



भारतीय प्रबंध संस्थान रायपुर  
Indian Institute of Management Raipur

Tender No. IIMR/Tender/2024-25/02  
Date: 03/04/2024

'माइक्रोसॉफ्ट सॉफ्टवेयर सब्सक्रिप्शन-माइक्रोसॉफ्ट क्लाउड  
कैम्पस एग्रीमेंट (शैक्षिक/शैक्षणिक)' की आपूर्ति/सदस्यता के  
लिए निविदा दस्तावेज

Tender Document for Supply / subscription of 'Microsoft  
Software Subscription -Microsoft Cloud Campus  
Agreement (Academic/Educational)'

(सी.पी.पी.पी (https://eprocure.gov.in/cppp/) के माध्यम से ऑनलाइन निविदा

Online tendering through CPPP (https://eprocure.gov.in/cppp/))

Contact Person Name:

- Shri. Shakib Ahmed, Asst. System Manager (IT Department) : 09074673961

For and on behalf of IIM Raipur

**CAO, IIM Raipur**



निविदा आमंत्रित सूचना  
**NOTICE INVITING TENDER**

आई.आई.एम, रायपुर माइक्रोसॉफ्ट सॉफ्टवेयर सब्सक्रिप्शन-माइक्रोसॉफ्ट क्लाउड कैंपस एग्रीमेंट (शैक्षिक/शैक्षणिक) की आपूर्ति/सदस्यता के लिए दो बिड सिस्टम यानी टेक्निकल बिड (पार्ट- 1) और फाइनेंशियल बिड (पार्ट-2) के तहत प्रतिष्ठित और अनुभवी एजेंसियों से ई-टेंडर (सी.पी.पी पोर्टल के माध्यम से ऑनलाइन निविदा) के तहत निविदा आमंत्रित करता है।

IIM Raipur invites e-tender (online tender through CPP Portal) from reputed and experienced agencies under two bid system Technical Bid (Part-I) & Financial Bid (Part-II) for Supply / subscription of 'Microsoft Software Subscription -Microsoft Cloud Campus Agreement (Academic/Educational).

अनुसूची और निविदा के अन्य विवरण निम्नानुसार हैं:

The schedule and other details of Tender are as under:

Sno	Particulars	Details
1.	Work / Service	Supply / Subscription of Microsoft Software Subscription Microsoft Cloud Campus Agreement (Academic / Educational) as per the specification / technical details as mentioned below.
2.	Technical Bid	Annexure A
3.	Financial Bid	Annexure B
4.	Estimated Cost	Rs.9,08,600/- inclusive all
5.	Cost of Tender (Non- Refundable)	Rs.500.00 plus 18 % GST = <b>Total Rs 590.00</b> (Rupee Five Hundred Ninety Only including GST)
6.	Earnest Money Deposit	Rs 30,000/- (Rupee Thirty Thousand Only)
7.	Last date of Bid submission	23.04.2024 @ 03:30 PM
8.	Tender Opening Date	24.03.2024 @ 03:35 PM
9.	Pre bid query	Bidders are requested to send their pre-bid queries on or before 12.04.2024 at email id itdept@iimraipur.ac.in duly mentioning the subject name, pre-bid query & tender no. IIMR/Tender/2024-25/02 dt.03.04.2024. After the due date no queries will be entertained. Replies to the queries will be made on pre-bid meeting date on 15th April,2024.
10.	Delivery Period	Immediate / urgent basis / within 07 days

**Note:** Tender Fee and EMD will be exempted for the 'OEM / Manufacturer' of 'MSME /NSIC Agency'. Exemptions will not be allowed for the traders and, the other category of MSME/NSIC vendors or agency.



1. The details of work are available in the tender document which can be downloaded from website [www.iimraipur.ac.in](http://www.iimraipur.ac.in) and the CPP portal <https://eprocure.gov.in/eprocure> and the bid is to be submitted online only on <https://eprocure.gov.in/eprocure> upto last date and time of submission of tender. Sale of physical tender document is not applicable.
2. The prospective bidder shall fulfil the following minimum eligibility criteria:
  - I. The bidder should be registered with any Govt. Depts i.e., Central Govt./ State Govt./ PSU OR Registered under MSME/NSIC OR registered under Shop & Establishment Act/ Companies Act.
  - II. Avg. Annual Turn Over of the firm for the last three FYs (ending as on 31.03.2023) should be Rs.35 lakhs or more.
  - III. The bidder must be registered under GST Registration.
  - IV. Undertaking on letter head as per Annexure "C".
  - V. Tender Fee of Rs.590/- and EMD of Rs. 30,000/- in form of Demand Draft in Favor of Indian Institute of Management Raipur payable at Raipur
  - VI. Seal and sign each page of the Tender document.
  - VII. Compliance to min. required technical details / Specification in Scope of Work Technical Bid /Scope of Work as "Annexure-A".
  - VIII. Bid Specific Manufacturer Authorization Certificate for 'Microsoft Campus agreement'.
  - IX. The bidder should have experience of minimum period of three years for deploying 'Microsoft 365/A3/A5' in the educational institutions such as IIM/IIT/NIT or similar institutions as detailed below: -
    - a) Three similar works (each) of 40% of the estimated cost OR
    - b) Two similar works (each) of 60% of the estimated cost OR
    - c) One similar works of 80 % of the estimated cost.

Note:

- i. Estimated cost of tender is Rs. 9,08,600/-
- ii. A **satisfactory / feedback / experience cum satisfactory report/completion report** of the said organisations must be submitted along with the work order. In absence of satisfactory / feedback / experience cum satisfactory report/completion report, **the bid will not be considered.**

**This tender document containing eligibility criteria, scope of work, terms and conditions, specification and other documents, can be seen/downloaded at/from the Central Public Procurement (CPP) Portal <https://eprocure.gov.in> or Indian Institute of Management Raipur website: [www.iimraipur.ac.in](http://www.iimraipur.ac.in) . This tender is required to be uploaded on the website <https://eprocure.gov.in> and nowhere else as it will be opened online at this site only. The tenderer shall sign and stamp each page of this tender document as taken of having read, understood and comply with tender, the terms and conditions contained herein.**

**Manual bid/tender will not be accepted under any circumstances. Incomplete bid/documents shall be rejected without giving any reason.**



### **INSTRUCTIONS OF ONLINE BID SUBMISSION**

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>

1. Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
2. Bidder should do the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractor/bidders through email id provided.
3. Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
5. The DSC that is registered only should be used by the bidder and should ensure safety of the same.
6. Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
7. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
8. If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
9. Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.
10. Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
11. From my tender folder, he selects the tender to view all the details indicated.
12. It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is



- more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
14. If there are any clarifications, this may be obtained through the site. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
  15. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
  16. Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
  17. While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
  18. The bidder has to select the payment option as offline to pay the Tender Fee/EMD as applicable and enter details of the instruments.
  19. The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
  20. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
  21. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
  22. If the price bid format is provided in a spread sheet file like BoQ\_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price-bid BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
  23. The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
  24. After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.



25. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
26. All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
27. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
28. The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
29. The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
30. For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone: 180030702232 or send a mail over to cphp-nic@nic.in.

### **Offline Submission**

DD towards Tender fee and EMD shall be submitted offline (i.e. physically) in separate sealed envelope bearing on the top the reference of the Tender specification to **“Chief Administrative Officer, Indian Institute of Management Raipur, Atal Nagar, Kurru (Abhanpur), Raipur 493 661, Chhattisgarh”** on or before the due date & time of submission as per TENDER.

### **1.1 BID OPENING AND EVALUATION**

**1.1.1** The Institute will open the online bids received upto last date & time of submission of bid in the presence of the bidders/ bidders' representatives who choose to attend at the time, date and place specified in the TENDER. In the event of the specified date for the submission of bids being declared a holiday for the Institute, the Bids will be opened at the specified time and location on the next working day.

**1.1.2** Initially, the 'TECHNICAL BID' shall be opened consisting of online and offline submissions and the 'Price Bid' of only those bidders whose TECHNICAL BID is acceptable to the Employer shall be opened online subsequently.

The date, time and place of opening of financial bids shall be informed through above mentioned web site to the bidders whose TECHNICAL BIDS are found responsive. Tenderer or their representative may choose to attend opening of online financial bids.





## 2.0 ELIGIBILITY CRITERIA

2.1 The bidders must fulfill the following minimum Qualifying Criteria: -

- i. The bidder should be registered with any Govt. Depts i.e., Central Govt./ State Govt./ PSU OR Registered under MSME/NSIC OR registered under Shop & Establishment Act/ Companies Act.
- ii. Avg. Annual Turn Over of the firm for the last three FYs (ending as on 31.03.2023) should be Rs.35 lakhs or more.
- iii. The bidder must be registered under GST Registration.
- iv. Undertaking on letter head as per Annexure "C".
- v. Tender Fee of Rs.590/- and EMD of Rs. 30,000/- in form of Demand Draft in Favor of Indian Institute of Management Raipur payable at Raipur
- vi. Seal and sign each page of the Tender document.
- vii. Compliance to min. required technical details / Specification in Scope of Work Technical Bid /Scope of Work as "Annexure-A".
- viii. Bid Specific Manufacturer Authorization Certificate for 'Microsoft Campus agreement'.
- ix. The bidder should have experience of minimum period of three years for deploying 'Microsoft 365/A3/A5' in the educational institutions such as IIM/IIT/NIT or similar institutions as detailed below: -
  - a) Three similar works (each) of 40% of the estimated cost OR
  - b) Two similar works (each) of 60% of the estimated cost OR
  - c) One similar works of 80 % of the estimated cost.

## 3.0 DOCUMENT TO BE SUBMITTED WITH TECHNICAL BID

The bidder shall furnish legible Scanned Copies for documentary proof as below for fulfilling eligibility criteria as above failing which his offer shall be summarily rejected. Illegible documents shall not be considered for evaluation of bid.

- i. Scanned Copy of registration certificate with any Govt. Depts i.e., Central Govt./ State Govt./ PSU OR MSEs OR Shop & Establishment Act/ Companies Act
- ii. Scanned Copy of **GST** registration certificate.
- iii. Scanned Copy of the CA certified FYs wise Turn Over Certificate.
- iv. Scanned copy of Duly signed & stamped all pages of Tender documents as a mark of your acceptance.
- v. Scanned copy of Undertaking as per Annexure "C"
- vi. Scanned copy of EMD and in case of Exemption the bidder should submit scanned copy of the exemption certificate.
- vii. Scanned copy of Tender Fee and in case of Exemption the bidder should submit scanned copy of the exemption certificate.
- viii. Scanned copy for the Compliance to min. required Technical details / Specification as mentioned in Scope of Work / Technical Bid as "Annexure-A".



- ix. Bid Specific Manufacturer Authorization Certificate for Microsoft Campus agreement.
- x. Proof of Experience **with order value** and the satisfactory / feedback / experience cum satisfactory report/completion report.

### **TERMS & CONDITIONS**

Submission of the 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 goods/services 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/services 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 than the contract price shall stand reduced by 0.5 % per day and resulting amount will be treated as value of contract. After reaching the 10 % LD, the contract may be cancelled 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 i.e with GST & freight for delivery at destination IIM Raipur
- d) No advance payment is permissible. The payment for services under this agreement/PO/WO shall be made on satisfactory supply or subscription of license / completion of job contract services, through NEFT/RTGS/IMPS (online transfer). The final payment shall, however, be made only after adjusting all the dues / claims of the IIMR. All the applicable statutory deduction as applicable at current prevailing rate will be deducted at source.
- e) The validity of tender shall be 90 days from the date of opening of technical bid.
- f) The subscription period will be for one year, which may be extended up to three years (One year ext.+ One ext. + One ext. + one extn.) on terms & conditions subject to up to **10% price escalation on mutual consent by both the parties.**
- g) EMD of the successful bidder will be converted to Performance Security Deposited. No interest on EMD/ PSD will be paid.
- h) 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.
- i) 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.
- j) The EMD will be refunded to the unsuccessful bidders after the orders are placed on the
- k) The EMD will be forfeited in following cases:
  - a. If the bidder fails to accept the order based on his offer within 3 working days.
  - b. If the bidder fails to supply the services/item within 15 days from the date of issue of confirmed supply order.





- c. If the bidder fails to abide T & C of the award of this tender.
- l) 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.
- m) In the event of any dispute the legal matter shall be subjected to the jurisdiction of Raipur Courts only.



**Annexure – `A`**

**TECHNICAL BID OR SCOPE OF WORK**

1. Schedule of Requirement

Item Description	Period
Supply / Subscription of Microsoft Software Subscription Microsoft Cloud Campus Agreement (Academic / Educational) as per the specification / technical details as mentioned below.	Subscription period for one year with extension up to further up to three years

2. Technical Details

Licensing Program	Item Name	Qty	Compliance to mentioned Specification. Yes / No	Remarks If any
CSP Subscription	Microsoft 365 A3 for faculty - AAA-73019	150		
CSP Subscription	Microsoft 365 A3 for students use benefit - AAA-73021	4000		
OVS	Core CAL ALng LSA OLV E 1Y Acad Enterprise DCAL- W06-01836	5		
OVS	Win Server DC Core ALng LSA OLV 16L E 1Y Acad AP -93A-00310	3		
CSP Subscription	Project Plan 3 for faculty- AAA-97096	1		

Terms and Conditions:

1. The successful bidder will facilitate the subscription process between IIM Raipur and Microsoft.
2. The successful bidder must provide all necessary support for installing, configuring, and commissioning the various software under campus licensing.
3. The successful bidder will be responsible for configuring Active Directory (AD)/Entra, including the AD replication services.
4. The successful bidder will be the single point of contact for the technical requirements during the subscription period. To this effect, the bidder must submit the technical escalation matrix.

Sign with date and Seal  
(Authorized Signatory)



**AGENCY DETAILS**

1. Tender Ref. No: -----
2. Name of Tenderer: .....
3. Complete office address of Tenderer.....  
.....
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 .....
7. Submission of technical specifications confirmation to the requirement mentioned in the Tender document.
8. Turn Over for last three FYs  
FY 2020-21 -Rs.....  
FY 2021-22- Rs.....  
FY 2022-23- Rs.....
9. GST Registration Number.....
10. Company Registration Number.....

Sign with date and Seal  
(Authorized Signatory)



**Annexure – `B`**

(Sample format of Financial Bid to be submitted online on CPP Portal)

(A) Sr. No.	(B) SKU	(B) Licensing Program	(C) Product Description	(D) Qty	(E) Amount for Column [D] in Rs. with GST
1	AAA-73019	CSP Subscription	Microsoft 365 A3 for faculty	150	
2	AAA-73021	CSP Subscription	Microsoft 365 A3 for students use benefit	4000	
3	W06-01836	OVS	Core CAL ALng LSA OLV E 1Y Acad Enterprise DCAL	5	
4	93A-00310	OVS	Win Server DC Core ALng LSA OLV 16L E 1Y Acad AP	3	
5	AAA-97096	CSP Subscription	Project Plan 3 for faculty	1	
<b>Total Cost of Subscription In Rupees with GST</b>					

1. The above amount should be for a period of one year.
2. The above amount should be inclusive of GST.

Sign with date and Seal  
(Authorized Signatory)



**Annexure – C`**

**Undertaking  
(On company letter head)**

We declare that we are not a defaulter to any Govt. organization/ PSU/ Private organization since last 5 years from the date of issue of this tender no. \_\_\_\_due to non-supply of material/subscription for any reason as agreed to supply in stipulated time.

Sign with date and Seal  
(Authorized Signatory)

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