu of actions to take on that message (e.g. Mark Read, Reply, Delete).
- Ability to toggle between Reply and Reply-All while composing a reply.
- Users can set their default preference for viewing messages in the reading pane.

**[Contd. to ANNEXURE (A) Page 4]**

**ANNEXURE (A) [PAGE 4]**

- Users can set the default font family, font size and font color to use when composing email messages and Documents pages.
- Users can share their mailbox folders and set the permission levels to manage or to view-only.
- User can send an email in the mail box as an attachment.
- Users can attach a URL to an email message.
- Users can double-click on a message in message view to expand the view pane to full view.
- Users can define multiple email signatures to use.
- Users can check multiple emails in the list view to mark as read/unread/tag, delete, or to move to a different folder.
- When sending a message, the priority is normal, but it can be set to high or low as well.
- Users can set notification of new mail.
- Multiple messages can be selected and forwarded in one email.
- Users can right click on a folder to see the number of messages and the total size of items in folder

**Web Mail Client**

- The webmail client should be tightly bound with the messaging software and should be from the same OEM.
- AJAX-based end user interface: Rich, interactive, web-based interface for end user functions (access via HTTP and HTTPS).
- HTML 5 based offline access of mails on the web client.
- The Web Interface should be a single window for all the services that are provided through this Mail Messaging Solution supporting all standard browsers compliant to HTTP-1.0 and HTTP-1.1 like Internet explorer, Mozilla Firefox, Opera and Netscape.
- The web mail user should have a persistent connection live throughout session once logged on and need maintain a idle for a minimum of 30 minutes and it should be configurable by the administrator at the global level.
- Web-mail interface should have support for folder nesting (folders within folders).
- The web-mail interface should have support for the junk mail folder and ability to set the level of junk mails it can receive or forward to the junk mail folder.
- The web mail should run over secure HTTP.
- Web email user should be able to send and receive files as MIME attachments.
- User of the Web-mail interface should be able to see full message headers.
- User of the Web-mail interface should be able set to get an audio or a visual notification on the arrival of new mail.
- Organization wide Address lookup for Web email interface should be there.
- Web mail address book should support auto completion of email address.
- The Web mail interface should have support for spell check at the time of composing the mail.
- The Web mail interface should support for composing the mail in HTML and plain text format.
- The user should be able to set the message priority through web mail interface like highest, high, medium and low.
- The user should be able to define the rules for sorting mails and moving mails to folders.
- Server Side Filtering allowing filtering of the mails on the basis of all or part of text in all standard headers (such as To, From, Subject, Reply-to, CC, BCC, Date), text in message body should be available.

**[Contd. to ANNEXURE (A) Page 5]**

**ANNEXURE (A) [PAGE 5]**

- The Mail Messaging Solution should have support for Mail Blocking at user level.
- The Mail Messaging solution should provide an extensive search mechanism able to search mail, attachment content.
- The web mail interface should have an integrated calendar providing the following features: shared calendar, to-do lists, event scheduler and reminders.
- The user should be able to change the password through web interface.
- User should be able to login to proposed mail server, by entering user name and password one time only without entering the domain name.
- User should be able to configure the Message view like: preview of number of messages, tool bar positioning and font view.
- The user should be able to request receipt and delivery status notification.
- User should be able to mark mails as read or unread and maintain flags for follow ups.
- The web mail interface should provide feature to search messages based on such as from, to, cc, bcc, subject and body but not limited to these, search folders and also advance search capabilities.
- User should be able to maintain his own sender block list.
- The Mail Messaging Solution should provide feature of auto saving of message while composing.
- Users should be able to do drag & Drop etc from the web UI.

