



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY UNA
HIMACHAL PRADESH**

(An Institute of National Importance under MoE)

Saloh, Una – 177 209

Website : www.iiitu.ac.in

IIITU/ICT/Microsoft License Website Bid Notice/2024 R0/185/ 6 June' 2024 Date: 06, Jun.'24

Notice Inviting Quotations

For

License renewal for Microsoft Desktop Education All Languages

IIIT Una is an Institute of National Importance established by the Ministry of Education, Govt. of India under Public Private Partnership (PPP) Model. The Institute is located at Saloh, Una, Himachal Pradesh.

The Institute offers B.Tech. programs in three streams, viz., CSE, IT, and ECE.

The Institute invites the Quotations from OEM authorized vendors to renew the Microsoft Desktop Education All Languages for One year. The detailed scope of work and other terms and conditions are given in the attached bid document.

The bid should be submitted to the following address:

The Registrar
Indian Institute of Information Technology Una
Saloh, Una HP-177209

The deadline to submit the bid is 21 days from the publishing of this notice on the institute's website.

The genuine queries, if any, in this regard may be forwarded to registrar@iiitu.ac.in.

Canvassing in any form will be straight away lead to blacklisting of the firm in the Institute.


REGISTRAR



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY UNA
HIMACHAL PRADESH
An Institute of National Importance under MoE
Saloh, Una (HP)
Website: www.iiitu.ac.in

IIITU/ICT/Tender/Microsoft License Renewal/2024

Date: 06, Jun. '24

Tender
License Renewal of
Microsoft Desktop Education All Languages
Additional Terms and Conditions

I. Eligibility-Cum-General Terms and Conditions:

| Sl. No. | Category Conditions/Descriptions | |
|---------|--|--|
| 1. | Scope of Work: Renewal of Microsoft Desktop Education All Languages for one year. | |
| 2. | Bidder Eligibility Criteria | |
| | i. | The SI/Bidder should submit the bid specific Manufacturer Authorization Forms (MAFs). Bid specific MAF issued by OEM |
| | ii. | The SI/bidder should not have been blacklisted by any State/Union Govt. Agency/Institute in any case. Self-declaration certificate signed by the competent authority. |
| | iii. | Bidder Turnover: As per GoI rules. Certificate issued by registered CA. |
| | iv. | Compliance Form-I and Form-II Compliance Form-I and Form-II signed by the competent authority must be uploaded with the bid. |
| 3. | General Conditions: | |
| | i. | The Institute reserves the right to reject the bid based on the information gathered from the previous customer or in case of non-satisfaction of the documents submitted at the time of bidding. The Institute reserves the right to verify the authenticity of the document submitted to IIIT Una. |
| | ii. | The OEM/Bidder may be asked to demonstrate the functionality in question at the Institute. The expenses of the same have to be borne by the OEM itself. |
| | iii. | Any false claims made by the OEM/Bidder in respect to technical specifications/functionality requested by the Institute will straight away lead to Blacklisting of the OEM/Bidder. The same will be communicated to the relevant departments of Union GoI for necessary action. Further, the appropriate legal action will be initiated in this regard irrespective of time and stage of the project. This clause is valid even after the completion of the project. |

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| | iv. | The Institute may impose the additional terms and conditions at the time of release of PO and as and when needed during execution or service period. The bidder is expected to comply the same. |
| | v. | IIIT Una reserves the right to reject the whole or any part of the Tender without assigning any reason or to accept them in part or full. |
| 4. | Opening of the tender | |
| | The bid will be opened by a committee duly constituted for this purpose. The technical bid will be opened first and it will be examined by a technical committee (as per the eligibility criteria, specification, and requirement). The financial offer/bid of all the technically qualifying bids only will be opened. | |
| 5. | Earnest Money Deposit (EMD) | |
| | EMD and Performance Guarantee as per the GoI norms. | |
| 6. | Offer Validity Period | |
| | As per Tender Document, the validity may be extended with mutual discussion due to unforeseen circumstances such as COVID. | |
| 7. | Quotation of Price | |
| | i. | a. The prices quoted by the bidder should be inclusive of GST and other statutory levies (and should be explicitly shown) which will be paid by the Purchaser as per the prevailing rate on the date of supply as specified in the Acceptance of bidder. The percentage of tax, etc., included in the price should be indicated in clear terms. The price quoted will be treated as inclusive of all applicable taxes and accordingly comparison will be made with others. No inclusion or modification of tax components is possible at a later stage of the tender processing. The supplier shall stand by the quoted price for the supply, installation, and commissioning if the PO is awaited. |
| 8. | Evaluation of Bid and Award of Contract | |
| | i. The technical bid will be first opened and evaluated. In the screening, the OEM Eligibility Criteria/SI eligibility criteria (mentioned above) and technical specification will be evaluated. Technical selection will be done on item wise technical evaluation. ii. The bid will be straight away rejected in the following cases: <ul style="list-style-type: none"> - OEM does not meet the Eligibility Criteria - OEM has not supplied documents requested in OEM Eligibility criteria section above - SI does not meet the Eligibility Criteria - SI has not supplied documents requested in OEM Eligibility criteria section above - Product technical specification did not match the requested institute specification. - Form-I and Form-II not attached or partially filled/Unreadable Form-I. - Failure to comply with any of the instructions stated in this document or any unsatisfactory statements/attachments will lead to rejection. | |

| | |
|------------|--|
| | <p>- Incomplete forms (Form-I and Form-II) or Non-specific Information filled in the forms which is matching with the documents attached by the bidders.</p> <p>iii. The Price bid of only those bidders who have fully complied the eligibility criteria and all the technical specification will be considered for final selection.</p> |
| 9 | Product Delivery |
| | <p>i. The Product Delivery and installation should be ensured within 02 weeks from the date of issuance of Purchase Order for the same.</p> <p>ii. The failure to meet the deadline may lead to cancellation of the PO.</p> <p>iii. The OEM/SI who may not meet the deadlines due to any reasons are requested not to participate in the bidding process itself. This will avoid the unnecessary time wastage of both the parties.</p> <p>iv. The Institute will not pay separately for Transit Insurance. All the deliveries should be FOR IIIT Una, HP.</p> |
| 10. | Payment |
| | <p>i. No advance Payments will be made. 100% Payment will be made only after delivery all the components subject to satisfactory testing and inspection of the components.</p> <p>ii. The product acceptance date given by the technical committee of the Institute will be treated as the successful delivery date of the product.</p> |
| 11. | Contact for any clarification |
| | registrar@iiit.ac.in |
| 12 | Jurisdiction |
| | All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction at Una Himachal Pradesh. |
| 13 | Force Majeure |
| | <p>The Supplier/bidder shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delays in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.</p> <p>- For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier/bidder and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.</p> <p>If a Force Majeure situation arises, the Supplier/bidder shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier/bidder shall continue to perform its obligations under the bid conditions as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.</p> |

Dr. Ad *WS* *JS*

II. Product Details: Microsoft Desktop Education All Languages (Qty. 45 Licenses)

| Sr. No. | Module |
|---------|---|
| 1. | Renewal of Microsoft Desktop Education All Languages (Qty. 45 Licenses) for one year. |

Product Specifications and Requirements:

| Sr. No. | Category | Details |
|---------|---------------------|--|
| 1. | Overview | Brand : Microsoft Product Line : Microsoft Desktop Education Manufacturer : Microsoft Open Value Education Part No. : 2UJ-00011 |
| 2. | Software | Microsoft Family : MS Desktop Platform Microsoft Version : Non-Specific Operating System Family : Windows Software Main Type : License Software Sub-Type : Software Suite-OS Software Suite : <ul style="list-style-type: none">• Windows 10/11 Upgrd.• Microsoft Office Latest Version• Microsoft Core CAL Suite |
| 3. | Licensing | License Price Levels : Level E License Quantity : 45 License License Type : License and Software Assurance Licensing Details : Annual Fee Licensing Program : Microsoft Open Value Subscription |
| 4. | Product Information | Category : Software Suite Localization (Vendor Specific) : Microsoft All Languages Packaged Quantity : 01 |
| 5. | Service and Support | Limited Warranty : New Releases Update |
| | | Application : New Releases update-full-term |

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FORM-I: OEM/BIDDER ELIGIBILITY

| Sl. No. | Description | Compliance (YES/NO) | Admissible Certificate/Document Attached (YES/NO) | *Page No. of the attachment |
|------------------------------------|--|---------------------|---|-----------------------------|
| Bidder Eligibility Criteria | | | | |
| 1. | The SI/Bidder should submit the Manufacturer Authorization Forms (MAFs) specific to the bid from every OEM the product proposed. | | | |
| 2. | The SI/bidder should not have been blacklisted by any State/Union Govt. Agency/Institute in any case. The SI should submit a self-declaration certificate signed by the competent authority. | | | |
| 3. | Bidder Turnover: As per GoI rules. | | | |
| 4. | EMD/ Exemption Certificate | | | |
| 5. | GST/Registration Certificate | | | |
| 6. | Compliance to Make in India Class-I or Class-II Supplier | | | |

* - Only relevant page numbers should be mentioned. Unnecessary documents should not be attached. Failing to follow this will lead to straight away rejection of the bid.

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FORM-II: PRODUCT COMPLIANCE

(Only relevant page numbers should be mentioned and specific information asked should be highlighted in the document. Unnecessary documents should not be attached. Failing to follow this will lead to straight away rejection of the bid.)

I. Product Name:

| Sr. No. | Module | COMPLAINCE (YES/NO) | Page No. of the Attachment |
|---------|--|---------------------|----------------------------|
| 1. | Renewal of Microsoft Desktop Education All Languages (Qty. 45 Licenses) for one year | | |

II. Product Specifications:

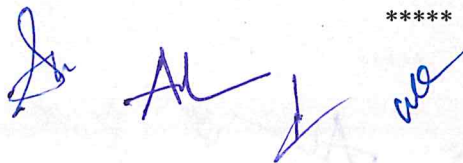
| Sr. No. | Category | Details | COMPLAINCE (YES/NO) | Page No. of the Attachment |
|---------|-----------|--|---------------------|----------------------------|
| 2. | Overview | Brand : Microsoft Product Line : Microsoft Desktop Education Manufacturer : Microsoft Open Value Education Part No. : 2UJ-00011 | | |
| 2. | Software | Microsoft Family : MS Desktop Platform Microsoft Version : Non-Specific Operating System Family : Windows Software Main Type : License Software Sub-Type : Software Suite-OS Software Suite : <ul style="list-style-type: none">• Windows 10/11 Upgrd.• Microsoft Office Latest Version• Microsoft Core CAL Suite | | |
| 3. | Licensing | License Price Levels : Level E | | |

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|----|---------------------|--|--|--|
| | | License Quantity : 45 License | | |
| | | License Type : License and Software Assurance | | |
| | | Licensing Details : Annual Fee | | |
| | | Licensing Program : Microsoft Open Value Subscription | | |
| 4. | Product Information | Category : Software Suite | | |
| | | Localization (Vendor Specific) : Microsoft All Languages | | |
| | | Packaged Quantity : 01 | | |
| 5. | Service and Support | Limited Warranty : New Releases Update | | |
| | | Application : New Releases update-full-term | | |

Note:

1. All the supporting documents attached to this form should be numbered, signed and stamped.
2. Unreadable/Incomplete certificate/documents will lead to rejection of the bid straight away.



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FORM-III: FINANCIAL QUOTATION FORM

| Sl. No. | Module | Qty. | Unit Price inclusive of all Taxes and installations, etc. (Rs.) | Total Price inclusive of all Taxes and installations, etc. (Rs.) |
|---------|--|-------------|---|--|
| 1. | Renewal of Microsoft Desktop Education All Languages (Qty. 45 Licenses) for one year | 45 Licenses | | |

Note:

1. The form should be signed and stamped by the Authorized Signatory of the Bidder.
2. Unreadable/Incomplete certificate/documents will lead to rejection of the bid straight away.
