

भारतीय प्रबंध संस्थान इंदौर
INDIAN INSTITUTE OF MANAGEMENT INDORE
प्रबंध शिखर, राऊ-पीथमपुर रोड, इंदौर - 453 556
PRABANDH SHIKHAR, RAU-PITHAMPUR ROAD, INDORE – 453 556
फ़ोन PHONE: +91-731-2439630/2439631; फ़ैक्स FAX: +91-731-2439800

निविदा क्रमांक/Tender No: IIMI/2019-20/28



दिनांक/ Date: August 27, 2019

एजुकेशन सोलूशन माइक्रोसॉफ्ट के ओपेन वैल्यू (ओवीएस-ईएस) की वार्षिक सदस्यता के नवीकरण के लिए
निविदा आमंत्रण सूचना

**NOTICE INVITING TENDER FOR RENEWAL OF ANNUAL SUBSCRIPTION OF MICROSOFT
OPEN VALUE FOR EDUCATION SOLUTIONS (OVS-ES)**

(E-PROCUREMENT MODE ONLY)

भारतीय प्रबंध संस्थान इंदौर (आईआईएम इंदौर) एक बोली प्रणालियों में निम्नलिखित मदों के लिए मूल निर्माता या अधिकृत भारतीय प्रतिनिधियों या चैनल पार्टनर्स से ऑनलाइन बोली (ई-टेंडर) आमंत्रित करता है।

Indian Institute of Management Indore (IIM Indore) invites online bids (e-tender) in one bid system from Original Equipment Manufacturer or Authorized Indian representatives or Channel Partners for the item as given here-below:

निविदा का संक्षिप्त विवरण Brief Details of Tender:

मद का विवरण Item Description	मात्रा Quantity	निविदा की अनुमानित कीमत Estimated Cost of Tender
Renewal of Annual Subscription of Microsoft Open Value subscription for Education Solutions (OVS-ES)	01 Unit	₹ 7,70,000/-

निविदा दस्तावेज <http://eprocure.gov.in/eprocure/app> से डाउनलोड किया जा सकता है और केवल इसी पोर्टल के माध्यम से जमा किये जाने की अंतिम तिथि और समय तक प्रस्तुत किया जाना चाहिए।

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <http://eprocure.gov.in/eprocure/app> and bid is to be submitted **online** only through the same portal up to the last date and time of submission of tender.

निविदा की महत्वपूर्ण तिथियाँ Critical Dates of Tender:

क्रमांक S. No.	विवरण Particulars	दिनांक Date	समय Time
01	निविदा के ऑनलाइन प्रकाशन / डाउनलोड की तिथि एवं समय Date & Time of Online Publication/Download of Tender	27-08-2019	1730 Hrs.
02	बोली जमा करने की प्रारंभ तिथि एवं समय Bid Submission Start Date & Time	27-08-2019	1730 Hrs.
03	बोली जमा करने की अंतिम तिथि एवं समय Bid Submission Close Date & Time	09-09-2019	1730 Hrs.
04	तकनीकी बोलियों का खोला जाना Opening of Technical Bids	11-09-2019	1000 Hrs.

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1. ABOUT IIM INDORE

Indian Institute of Management Indore is an institution of national importance under the Indian Institutes of Management Act, 2017.

2. TECHNICAL SPECIFICATION (Schedule of Requirement):

S.No.	Renewal of Annual Subscription of Microsoft Open Value for Education solutions (OVS-ES) for 200 Users	Qty
1	Microsoft WINEDUE3 AllLng Upgrade/Software Assurance Pack Academic OLV 1License LevelE Enterprise 1 Year Part No.: KW5-00359	200
2	Microsoft MS Imagine Academy AllLng Monthly Subscriptions-Volume License Academic OLV 1License LevelE Additional Product Srvc 1 Month Part No.: 54R-00141	1
3	Microsoft O365 ProPlus OpenforFaculty ShrdSvr AllLng Monthly Subscriptions-Volume License Academic OLV 1 License LevelE Additional Product 1 Month Part No.: S3Y-00001	200
4	Microsoft Intune Open ShrdSvr AllLng Monthly Subscriptions-Volume License Academic OLV 1License LevelE Additional Product Faculty 1 Month Part No.: FYS-00001	200
5	MicrosoftO 365 ProPlus Open For Students Shrdsvr AllLng Monthly Subscriptions- Volume License Academic OLV 1 License No Level Student with Faculty 1 month Part No.: S2Y-00002	1000

3. ELIGIBILITY CRITERIA

3.1 OID (Other Important Documents):

OID viz. Firm Incorporation Certificate, PAN details, GST details are to be provided.