**Native Desktop/Thick Offline Client**

- OEM Should have their own Desktop client which can be installed on Windows, Mac & Linux with no separate licensing to the desktop client.
- The OEM Should provide support to the desktop client.
- The Desktop mail client should be able to set priority of the messages like high, medium and low.
- The desktop mail client should be able to schedule the deliver of the messages.
- Flagging Option for mails.
- Powerful quick search based senders, recipients, message, subject, data, status etc.
- Spell check facility.
- Personal and global Address Book.
- Calendar, Group Scheduling, Personal Task Management Mail Archiving to local disk.
- Mashup Support
- Document Sharing
- Drag & Drop Attachment
- The Desktop Client & the web client should be able to sync features like filters/folders/recent contacts for type ahead addresses etc.
- Type ahead addresses
- Add email signatures for each account and automatically reply with the correct "from" address.
- Supports plain text and html message formatting
- Collapse email threads into a single Conversation View to simplify your inbox
- Compose email even when not online-messages to be sent are saved in the "Outbox" and are sent when connected again.

**Address Book**

- Business card view of Contacts
- List view of Contacts with preview pane

**[Contd. to ANNEXURE (A) Page 6]**



**ANNEXURE (A) [PAGE 6]**

- Ability to import/export Contacts in .csv format
- Ability to import/export contacts in vCard (.vcf) format
- Ability to print a single Contact or list of Contacts and see a print preview
- Right-clicking a Contact displays a menu of actions to take on the Contact (e.g. compose message, search for messages)
- Ability to drag a Contact to a mini-calendar date to create an appointment with that Contact
- Ability to create multiple Address Books in a single mailbox
- Ability to move/copy contacts from one Address Book to another (based on access privileges)
- Ability to create group contact lists in their user Address Books
- Address book displays individual contact information in tabbed view
- Photos and images can be uploaded to contacts in Address Books

**Calendar**

- Ability to schedule personal appointments
- Ability to schedule meetings and view attendees' free/busy information
- Ability to create recurring meetings and exceptions to recurring meetings
- Ability to book resources (locations, equipment, etc.) for a meeting
- Ability to configure a resource to auto-respond to scheduling requests based on availability
- Option to enable an alert popup for upcoming appointments
- Appointments/schedules are automatically displayed in the users current time zone
- Ability to set an explicit time zone for an appointment
- Ability to view calendars in Day, Week, Work Week, or Month views
- User setting for the first day of the week; value chosen impacts the Week calendar view
- Ability to create an appointment and/or drag an appointment's boundaries inline in calendar views
- Ability to quickly mark Accept/Tentative/Decline from calendar views
- Declined appointments display faded so that the user remains aware of their occurrence
- Ability to print calendars in day, week, work week, or month views and see a print preview
- Hovering over an appointment in calendar view displays additional appointment details
- Option to display a miniature calendar at all times
- Hovering over a date in the mini-cal displays calendar information for that date
- Right-clicking on the mini-cal displays a menu of actions to take on the associated date (e.g. add appointment, search for messages)
- Ability for a user to create multiple calendars within a single account
- Ability for a user to designate which calendars will be included in the user's free/busy calculations
- Ability to subscribe to an external calendar in iCalendar (.ics) format
- Ability to publish/export a calendar in iCalendar (.ics) format
- Ability for a user to view multiple calendars overlaid in the same view, which each calendar optionally represented by a different color
- When viewing multiple calendars, option to view that indicates the degree of conflict at each potential time slot

**[Contd. to ANNEXURE (A) Page 7]**

## **ANNEXURE (A) [PAGE 7]**

- Users can import calendar iCalendars (.ics)
- Appointments can be marked as private or public.
- Administrators can configure the Calendar feature to be able to create only personal appointments
- Users can search for appointments within their calendars
- Public calendars display in HTML read-only format

### **Tasks**

- Add tasks and set the start and due date, set the priority and keep track of the progress and percentage complete
- Share task lists with internal and external users and set permission levels to manage or to view-only
- Users can sort tasks by Status or Due Date
- Users can set the priority of tasks to high, normal or low
- Individual tasks can be tagged
- Files can be attached to a tasks

### **Document Sharing**

- The mail server should support features for sharing documents with version control/access control out of the box with no additional software/application
- The users can upload documents in the repository which can be then shared with the other users with in the organization & out side as well.
- The Document sharing module should also allow to view the uploaded document in a pre-view mode without downloading the attachment
- The Documents uploaded in the repository should be deduplicated to save the storage.
- The Document sharing component should be accessible through the Native Desktop Client.

### **Search**

- Server-side indexing of mailbox content, enabling fast and efficient search from the web interface.
- Ability for a search to include any number of conditions combined via Boolean-like expressions (AND, OR, NOT, etc.)
- Ability to use text commands to execute searches
- Advanced interface for building searches
- Ability to search for a specific item type (Mail, Contacts, Documents, etc.) or across item types.
- Ability to search using a prefix plus a wildcard
- When using Search Builder, the search result set updates continuously as search conditions are changed.
- Ability to save searches for subsequent one-click re-execution.
- Ability to search for items that contain specific keywords.
- Ability to search for items with a specific date or within a specific date range.
- Ability to search for items that contain an attachment.
- Ability to search for items that contain an attachment of a certain type(s).
- Ability to search for items that have a specific flagged/unflagged status
- Ability to search for items that are in a specific folder
- Ability to search for items based on storage size
- Ability to search for items based on read/unread status

## ANNEXURE (A) [PAGE 8]

- Ability to search for items with specific recipients in the To/Cc fields
- Ability to search for items from a specific sender
- Ability to search for items based on subject
- Ability to search for items that include a specific Tag(s)
- Ability to search for items that were sent to or received from a specific domain
- Ability to search for Contacts in a Shared Address Book
- Ability to search for content inside attachments

### **Compatibility & Interoperability**

- MAPI-based synchronization of mail, contacts, and calendar data between Outlook and the proposed solution server.
- Online/offline status is automatically detected, enabling the user to work without having to specify their connection status.
- Synchronization operations are cached and synchronized as an asynchronous process, enabling optimal Offline performance.

### **Mobile Access -- Push Mail**

- The Mobile synchronization will be extended to users
- iPhone Email, Contact, Calendar sync through ActiveSync
- Windows Mobile and other smartphone Email complete Push mail over the air
- BlackBerry Email, Contact, Calendar sync.
- Address book lookup
- Complete synchronisation of sent items/subscribed folders synchronization
- The Mobile synchronization should not happen on POP/IMAP

### **Tag messages**

- Quickly search your mailbox for pictures, documents or text-even with attachments
- Use advanced search to easily search by folder, date, person, subject or attachment
- Store all your contacts in one place for all your accounts
- Create groups and tags to organize them
- Add photos to contacts
- Auto complete email addresses when composing email
- Easily import new contacts from other applications as .csv files or export contacts as .csv files for backup
- Manage multiple color-coded calendars
- View calendars in Day, Week, Work Week, Month or List view
- Drag and drop' events to new days or to change times
- Edit Documents including add images, tables and spreadsheets;
- Save attachments in Briefcase rather than as message attachments
- Email, contacts, calendar, documents, tasks synchronize to the Mail Server
- Access to shared data from peers (email, contacts, calendars, etc.)

[Contd. to ANNEXURE (A) Page 9]

**ANNEXURE (A) [PAGE 9]**

**Eligibility**

- The bidder should quote for a commercially supported Open Source Solution from the respective OEM
- The solution should be based on Open Standard technology & install-able all any of Linux platforms RHEL/Ubuntu/CentOS
- 24x7 Support Telephonic/Email/Remote from OEM
- The Supplied Mail solution should be under warranty for minimum 3(three) years from date of installation and AMC after warranty period.
- The support renewal should ensure that the customer is also entitled for all upgrades & updates to the product at no extra cost during warranty and AMC period
- The Bidder should quote separately for AMC for minimum period of 3(three) years.
- OEM Should have at-least 4 install base of over 500 plus users in India, with at-least 2 installations in Govt/PSU/Edu for at-least than 500 users each. OEM to give an undertaking on letter head.
- The Bidder should be a authorized vendor of the OEM & the OEM should provide the letter of authorization for the bidder
- The solution should provide the licenses (both end user & server as the case be) for Messaging Application, Desktop client software, the backup software & the agents required for the mailing application.
- The solution should have the capability to migrate user mailbox from any existing legacy email platform to the suggested new one
- Bidder should arrange Quaterly On-Site Visit for preventive maintenance.

  
E/116

  
भंडार एवं क्रय अधिकारी  
Stores & Purchase Officer