

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

NIT No. IIMR/Tender/IT/Microsoft/06

भारतीय प्रबंध संस्थान रायपुर

Indian Institute of Management Raipur

Atal Nagar, Kurru (Abhanpur), Raipur 493 661, India

Website: www.iimraipur.ac.in; e-mail: itdept@iimraipur.ac.in, abhardwaj@iimraipur.ac.in

Contact Person Name:

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NOTICE INVITING TENDER
(NIT NO.)

Online bids under Two-Cover system are invited on behalf of IIM RAIPUR from Authorized Distributors/ Partners/ Dealers of Microsoft having authorization to supply the product under Academic / Educational license Agreement scheme:

S.No	Particulars	Details
1.	Work	Subscription of Microsoft Software Under Microsoft Cloud Campus Agreement (Academic/Educational)
2.	Technical Bid	Annexure A
3.	Commercial Bid	Annexure B
4.	Estimated Cost	5 Lakhs
5.	Cost of Tender (Non- Refundable)	Rs 590/- incl. of GST (Rupee Five Hundred Ninety Only) *Not Exempted
6.	Earnest Money Deposit	Rs 30,000/- (Rupee Thirty Thousand Only)
7.	Last date of Bid submission	24th January 2019 upto 12.00 Hours
8.	Tender Opening Date	25th January 2019 at 12.00 Hours

Note: *EMD (in the form of DD/BC in favour of IIM Raipur, payable at Raipur (in original) or attested copy of valid Micro and Small Enterprise registration should be submitted in the Office of the Tender Inviting Authority on or before the last date and time of bid submission failing which the tender shall be summarily rejected.

- The details of work are available in the tender document which can be downloaded from website www.iimraipur.ac.in and Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app> and the bid is to be submitted online only on www.eprocure.gov.in/eprocure/app upto last date and time of submission of tender. Sale of physical tender document is not applicable.
- The prospective bidder shall fulfil the following minimum eligibility criteria:
 - 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.
 - The bidder must be registered under GST Registration.
 - The bidder should have a valid Permanent Account Number (PAN) allotted to firm/proprietor.
 - The bidder should have a valid Authorization letter issued by Microsoft to Authorized Distributors/ Partners/ Dealers for participating in tender to sale their product under Academic / Educational license.
 - Undertaking on letter head as per Annexure "C".
 - EMD of Rs. 30000/- in form of Demand Draft/Banker Cheque in Favor of Indian Institute of Management Raipur payable at Raipur
- The details/ information regarding online tendering i.e. Registration on CPP Portal, Preparation of Bid and Submission of bid are available in the tender document.** IIM RAIPUR reserves the right to reject any or all tenders and shall not be bound to assign any reason for such rejection.

For and on behalf of IIM Raipur

Sd/-
CAO, IIM Raipur

INSTRUCTION TO BIDDERS

- 1.1** Online bids under two envelope/cover system is hereby invited on behalf of IIM RAIPUR for **Supply / Subscription of Microsoft Software under Microsoft Cloud Campus Agreement (Academic / Educational) at Indian Institute of Management Raipur Cheriya Gaon, Naya Raipur**. 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. Tender forms can also be downloaded from www.eprocure.gov.in/eprocure/app

This section of the bidding documents provides the information necessary for bidders to prepare online responsive bids, in accordance with the requirements of the Institute. It also provides information on online bid submission, opening, evaluation and contract award.

Matters governing the performance of the Contractor, payments under the contract or matters affecting the risks, rights and obligations of the parties under the contract are not normally included in this section, but instead under Terms and Conditions of Contract.

1.2 INSTRUCTIONS FOR ONLINE BID SUBMISSION:

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app>, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

1.2.1 REGISTRATION:

- (i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal by using the "**Online Bidder Enrollment**" option available on the home page. Enrolment on the CPP Portal is generally free of charge.
- (ii) During enrolment /registration, the bidders should provide the correct/true information including valid email-id & mobile no. All the correspondence shall be made directly with the contractors/bidders through email-id provided.
- (iii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iv) For e-tendering possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/ SmartCard.
- (v) Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- (vi) Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- (vii) Bidders can then log into the site through the secured login by entering

their userID / password and the password of the DSC /eToken.

1.2.2 PREPARATION OF BIDS

- (i) For preparation of bid, Bidders shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum if any published before submitting their bids.
After selecting the tender document same shall be moved to the '**My favourite**' folder or 'My tenders' folder of bidders account from where bidder can view all the details of the tender document.
- (ii) Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidder shall note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- (iii) Any clarifications if required then same may be obtained online through the tender site, or through the contact details given in the tender document.
- (iv) Bidders should get ready in advance the bid documents to be submitted as indicated in the tender document/schedule in PDF/xls/rar/zip/dwf formats. If there is more than one document, they can be clubbed together using zip format.
- (v) Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, GST, other details etc., under "**My Space**" option, which can be submitted as per tender requirements. This will facilitate the bid submission process faster by reducing upload time of bids.

1.2.3 SUBMISSION OF BIDS

A) Online Submission

- (i) Bidder should log into the site well in advance for bid submission so that he/ she upload the bid in time i.e. on or before the bid submission time.
- (ii) Micro and Small Scale Enterprises (MSEs) under their single point Registration Scheme for the goods/ services at NSIC or District Industries Centre (DIC) or Khadi & Village Industries Commission (KVIC) or Khadi & Village Industries Board (KVIB) or any other body specified by Ministry of MSME or MSEs having Udyog Aadhar Memorandum for stores/works/services shall be provided benefits as per the "Public Procurement Policy for Micro and Small Scale Enterprises (MSEs) Order 2012".

Eligible MSEs are exempted from furnishing the Bid Security Deposit/ EMD. They should furnish with the bid a notarized copy of valid registration certificate/ Entrepreneurs memorandum (EM-II) details/ other relevant documents issued by above board/body in their favour, for the goods/ services covered under this tender document, in the Office of the tender inviting authority **on or before the due date** and time of submission of

EMD and tender fee. **No other bidders are exempted from furnishing the Bid Security Deposit/ EMD and Tender Fee as mentioned above.**

Bids received unaccompanied by either an acceptable EMD or a photocopy of valid certificate of registration for MSEs shall be rejected as being non-responsive and returned unopened to the bidders. IIM RAIPUR shall not be responsible for any delay or loss due to postal or courier services.

The details of the DD/BC or registration under MSME/NSIC, physically sent, should tally with the details available in the scanned copy during bid submission time otherwise the uploaded bid will be rejected.

- (iii) While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.
- (iv) Bidder shall select the payment option as offline to pay the Tender Fee/ EMD and enter details of the **DD/BC**.
- (v) Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (vi) Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- (vii) Bidder shall note that each document to be uploaded for the tender should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/rar and the same can be uploaded. For the file size of less than 1 MB, the transaction uploading time will be very fast.
- (viii) **Utmost care shall be taken for uploading Schedule of quantity & Price and any change/ modification of the price schedule shall render it unfit for bidding.** Bidders shall download the Schedule of quantities & Prices i.e. Schedule-A, in XLS format and save it without changing the name of the file. Bidder shall quote their rates both in figures and words in white background cells, thereafter, save and upload the file in financial bid cover (Price bid) only. If the Schedule of Quantity & Price file is found to be modified by the bidder, the bid will be rejected.
The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.
- (ix) Bidders shall submit their 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 bids online by the bidders at the eleventh hour.
- (x) After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the bidders shall take print out of system generated acknowledgement number, and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
- (xi) Bidder should follow the server time being displayed on bidder's dashboard at the top of the tender site, which shall be considered valid for all actions of

requesting, bid submission, bid opening etc., in the e-tender system.

The data entered cannot be viewed by unauthorized persons until the time of bid opening. 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: 0120 400 1002, 0120 400 1005, 0120 400 00462 , 0120 627 7787 or send a mail over to ccpp-nic@nic.in , support-eproc@nic.in .

B) Offline Submission

Hard copy of supporting documents in accordance with clause 3.0 or relevant clause of this tender forming part of TECHNICAL BIDs viz. DD towards cost of bid document & DD/ BG towards Bid Security etc. 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, India"** on or before the due date & time of submission as per NIT.

If any discrepancy is found between Hard Copies of the offline document viz. DD towards cost of bid document & DD/ BG towards Bid Security and scanned copy of same uploaded online, then the online bid shall be liable for rejection.

1.3 BID OPENING AND EVALUATION

1.3.1 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 NIT. 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.

1.3.2 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. The bidder must be registered under GST Registration
- iii. The bidder should have a valid Permanent Account Number (PAN) allotted to firm/proprietor
- iv. The bidder should have a valid Authorization letter issued by Microsoft to Authorized Distributors/ Partners/ Dealers for participating in tender to sale their product under Academic / Educational license.
- v. Undertaking on letter head as per Annexure "C"
- vi. EMD of Rs. 30000/- in form of DD in Favor of Indian Institute of Management Raipur payable at Raipur or for taking exemption a valid notarized copy of exemption certificate as per clause no. 1.2.3(ii).

- vii. Tender fee in the form of Demand Draft in favor of Indian Institute of Management Raipur.

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 Permanent Account Number (**PAN**).
- iv. Scanned copy of Authorization letter from Microsoft for Education Institute
- v. Scanned copy of Duly signed & stamped all pages of Tender documents as a mark of your acceptance
- vi. Scanned copy of Undertaking as per Annexure "C"
- vii. Scanned copy of EMD and in case of Exemption the bidder should submit scanned copy of the exemption certificate.
- viii. Scanned copy of Tender Fee.

4.0 SCOPE OF WORK

Following Microsoft Software subscription required under Microsoft Cloud Campus License for one year:

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

Note: Sr. no. 6 in above table should be provided free of cost

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 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 submission of Performance Security and 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:
 - a. If the bidder fails to accept the order based on his offer within 5 working days.
 - b. If the bidder fails to supply the software within 15 days from the date of issue of confirmed supply order.
 - c. 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.

m) Security Deposit for Performance:

- a. The Contractor within 15 (Fifteen) days from the date of issue of Letter of Acceptance, shall furnish a Performance security deposit of 5% (Five percent) of the Contract Price for due performance of contract, in any one of the following forms:
 - i. Demand draft on any Nationalized/scheduled Bank of India in the name of Institute;
 - ii. Bank Guarantee from any Nationalized Bank with validity of at least 1 year.
- b. It may also be noted that in case of Contractor backing out midway without the explicit consent of the Institute, then the Security Deposit will be forfeited.
- c. In case the contract period is further extended, the security deposit @ 5% of Contract Price needs to be deposit within 15 days for the extended period in the form of Bank Guarantee or Demand Draft.

n) Refund of Security Deposit

The security deposit shall be returned to the Contractor within 30 days after expiry of contract period, provided the Project-in-charge is satisfied that there is no demand outstanding against the Contractor, & fulfillment of all statutory liabilities by the Contractor. No interest shall be paid to the Contractor on Security Deposit.

Annexure – `A`

TECHNICAL BID

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 (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

Sign with date and Seal
(Authorized Signatory)

Annexure – `B`

Sample format of Financial Bid to be submitted online

Item Rate BoQ

Tender Inviting Authority: Indian Institute of Management Raipur

Name of Work: Subscription of Microsoft Software under Microsoft Cloud Campus Agreement (Academic/Educational)

Contract No: 0771 2474 705/651/609

Name of the Bidder/ Bidding Firm /

PRICE SCHEDULE

Important Note:

1. Item no. 1.06 must be supplied on free of cost basis

2. (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only.)

NUMBER	TEXT #	TEXT #	NUMBER	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Item Code / Make	Quantity	Units	RATE In Figures To be entered by the Bidder in (Including Tax) for One Year Rs. P	TOTAL AMOUNT in Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5	7	8	10
1	Microsoft Software subscription required under Microsoft Cloud Campus License for one year	item1					
1.01	Microsoft WINEDU AllNg Upgrade/Software Assurance Pack Academic OLV 1License Level Enterprise 1Year (KW5-00353)	KW5-00353	75.000	Nos		0.00	INR Zero Only
1.02	Microsoft O365 ProPlus Open for Faculty Shrd Svr AllNg Monthly Subscriptions-Volume License	S3Y-00001	75.000	Nos		0.00	INR Zero Only

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 since last 2 years from the date of issue of this tender no. ____ due to non-supply of material for any reason as agreed to supply in stipulated time.

Sign with date and Seal
(Authorized Signatory)

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