3.2 Statutory Documents:

- The Bidder should give self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the Annexure-I.
- The firm should be neither blacklisted by any Central / State Government / Public Undertaking / Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India. A duly completed certificate to this effect is to be submitted as per Annexure-II.
- The company should attach list of Purchase Order / Work Order where the similar type of work executed during last 7 years from the date of publication of tender.

The details of the same along with supporting document are to be submitted as per the Annexure-III.

- d) The supplier/firm must be either Original Equipment Manufacturer (OEM) or Authorized Dealer / Sole Distributor / Channel partner. The bidders are essentially required to submit authorization certificate from the OEM (Microsoft), failing which the bid shall be rejected.

3.3 Technical Criteria:

- a) Bidders should comply the minimum specification of the tendered item in all respect. The detailed format is attached at Annexure-IV. The bidder is to complete the same in all respect and submit accordingly.
- b) Queries / Clarifications (if any) w.r.t. Technical Specification of items may be addressed: IT Department, IIM Indore, Tel: 0731-2439641, Email: itdept@iimdr.ac.in

4. FINANCIAL BID DETAILS

Financial bid i.e. BOQ given with tender to be uploaded after filling all relevant information. The priced BOQ should be uploaded strictly as per the format available with the tender failing which the offer is liable for rejection (renaming or changing format of BOQ sheet (file) will not be accepted by system). Kindly quote your offer on FOR IIM INDORE (inclusive of all taxes and charges).

Vendor should quote prices in BOQ only, offers indicating rates anywhere else shall be liable for rejection.

No extra charges other than quoted price will be entertained

5. TIME SCHEDULE

S. No.	Particulars	Date	Time
a.	Date of Online Publication of Tender	27-08-2019	1730 Hrs.
b.	Bid Submission Start Date	27-08-2019	1730 Hrs.
c.	Bid Submission Close Date	09-09-2019	1730 Hrs.
d.	Opening of Technical Bids	11-09-2019	1000 Hrs.

6. AVAILABILITY OF TENDER

The tender document can be downloaded from <http://eprocure.gov.in/eprocure/app> and Institute website <https://www.iimidr.ac.in/tenders/> and be submitted only through <http://eprocure.gov.in/eprocure/app>.

7. BID VALIDITY PERIOD

The bid will remain valid for 90 days from the date of opening as prescribed by IIM Indore. A bid valid for a shorter period shall be rejected, being non-responsive.

8. BID SUBMISSION

8.1 Instruction to Bidder

Bidders are required to enrol on the e-Procurement module of the **Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>)** by clicking on the link "**Online Bidder Enrolment**" on the CPP Portal. **The registration is completely free of charge.**

Possession of a valid Class II/III DSC in the form of smart card / e-token is a prerequisite for registration and participating in the bid submission activities. DSCs can be obtained from the authorised certifying agencies recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc).

Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

The Bidders are required to log in to the site through the secured log-in by entering their respective user ID / password and the password of the DSC.

The CPP portal also has user manuals with detailed guidelines on enrollment and participation in the online bidding process. The user manuals can be downloaded for reference.

Any queries related to process of online bid submission or queries related to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The **Toll Free** contact numbers for the helpdesk are 1800 3070 2232, 7878007972 and 7878007973.

8.2 Online Bid Submission Procedure

Other Important Documents (OID): The file should be saved in a PDF version and should comprise of the following items:

1. Packet-1: Duly Completed Scanned PDF of PAN Card.
2. Packet-2: Duly Completed Scanned PDF of Registration Certificate Details.
3. Packet-3: Duly Completed Scanned PDF of GST.

Cover-1: The file should be saved in a PDF version and should comprise of the following items:

1. [Packet-1](#): Duly Completed Scanned PDF copy of Annexure-I.
2. [Packet-2](#): Duly Completed Scanned PDF copy of Annexure-II.
3. [Packet-3](#): Duly Completed Scanned PDF copy of Annexure-III with supporting Documents.
4. [Packet-4](#): Duly Completed Scanned PDF copy of Annexure-IV
5. [Packet-5](#): Duly Completed Scanned PDF copy of Annexure-V
6. [Packet-6](#): Supporting documents as per tender clause 3.2 (d).
7. [Packet-7](#): The BOQ should be downloaded from the website and to be uploaded after filling all relevant information.

9. BID OPENING

- a) Technical Bids will be opened on 11-09-2019 at 1000 Hrs.
- b) Financial Bids of the eligible bidders will be opened on a later date. The date and time for opening of Financial Bids will be announced later.
- c) **Bids should be summarily rejected, if tender is submitted other than through online.**

10. BID EVALUATION

Based on results of the Technical evaluation IIM Indore evaluates the Commercial Bid of those Bidders who qualify in the Technical evaluation. The Commercial Bid with the lowest price will be the highest evaluated bid.

11. PAYMENT TERMS

- a) No advance payment will be made in any case. Bills in Duplicate should be sent and the payment shall be released generally within 30 days, only after successful and activation of above licenses issued in the name of IIM Indore.
- b) No part payment will be made against the part supply. In case of the undelivered items, the penalty of 10% of the cost of undelivered item will be imposed and deducted from the bill of the item supplied or recovered from the security deposit.

12. LIQUIDATED DAMAGES

If the bidder fails to deliver the required licenses in the above mentioned period and place, IIM Indore reserves the right of imposing penalty @0.5% per week on the value of the undelivered items subject to maximum 10% of the cost of undelivered items.

13. DELIVERY SCHEDULE

The successful bidder should activate the subscription successfully on or before 30-09-2019 at IIM Indore.

14. TERMS AND CONDITIONS

14.1 Termination for Insolvency

- a) The IIM Indore may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.
- b) The courts of Indore alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Indore Court shall have jurisdiction in the matter.

14.2 Force Majeure

- a) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
- b) Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

14.3. Arbitration

In the event of any dispute or difference arising under this contract, the Director, IIM Indore or his nominee is the arbitrator and the decision of the arbitration will be binding on both parties.

14.4. Other Conditions

- a) The vendor is responsible for clearing the technical errors during the contract period. The vendor should send an engineer at site for troubleshooting the activation issues at no additional cost.
- b) **The bidder has to upload the relevant & readable files only as indicated in the tender documents. In case of any irrelevant or non-readable files, the bid may be rejected.**
- c) IIM Indore reserves the right to accept or reject any or all the tenders in part or in full or may cancel the tender, without assigning any reason thereof.
- d) IIM Indore reserves the right to relax / amend / withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.
- e) IIM Indore reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.
- f) False declaration/documents will be in breach of the Code of Integrity under Rule 175(1) (i) (h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.
- g) Conditional tenders will not be considered in any case.

- h) Institute reserve the right to increase/decrease the order quantity at any period of times.
- i) **The bidder should quote for all the items and quantity mentioned above, as part bidding is not allowed, failing which the bid will be rejected.**
- j) **IIM Indore may issue amendment/corrigendum to tender documents before due date of submission of bid. Any amendment/corrigendum to the tender document if any, issued by IIM Indore will be posted on CPP Portal. For the bidders, submitting bids on downloaded tender document, it is 'bidders' responsibility to check for any amendment/corrigendum on the website of IIM Indore or check for the same CPP Portal before submitting their duly completed bids.**
- k) The English version shall always prevail in case of any discrepancy or inconsistency between English version and its Hindi translation.

