



भारतीय प्रबंध संस्थान इंदौर
INDIAN INSTITUTE OF MANAGEMENT INDORE

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निविदा क्रमांक/Tender No: IIMI/2021-22/06

दिनांक/ Date: September 02, 2021

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

**NOTICE INVITING TENDER FOR 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
Annual Subscription of Microsoft Open Value subscription for Education Solutions (OVS-ES)	01 Unit	Rs. 9,00,000/-

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	02-09-2021	1800 Hrs.
02	बोली जमा करने की प्रारंभ तिथि एवं समय Bid Submission Start Date & Time	02-09-2021	1800 Hrs.
03	बोली जमा करने की अंतिम तिथि एवं समय Bid Submission Close Date & Time	11-09-2021	1730 Hrs.
04	तकनीकी बोलियों एवं वित्तीय बोलियों का खोला जाना Opening of Technical Bids and Financial Bids	13-09-2021	1100 Hrs.

विषय सूची
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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.	Item Code	Annual Subscription of Microsoft Open Value for Education solutions (OVS-ES)	Qty
1	FYS-00001	Microsoft@IntuneOpenFaculty ShrdSvr AllLng MonthlySubscriptions-VolumeLicense Academic OLV 1License LevelE AdditionalProduct 1Month	200
2	54R-00141	Microsoft@MSImagineAcademy AllLng MonthlySubscriptions-VolumeLicense Academic OLV 1License LevelE AdditionalProduct Srvcs 1Month	1
3	S2Y-00002	Microsoft@O365ProPlusOpenforStudents ShrdSvr AllLng MonthlySubscriptions-VolumeLicense Academic OLV 1License NoLevel Student STUUseBnft 1Month	1000
4	KW5-00359	Microsoft@WINEDUperDVC AllLng Upgrade/SoftwareAssurancePack Academic OLV 1License LevelE Enterprise 1Year	200
5	S3Y-00001	Microsoft@O365ProPlusOpenforFaculty ShrdSvr AllLng MonthlySubscriptions-VolumeLicense Academic OLV 1License LevelE AdditionalProduct 1Month	200
6	9EM-00292	WinSvrSTDCore ALNG LicSAPk OLV 16Lic E 1Y Acdmc AP CoreLic	4
7	6VC-01518	WinRmtDsktpSrvcsCAL ALNG LicSAPk OLV E 1Y Acdmc Ent UsrCAL	20
8	H21-03100	PrjctSvrCAL ALNG LicSAPk OLV E 1Y Acdmc AP UsrCAL	10
9	H22-02365	PrjctSvr ALNG LicSAPk OLV E 1Y Acdmc AP	1
10	77D-00161	VSProSubMSDN ALNG LicSAPk OLV E 1Y Acdmc AP	1

Note- The bidder may also mention any other complementary product / license subscription which is available with the above mentioned subscription in a separate sheet.

Note:

- The successful bidder has to submit all the required license/subscription details and also demonstrate all the features and its implementation to the IT Department of IIM Indore.

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:

- a) 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.
- b) 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.
- c) 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 (a valid proof to be submitted).
- e) The bidders are essentially required to submit authorization certificate from the OEM (Microsoft) to participate in this tender and the authorization letter from OEM clearly mentioning the bidder's name, 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: the IT department of IIM Indore, Tel: 0731-2439640 / 641, Email: itdept@iimidr.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	02-09-2021	1800 Hrs.
b.	Bid Submission Start Date & time	02-09-2021	1800 Hrs.
c.	Bid Submission Close Date & time	11-09-2021	1730 Hrs.
d.	Opening of Technical Bids and Financial Bids	13-09-2021	1100 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 to 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: Supporting documents as per tender clause 3.2 (e).
8. Packet-8: The BOQ should be downloaded from the website and to be uploaded after filling all relevant information.

9. BID OPENING

- a) Technical Bids and Financial Bids will be opened on 13-09-2021 at 1100 Hrs.
- b) Bids should be summarily rejected, if tender is submitted other than through online.

10. BID EVALUATION

IIM Indore evaluates the Commercial Bid of those Bidders who qualify in the Technical evaluation including Eligibility Criteria. The Commercial Bid with the overall 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 activation of the 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. DELIVERY SCHEDULE

The successful bidder should activate the subscription successfully on or before 30-09-2021 at IIM Indore.

13. LIQUIDATED DAMAGES

If the bidder fails to deliver the required licenses as per the delivery schedule, 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.

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) **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.**
- j) The English version shall always prevail in case of any discrepancy or inconsistency between English version and its Hindi translation.

ANNEXURE - I

Undertaking

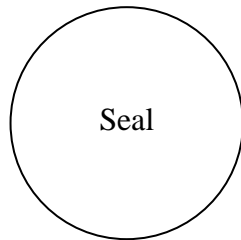
To
Officer (Stores and Purchase)
Indian Institute of Management Indore
Prabandh Shikhar,
Rau - Pithampur Road
Indore

Tender No. IIMI/2021-22/06 dated 02-09-2021
(Notice Inviting Tender for Annual Subscription of Microsoft Open Value for Education Solutions (OVS-ES))

Sir,

1. I /we hereby submit our Tender for Notice Inviting Tender for 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.:

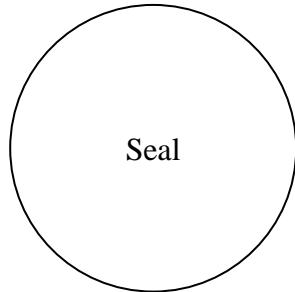
ANNEXURE - II

**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:

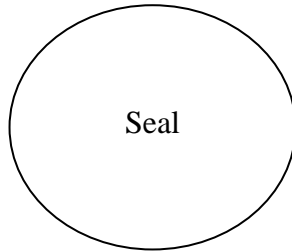
Contact No.:

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.	Item Code	Annual Subscription of Microsoft Open Value for Education solutions (OVS-ES)	Qty	Complied (Yes/No)
1	FYS-00001	Microsoft@IntuneOpenFaculty ShrdSvr AllLng MonthlySubscriptions-VolumeLicense Academic OLV 1License LevelE AdditionalProduct 1Month	200	
2	54R-00141	Microsoft@MSImagineAcademy AllLng MonthlySubscriptions-VolumeLicense Academic OLV 1License LevelE AdditionalProduct Srvcs 1Month	1	
3	S2Y-00002	Microsoft@O365ProPlusOpenforStudents ShrdSvr AllLng MonthlySubscriptions-VolumeLicense Academic OLV 1License NoLevel Student STUUseBnft 1Month	1000	
4	KW5-00359	Microsoft@WINEDUperDVC AllLng Upgrade/SoftwareAssurancePack Academic OLV 1License LevelE Enterprise 1Year	200	
5	S3Y-00001	Microsoft@O365ProPlusOpenforFaculty ShrdSvr AllLng MonthlySubscriptions-VolumeLicense Academic OLV 1License LevelE AdditionalProduct 1Month	200	
6	9EM-00292	WinSvrSTDCore ALNG LicSAPk OLV 16Lic E 1Y Acdmc AP CoreLic	4	
7	6VC-01518	WinRmtDsktpSrvcsCAL ALNG LicSAPk OLV E 1Y Acdmc Ent UsrCAL	20	
8	H21-03100	PrjctSvrCAL ALNG LicSAPk OLV E 1Y Acdmc AP UsrCAL	10	
9	H22-02365	PrjctSvr ALNG LicSAPk OLV E 1Y Acdmc AP	1	
10	77D-00161	VSPProSubMSDN ALNG LicSAPk OLV E 1Y Acdmc AP	1	

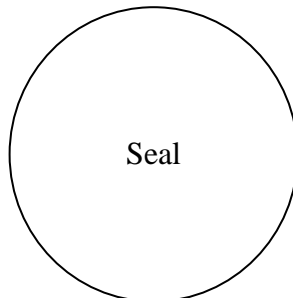
Note- The bidder may also mention any other complementary product / license subscription which is available with the above mentioned subscription in a separate sheet.

Note:

- The successful bidder has to submit all the required license/subscription details and also demonstrate all the features and its implementation to the IT Department of IIM Indore.

Date:

Place:



Authorized Signatory:

Name

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: