



CENTRE FOR NANO AND SOFT MATTER SCIENCES

Arkavathi, Survey No.7, Shivanapura, Dasanapura Hobli, Bengaluru – 562162

Autonomous Institution under the Dept. of Science & Technology, Govt. of India

Date: 22-09-2025

Request for Quotation

Dear Sir/Madam,

The Centre invites your quotation for **Server Migration to New Hardware** as per the attached *Scope of Work*.

You are requested to submit your quotation in a sealed cover. The quotation should be addressed to the **Administration Officer, Centre for Nano and Soft Matter Sciences**, Arkavathi, Survey No.7, Shivanapura, Dasanapura Hobli, Bengaluru – 562162

on or before **6 Oct 2025** Please ensure that your quotation includes the following:

1. Cost estimate with detailed break-up.
2. Timeline for completion of each activity.
3. Warranty and support details.
4. Compliance with the specified scope of work.

Scope of Work

This Statement of Work outlines the tasks and deliverables for the installation and configuration of new VMs for a web server, as well as the migration of existing virtual machines (VMs) from the current server hardware to new hardware. The objective is to ensure a seamless transition with minimal downtime and disruption to services.

1. Planning, Design, and Documentation
2. New VM Installations
 - Webserver with LAMP stack
 - Webserver with LAMP stack and Drupal CMS
3. VM Migration from existing VM
 - Koha (Library)
 - censtos7-DspaceNew
 - Eduroam
 - IntraWeb (hall-booking, forms, procedures)
 - Localpurchase
4. Ongoing Support minimum of 3 months
5. The scope of this project includes the following tasks:
 - a. Assessment of Current Environment:
 - b. Review existing server hardware and VMs.
 - c. Identify dependencies and configurations.
6. Preparation of New Server:
 - a. Install and configure the new server.
 - b. Ensure compatibility with existing VMs.
7. New VM Installation and Configuration:
 - a. Webserver with LAMP stack with python Django
 - b. Webserver with LAMP stack and Drupal CMS

8. Set up necessary software, security configurations, and network settings for the web server.
9. Migration Planning:
 - a. Develop a detailed migration plan, including timelines and risk assessment.
 - b. Schedule migration activities to minimize downtime.
10. Testing and Validation:
11. Documentation:
12. Ongoing Support:
 - a. Provide ongoing support for a period of three months post-migration.
 - b. Support includes troubleshooting, performance monitoring, and addressing any issues related to the new server, VMs, and web server.

Terms & Conditions

1. Quotation Submission

- Quotations must be submitted on or before **6 Oct 2025** in a sealed cover
- Late submissions will not be accepted.

2. Validity of Quotation

- The quotation should remain valid for a minimum period of **90 days** from the last date of submission.

3. Prices

- Prices should be quoted in **INR** and must be **inclusive of all applicable taxes, duties, and charges**.
- No additional charges will be entertained beyond the quoted price.

4. Delivery Schedule

- The migration and installation must be completed within the agreed timelines as mentioned in the scope of work.
- Any delay beyond the committed schedule without prior approval may invite penalties or cancellation of the order.

5. Payment Terms

- Payment will be made as per institutional norms, generally after successful completion of the work and submission of all deliverables.
- No advance payment will be made.

6. Performance Guarantee

- The service provider must ensure seamless migration with minimal downtime.
- Any failures, downtime, or data loss occurring due to negligence will be rectified by the service provider at no additional cost.

7. Support & Warranty

- The service provider shall provide **2 months of post-migration support** as detailed in the scope of work.
- Support includes troubleshooting, performance monitoring, and issue resolution.

8. Confidentiality

- The service provider must maintain strict confidentiality of all institutional data accessed during migration.
- No data shall be copied, disclosed, or used for any purpose other than the assigned task.

9. Right to Reject

- The Centre reserves the right to accept or reject any or all quotations without assigning any reason.

Sd/-

Administrative Officer