ANNEXURE – I

Undertaking

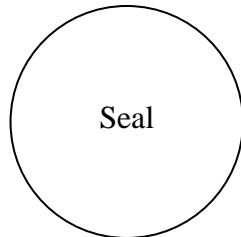
To
Officer (Stores and Purchase)
Indian Institute of Management Indore
Prabandh Shikhar,
Rau – Pithampur Road
Indore

Tender No. IIMI/2019-20/28 dated 27-08-2019
(Notice Inviting Tender for Renewal of Annual Subscription of Microsoft Open Value for Education Solutions (OVS-ES))

Sir,

1. I /we hereby submit our Tender for Notice Inviting Tender for Renewal of Annual Subscription of Microsoft Open Value for Education Solutions (OVS-ES) along-with other required documents.
2. I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, scope of work, schedule of quantities and all the contents stated therein. I / We also confirm that the rates quoted by me / us are inclusive of all taxes, duties etc., applicable as on date.
3. I /we have gone through all terms and conditions of the tender document before submitting the same.

Date:



Authorized Signatory

Name:

Place:

Designation:

Contact No.:

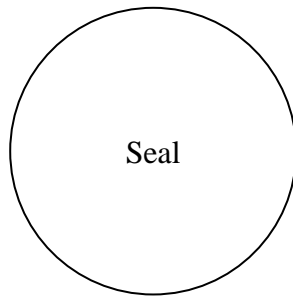
ANNEXURE – II

**CERTIFICATE
(to be provided on letter head of the firm)**

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:



Place:

Authorized Signatory

Name:

Designation:

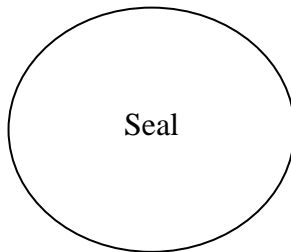
Contact No.:

ANNEXURE – III

Work Order Details:

Evaluation Criteria	Name of the Client	Order No. & Date	Amount	Remark
List of Purchase Order / Work Order where the similar type of work executed by you during last 7 years from the date of publication of tender	1.			Supporting document are to be attached along with the Annexure-III
	2.			
	3.			
	4.			
	5.			
	6.			

Date:



Place:

Authorized Signatory

Name:

Designation:

Contact No.:

ANNEXURE – IV

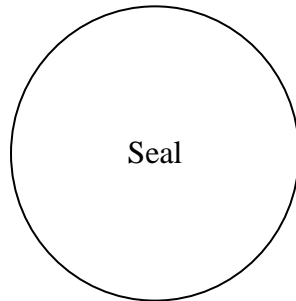
TECHNICAL BID

S.No.	Renewal of Annual Subscription of Microsoft Open Value for Education solutions (OVS-ES) for 200 Users	Qty	Complied (Yes/No)	Remarks
1	Microsoft WINEDUE3 AllLng Upgrade/Software Assurance Pack Academic OLV 1License LevelE Enterprise 1 Year Part No. KW5-00359	200		
2	Microsoft MS Imagine Academy AllLng Monthly Subscriptions- Volume License Academic OLV 1License LevelE Additional Product Srvc 1 Month Part No. 54R-00141	1		
3	Microsoft O365 ProPlus OpenforFaculty ShrdSvr AllLng Monthly Subscriptions-Volume License Academic OLV 1 License LevelE Additional Product 1 Month Part No. S3Y-00001	200		
4	Microsoft Intune Open ShrdSvr AllLng Monthly Subscriptions- Volume License Academic OLV 1License LevelE Additional Product Faculty 1 Month Part No. FYS-00001	200		
5	MicrosoftO 365 ProPlus Open For Students Shrdsvr AllLng Monthly Subscriptions- Volume License Academic OLV 1 License No Level Student with Faculty 1 month Part No. S2Y-00002	1000		

Date:

Name:

Place:



Authorized Signatory:

Designation

Contact No.:

ANNEXURE –V**COMPANY DETAILS**

Name of the Party		
Date of Incorporation / Establishment		
PAN Number		
GST Registration Number		
Bank Details	Account Number	
	IFS Code	
	Bank Name	
	Branch Name	
Office Address for Postal Communication		
Authorized Signatory Details	Name	
	Designation	
	Email	
	Phone	
Details of Contact other than Authorized Signatory	Name	
	Designation	
	Email	
	Phone	

Signature and Seal of the Tenderer:

Name in Block Letter:

Designation:

Contact no.

Date: