TENDER

FOR

Supply of Microsoft Cloud campus Licence & Microsoft Windows Licence in Campus

in the Department of COMPUTER SCIENCE & ENGINEERING.

BIT MESRA, Ranchi

Tender No.: IW/000073

Tender date: -- June 04, 2019

Last Date of submission: -- June 26, 2019

Birla Institute of Technology, Mesra

Birla Institute of Technology, Mesra, Ranchi invites tender for supply,**Supply of Microsoft Cloud campus Licence & Microsoft Windows Licence in Campus**, as per specifications given in the Annexure attached to the Tender.

Tender Reference No.	**IW/000073**
Last Date and Time for receipt of Tender	26-06-2019 at 1500 Hrs
Time and Date for Opening of Technical Bid	26-06-2019 at 1600 Hrs
Address for Communication	As Stated below in the Instructions to the bidders.
Contact Telephone Numbers, In-Charge	0651-2276185
For technical Details Contact In-Charge: Department ofCommunication Services Prof.Dr.Abhijit Mustafi	**abhijit@bitmesra.ac.in**
Opening of Bids	**Technical Bids will be opened on26/06/2019, at1600 Hrs in the Institute's Conference Room in the Main Building.**
Earnest Money Deposit Price bids	INR 25,000 (Refundable) Price bid of only Technically qualified bidders will be opened. Dates will be declared later.

INSTRUCTIONS TO BIDDERS

All interested vendors are requested to send their sealed quotation for supply of the above item under two bid systems in the following manner:

a) Envelope – I: Technical Bid.
b) Envelope – II: Financial Bid.

NOTE: The bid documents are not transferable and the firm's seal and signature of the authorized official must appear on all papers and envelopes submitted.

Both the envelops should be sealed, signed, marked and kept in a bigger envelop superscribed with the Tender Reference No. and Tender notice detail as appended hereunder.

TENDER FOR SUPPLY OF SUPPLY OF MICROSOFT CLOUD CAMPUS LICENCE & MICROSOFT WINDOWS LICENCE IN CAMPUS

TENDER REF. NO:IW/000073, DATE: 04/06/2019
LAST DATE FOR SUBMISSION:26/06/2019 Till 1500 Hrs.

The Additional Registrar(F&MM)
Birla Institute of Technology, Mesra
Ranchi - 835215.

From: M/s ----------
Contact No: ----------
E-mail ID: ----------

ELIGIBILITY CRITERIA

Sr. No.	Must have Criteria/Compliance Points	Comply (Yes/No)	Page number in support of compliance. Deviations (if any) should be mention clearly and details thereof should be indicated.
1.	Authorized Education Partners of Microsoft; should have letter of authorization from OEM		
2.	Must be Operational for the last 3 years, Certificate of Incorporation		
3.	Average Turnover of sales with Microsoft of a minimum 1 .5 Cr/year over the last 3 years		
4.	GST Registration		
5.	Atleast experience of completing 3 such projects earlier and with letter of completion certificate / Purchase Orders of organizations not older than 1 year.		
6.	Silver or Gold Status with Microsoft.		

Note: Non-Compliance in anyone of the above Must Have Criteria shall lead to rejection of Bid.

Terms & conditions

1. **Instructions to the OEM:**Either the Indian Agent on behalf of the Principal/OEM or Principal/OEM can bid but both cannot bid simultaneously for the same item/product in the same tender.
2. **Single Order:**A single order will be processed for entire configuration.

3. **Delivery date etc.:**Time taken for delivery, installation and commissioning should be separately specified.
4. **Bid Submission:**The bids can be sent to us by Hand/ Speed post/ Courierso as to reach the marked address by due date and time. Late bids will not be accepted.The price bids of only those firms will only be opened who are found to be technically qualified after evaluation. The Institute reserves the right to cancel/reject any or all bids without assigning any reason thereof.
5. **Bid document:**The vendor should read the Tender documents carefully before quoting. It shall be deemed that the vendor has gone through the documents carefully and has understood its implication. Any lack of information shall not relieve the bidder of its responsibility to fulfill its obligations under the Bid.

6. **Price:** Prices quoted should be on F.O.R., BIT Mesra, Ranchi on **Door Delivery** basis.
7. **Technical bid:**The technical bid should accompany full technical literature, pamphlets, leaflets of the technical features of the offered and must be submitted for proper evaluation.
8. **Dealers:**Tender specific MAF (Manufacturing Authorization Form) is to be submitted by all interested Vendors ,Dealership certificate/ authorization certificate from OEM if the bidder is a dealer.
9. **Similar Installation**: A complete list of Institutes' / Organizations' list wherein the installation has been done and a Performance certificate along with such list where these installations has been done in past three years.
10. **Validity of Quotation:** Quotations should bevalid for 90 days.
11. **Declaration**: The bidder should attach a self-declaration stating that he is not debarred/ blacklisted or banned from any University/ Central Government / PSU / State Govt. of India / any other Govt. agencies or any Institute of National / International importance.
12. **GSTetc**: Copy of up-to-date GST clearance certificate &GST. registration certificate indicating also the TIN number of the Firm will have to accompany the quotations. Copy of PAN must be submitted of Firm / Company along with the Technical Bid.
13. **Bank Details**: Banker's details of quoting Firm/ Vendor should be clearly mentioned as attached
14. **Earnest Money Deposit :** The supplier shall furnish a Refundable Earnest Money Deposit of INR 25,000 which shall be refundable after` 2 weeks post sharing of Purchase Order to the Bid Winner. No Interest shall be paid on amount so paid.
15. **Warranty/ Guarantee/ AMC:** The supplier should provide comprehensive warranty for one year for all components without any additional cost to the purchaser from the date of satisfactory commissioning. Components include all parts (accessories / consumables / spares parts) of SCS. All accessories/ consumable/ spare parts replaced shall be from OEM/ Supplier of same model or higher version. If within a period of three years after commission, any accessory / consumable/ spare part is proved to be defective then such product shall be replaced by the manufacturer / supplier. Such replacement shall be sole obligation of manufacturer / supplier, including payment of charges for freight delivery, custom duty and transportation, if any. In case of breakdown during the warranty period, a competent Service Engineering of the supplier should make as many visits as are required to rectify the problem and replace the faulty parts, without any liability of cost. Service response time must be less than 72 hours.
16. **Delivery:** Unless otherwise stated delivery of goods at BIT, Mesra, will have to be maximum within Eight (8) weeks from the date of issue of the Purchase Order. All aspects of safe delivery shall be the exclusive responsibility of the OEM / Bidder.
17. **Conditional tenders:** Conditional tenders shall not be accepted.

18. **Late and delayed Tenders**: Late and delayed tender will not be considered. In case any unscheduled holiday occurs on prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.
19. **Rejection of Tender:**The tenders are liable to be rejected if the conditions mentioned in the tender documents are not complied with. The tender should be complete in all respects and duly signed wherever required. Incomplete and unsigned offer will not be accepted.
20. **Liquidated Damage:**If a firm accepts an order and fails to execute the order in full as perthe terms and conditions stipulated therein, it will be open to this Institute to recover liquidated damages from the firm at the rate of 1% per week of the order value subject to a maximum of 10% of the order value. It will also be open to this Institute alternatively, to arrange procurement of the required stores from any other source at the risk and expense of the firm, which accepted the order but failed to execute the order according to stipulated agreed upon.
21. **Payment Terms: -**100% payment will be released after successful installation and commissioning duly certified by the concern authority.
22. **Termination for default:** Default is said to have occurred: -

(a) If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by BIT, Mesra.

(b) If the supplier fails to perform any other obligation(s) stated in the Purchase Order.

(c) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from BIT Mesra (or takes longer period in-spite of what BIT Mesra may authorize in writing). BIT Mesra may terminate the contract / purchase order in completely or in part. In addition to above, BIT Mesra may at its discretion also take the following actions: BIT Mesra may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate BIT Mesra for any extra expenditure involved towards goods and services to complete the scope of.

23. **Acceptance and rejection of bids:** The Institute may accept or reject any or all the bids in part of in full withou tassigning any reason and doesn't bind himself to accept the lower bid, without thereby incurring any liability to the affected Bidder or bidders. The institute at its discretion may change the quantity / upgrade the criteria / drop any item or thereof at any time before placing the Purchase Order.

24. **Blacklisting of Supplier: Furnishing of wrong/ambiguous information in the compliance statement may lead to rejection of bid and further black listing of the bidder, if prima-facie it appears that the information in the compliance statement was given with a malafide/fraudulent intent.**

25. **Clarification of Bids:** Clarifications may be sought by the Evaluation committee of the Institute during the Process of Technical Evaluation. The request for the clarification and the response shall be in writing. There shall be no change in prices or substance of the bid shall be sought, offered or permitted. The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

26. **Waivers:** The Institute may waive off any minor informality non-conformity or irregularity in a bid which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder.

27. **Bid responsiveness:** A responsive bid is one in which the bid is substantively responsible i.e. the bid which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from or objections or reservations to critical provisions such as those concerning Performance Security, Warranty, Force Majeure, Limitation of liability, Applicable law, and Taxes & Duties will be deemed to be a material deviation. The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

28. **No Canvassing:**Any effort by a Bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

29. **Rejection of Bid**: If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

30. **Insurance:**For delivery of goods at site, the insurance shall be obtained by the Supplier in an amount equal to 110% of the value of the goods from "warehouse to warehouse" (final destinations) on "All Risks" basis including War Risks and Strikes**.**

31. **Undertaking:**While sending rates, the firm shall give an undertaking to the effect that "the terms/conditions mentioned in the enquiry letter/Tender Notice against which the rates are being given are acceptable to the firm." In case the firms do not give this undertaking, their rates will not be considered.

32. **Packaging:** The packaging should be such to prevent their damage, rough handling during transit and exposure to extreme temperatures etc or deterioration during transit to the final destination as indicated in the Purchase order. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

33. **Tax liabilities:**Suppliers shall be entirely responsible for all duties, taxes, license fees, octroi, road permits, etc., incurred until delivery of the Goods to the Purchaser as per the Purchase order.
34. **Termination for Insolvency**: The Purchaser may at any time terminate the P.O by giving written notice to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.

Price bid

1. **Bid Price:**The Bid Price should be enclosed in a sealed envelope and properly marked. The Bidder shall indicate on the appropriate price bid, the unit prices and total bid prices of the goods it proposes to supply under the contract.
2. **Bid Currencies:**Prices should be quoted in Indian Rupees for offers received for supply within India and in freely convertible foreign currency for offers received for supply from foreign country.
3. **Where there is no mention of packing, forwarding, freight, insurance changes, taxes etc. such offer shall be rejected as incomplete.**
4. The price quoted shall remain fixed during the contract period and shall not vary on any account.
5. All lots and items must be listed and priced separately in the Price bid. If a Price bid shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. Lots or items not listed in the Price bid shall be assumed to be not included in the bid.
6. **Arithmetical errors:** The arithmetical errors will be rectified as follows. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between the figures and words. The amount in words will prevail. If the supplier does not accept the correction of errors, its bid will be rejected.
7. Prices indicated on the price-bid should be mentioned in the following manner:

For Goods manufactured within India

i) The price of the goods should be quoted Ex –works.
ii) GST. and other taxes which will be payable on the goods if the contract is awarded. The details should be mentioned separately.
iii) The charges for inland transportation, insurance and other local services required for delivering the goods at the desired destination as specified in the price bid.
iv) The installation, commissioning and training charges including any incidental services,(if any) should be clearly mentioned.

For Imported Goods:

i) The price of the goods, quoted on FCA (named place of delivery abroad) or FOB (named port of shipment), as specified in the price schedule form.
ii) The charges for insurance and transportation of the goods to the port/place of destination.
iii) The agency commission charges, (if any).
iv) The installation, commissioning and training charges including any incidental services, (if any).
v) The terms FOB, FCA, CIF, CIP etc. shall be governed by the rules prescribed in the current edition of the Incoterms published by the International Chambers of Commerce, Paris.
vi) While transshipment will be allowed, part shipment will not be allowed.

Annexure- I.

Performa for Performance Statement (last three years)

Sr. No	Name of the Buyer (With full address)	Order No. and date	Full description of the Item and value	PO Value	Delivery Details		Delay reason (ifany)	Attach satisfactory performance certificate (from the buyer)	Contact Persons Details and contact No.
					As per P.O	Supply date			

Annexure II

Technical Specifications

SUPPLY OF MICROSOFT CLOUD CAMPUS LICENCE & MICROSOFT WINDOWS LICENCE IN CAMPUS

The Institute is in the process of renewing its Microsoft Office 365 licenses for a duration of one year. In this context reputed Microsoft authorized vendors can send in their quotations in sealed envelopes or through email for the following items:

Item Name	PoolProduct Family	Required Qty.	
IntuneOpen ShrdSvr ALNG SubsVL OLV E 1Mth Acdmc AP Fclty Renewal only	Servers	Intune Open	2151 Nos.
0365EDUE3 for FcltyOpn ShrdSvr ALNG SubsVL OLV E 1Mth Acdmc AP Renewal	Servers	0365 EDU E3 for Faculty Open	2151 Nos.
Winedue3 ALNG UpgrdSAPk OLV E 1Y Acdmc Ent	Systems	WIN EDU E3	2151 Nos.
WinSvrSTDC Core ALNG LicSAPk OLV 16Lic E 1Y Acdmc AP CoreLic	Servers	Windows Server	03 Nos.

The submitted commercial quote must be accompanied with

1. Documentary proof of the vendor's association with Microsoft.
2. A Manufacturer's Authorization Form (MAF).

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