

Tender for Supply / Subscription of Microsoft Software Subscription Microsoft Cloud Campus Agreement (Academic/Educational)

Tender Inquiry No. - IIMR/IT&CS/MSS/2017-18/03

भारतीय प्रबंध संस्थान रायपुर

Indian Institute of Management Raipur

GEC Campus, Old Dhamtari Road, Sejbahar, Raipur 492 015 India

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Contact Person Name:

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2. Mr.Shakib Ahmad, IT Assistant : 09074673961
3. Mr.Ashwani Kr Bhardwaj,SPO:09179858388

NOTICE INVITING TENDER

Subject: Subscription of Microsoft Software Under Microsoft Cloud Campus Agreement (Academic/Educational) for 1 Year

Sealed quotations are invited in two bids system (Technical & Commercial bid in two separate sealed envelopes contained in one bigger envelope) for **Subscription of Microsoft Software Under Microsoft Cloud Campus Agreement (Academic/Educational)** as detailed below:

Requirement	Microsoft Software, Refer point 7 of Annexure “A” at Page no 5
Technical Bid	The details for submission of Technical Bid is placed at Annexure-`A`
Commercial Bid	The details instruction for submission of Commercial Bid is placed at Annexure-`B`, Page No.6
Cost of Tender Documents	Rs. 500/- (Rupees Five Hundred only)
Earnest Money Deposit along with Tender	Rs. 30,000/- (Rupees Thirty Thousand only)
Last date of submission of tender	09th Nov 2017 up to 14:00 hours
Date of opening of Technical and Financial Bid	09th Nov 2017 up to 15:00 hours
Address for Tender enquiry & Delivery	Store and Purchase Officer, Indian Institute of Management Raipur GEC Campus, Old Dhamtari Road, Sejbahar, Raipur 492 015 (C.G.)

INSTRUCTIONS TO THE TENDERERS

1. The Bidder shall be Authorized Distributors/ Partners/ Dealers of Microsoft having authorization to supply the product under Academic / Educational license Agreement scheme. A copy of valid Authorization letter issued by Microsoft to Authorized Distributors/ Partners/ Dealers for participating in tender to sale their product under Academic / Educational license shall be enclosed with the Technical bid.
2. The Bidder shall not be a defaulter to any Govt. organization/ PSU since last 2 years for any reason due to non-supply of material even after agreed to supply in stipulated time. An undertaking stating the same should be furnished by the bidder on the company letter head as per format enclosed at Annexure "C".
3. The Tender form / document can be downloaded from our website i.e www.iimraipur.ac.in or directly from CPP Portal. **Tender fee of Rs.500/-** in form of D.D. drawn in favor of **Indian Institute of Management, Raipur payable at Raipur** will be enclosed with Technical bid.
4. The **Earnest Money Deposit of Rs. 30,000/- (Rupees Thirty thousand only) by way of D.D.** drawn in favour of **"Indian Institute of Management, Raipur"** will be submitted along with Technical Bid.
5. Tender shall be duly filled in. All pages of the tender should be **signed by the Authorized Signatory of Tenderer with company seal.**
6. Any cutting/over writing in the tender must be signed by the person who is signing the tender. The rates and units shall not be overwritten. **The financial figures in commercial bid shall always be both in figures and words. In case of any discrepancy in figures and words, the amount written in words shall be considered.**
7. The Tenderer shall submit the copy of PAN & GST registration along with the Technical Bid of the tender document.
8. The Tender shall be placed in a properly sealed bigger envelope addressed to Store and Purchase Officer, Indian Institute of Management Raipur GEC Campus, Old Dhamtari Road, Sejbahar, Raipur 492 015 (C.G.) and the said **bigger envelope shall contain two separate sealed envelopes containing Technical & Commercial bids.**
9. The bigger envelope shall be super-scribed as **"Tender for the Subscription of Microsoft Software"** with its due date. The two sealed envelopes inside the bigger envelope must be super-scribed as: Envelope No-1: The said envelope is for technical bid & shall be super-scribed as "Tender for the Supply/Subscription of Microsoft Software– Technical Bid" and Envelope No-2: The said envelope is for commercial bid & shall be super scribed as "Tender for the Supply /Subscription of Microsoft Software –Commercial Bid".
10. Technical bid will be opened on 9th Nov 2017 at 15:00 hours in the office of IIM Raipur. A representative of the Tenderer may be present at the time of opening of the tender. Commercial bid will be opened on the same date or will be intimated to the qualified bidders later.

We confirm with our acceptance to the Instructions to the tenderer at Sl. No - 1 to 10 as stated above.

Signature of the Tenderer with seal

TERMS & CONDITIONS

Submission of the duly signed tender implies that these conditions of tender have been read by the Tenderer and is aware of the scope of the supply and the quality of the material to be supplied. The final acceptance of the tender rests with the Director of IIMR, who reserves the right to accept or reject any or all tenders without assigning any reason thereof.

a) No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained at any stage. Required quantity of software may increase/ decrease.

b) The delivery period for the supplies to be completed within **15 days** from the date of issue of confirmed supply order from IIM Raipur. In case tenderer fails to supply within the accepted period, penalty clause/LD will be applicable per day which is 1 % of total order value or Director, IIM Raipur, reserves the right to cancel the supply order and may initiate action to debar the supplier for all future business dealing with IIM Raipur for next three years.

c) The rates quoted shall be firm & all-inclusive for delivery at destination IIM Raipur.

d) 100% Payment will be made after successful subscription of software for which the tenderer shall submit bills in duplicate (original + copy) giving the reference number of the supply order along with delivery note and all relevant documents related to license of software. Acceptance of IT Department is required for genuineness and performance of the software for payment process.

e) Subscription period and agreement may be extended at the discretion of IIM Raipur for further Two year on yearly basis. The prices will remain same and Taxes applicable would be paid as per actuals.

f) Validity of tender shall be 60 days from the date of opening of Technical bid

g) While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected.

h) Any request by the bidders to consider their EMD furnished by them for any other contract/ tender cannot be considered as EMD for this tender.

i) The EMD will be refunded to the unsuccessful bidders after the orders are placed on the successful bidder. In case of successful bidder, the EMD will be refunded along with release of payment for software. No interest on EMD will be paid.

j) The EMD will be forfeited in following cases:

- i. If the bidder fails to accept the order based on his offer within 5 working days.
- ii. If the bidder fails to supply the software within 15 days from the date of issue of confirmed supply order.
- iii. If bidder fails to abide T & C of the award of this tender.

k) Director, IIM Raipur reserves the right to accept or reject in full or any part of this tender at any stage of this tender process.

l) In the event of any dispute the legal matter shall be subjected to the jurisdiction of Raipur Courts only.

Signature of the Tenderer with seal

Annexure – A

TECHNICAL BID

1. Tender Ref. No: IIMR/IT&CS/MSS/2017-18/03

2. Name of Tenderer:

3. Complete office address of Tenderer.....

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4. Contact details of authorized person of tenderer who have signed the tender.

a. Name.....

b. Designation.....

c. Phone (Office).....

d. Phone (Mobile).....

e. E mail.....

5. EMD payment details (DD number & bank detail)

..... (DD to be attached in original)

6. Tender fee details:

DD number & bank detail (If downloaded from website)

7. Submission of technical specifications confirmation to the requirement.

Sr. No	Part Number	Product Description	Qty
1	KW5-00359	MicrosoftWINEDU AllLng Upgrade/SoftwareAssurancePack Academic OLV 1License LevelE Enterprise 1Year	75
2	S3Y-00001	MicrosoftO365ProPlusOpenforFaculty ShrdSvr AllLng MonthlySubscriptions-VolumeLicense Academic OLV 1License LevelE AdditionalProduct 1Month	75
3	FYS-00001	MicrosoftIntuneOpen ShrdSvr AllLng MonthlySubscriptions-VolumeLicense Academic OLV 1License LevelE AdditionalProduct Faculty 1Month	75
4	9EP-00240	SysCtrDatactrCore ALNG LicSAPk OLV 16Lic E 1Y Acdmc AP CoreLic	01
5	9EA-00310	WinSvrDCCore ALNG LicSAPk OLV 16Lic E 1Y Acdmc AP CoreLic	02
6	S2Y-00002	MicrosoftO365ProPlusOpenforStudents ShrdSvr AllLng MonthlySubscriptions-VolumeLicense Academic OLV 1License NoLevel Student withFaculty 1Month	1500

8. Documents to be enclosed with the Technical bid are as under:

- a. Copy of authorization letter from Microsoft.
- b. Duly signed & stamped all pages of Tender documents as a mark of your acceptance.
- c. Copies of PAN & GST Registration Certificate
- d. Undertaking on letter head as per Annexure "C".
- e. EMD of Rs. 30000/- in form of DD in Favor of Indian Institute of Management Raipur payable at Raipur

Signature of the Tenderer with stamp

Annexure – B`

COMMERCIAL BID

1. Tender Ref. No.: IIMR/IT&CS/MSS/2017-18/03

2. Name of the Tenderer:

3. The offer with rates for the schedule of requirements of items, as elaborated under, to be submitted. Adhering to the format given below is a Pre-requisite for considering your quotations:

(A) Sr. No.	(B) Part Number	(C) Product Description	(D) Qty	(E) Amount for Column [D] in Rs.
1	KW5-00359	MicrosoftWINEDU AllLng Upgrade/SoftwareAssurancePack Academic OLV 1License LevelE Enterprise 1Year	75	
2	S3Y-00001	MicrosoftO365ProPlusOpenforFaculty ShrdSvr AllLng MonthlySubscriptions-VolumeLicense Academic OLV 1License LevelE AdditionalProduct 1Month	75	
3	FYS-00001	MicrosoftIntuneOpen ShrdSvr AllLng MonthlySubscriptions-VolumeLicense Academic OLV 1License LevelE AdditionalProduct Faculty 1Month	75	
4	9EP-00240	SysCtrDatactrCore ALNG LicSAPk OLV 16Lic E 1Y Acdmc AP CoreLic	01	
5	9EA-00310	WinSvrDCCore ALNG LicSAPk OLV 16Lic E 1Y Acdmc AP CoreLic	02	
		(F) Total Amount of Sr. No. 1 to 6		
		(G) GST @	on [F]	
		(H) Total Cost of Subscription (inclusive of all taxes) [F+G] In Rupees		
Above (H) Total cost of Microsoft Subscription must include Features				
6	S2Y-00002-	MicrosoftO365ProPlusOpenforStudents ShrdSvr AllLng MonthlySubscriptions-VolumeLicense Academic OLV 1License NoLevel Student withFaculty 1Month	1500	Nil

It is hereby confirmed that we shall abide all the terms & conditions as specified in the tender and further agreed for the penalty to be imposed, in case of delayed supplies from our end as specified in Point (b) of "Terms & Conditions" of this tender.

Signature of the Tenderer with stamp

Annexure – C`

Undertaking

(On company letter head)

We declare that we are not a defaulter to any Govt. organization/ PSU since last 2 years from the date of issue of this tender no. IIMR/IT&CS/MSS/2017-18/03 due to non-supply of material for any reason as agreed to supply in stipulated time.

(Authorized Signatory)

*****END OF TENDER DOCUMENT*****