

Tender

for

Microsoft Campus Volume License Annual Subscription Renewal

at

Indian Institute of Technology Jodhpur

NIT No. : IITJ/SPS/IT/2016-17/32
NIT Issue Date : 20 December 2016
Last Date of Submission : 09 January 2017 by 03:00 PM



॥ त्वं ज्ञानमयो विज्ञानमयोऽसि ॥

Indian Institute of Technology Jodhpur
Old Residency Road, Ratanada, Jodhpur – 342011, Rajasthan
Tel-fax: 0291- 2449011, e-mail: sps@iitj.ac.in

Notice Inviting Tender

Indian Institute of Technology (IIT), Jodhpur, Rajasthan (hereinafter referred to as the “Institute”) an Educational Institute of National Importance, invites sealed tenders for supply & installation of the following item at the Institute from the manufacturer or its authorized dealers. You are requested to quote your best offer along with the complete details of specifications, terms & conditions. The tender document can be downloaded from the Institute website at URL Link: <http://www.iitj.ac.in> or from Central Public Procurement Portal link: <http://www.eprocure.gov.in>.

S. No.	Item Description	Quantity
1.	As per Annexure – A	As per Annexure – A

Quotation should be sealed and superscribed with tender number and due date of submission and address to:

**“Officer-in-charge
Office of Stores and Purchase
IIT Jodhpur
Old Residency Road, Ratanada
Jodhpur – 342 011, Rajasthan”**

The sealed quotations should reach the Institute, latest by January 9, 2017 by 03:00 PM and it will be opened on same day at 04:00 PM in the Conference Room, Administrative Block of the Institute in the presence of the bidder(s) or their authorized representative(s), who will present at the scheduled date and time.

Terms & Conditions:

1. **Earnest Money Deposit:** The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs.12,000/- which is refundable and a non-refundable tender fee of Rs.500/- by way of demand draft only. The demand drafts shall be drawn in favor of “Director, IIT Jodhpur” payable at Jodhpur.

The EMD of the successful bidder shall be returned after the completion of contract / order and for unsuccessful bidder(s) it would be returned after award of the contract. Bid(s) received without demand drafts of EMD and tender fees shall be liable for rejection.

The firms who are registered with National Small Industries Corporation (NSIC) / or Small Scale Industrial (SSI) are exempted to furnishing the EMD and tender fee.

2. **Rates:** Rates should be quoted on FOR destination at IIT Jodhpur, Old Residency Road, Ratanada, Jodhpur-342011, Rajasthan on **DOOR Delivery Basis**, inclusive of all the charges, with breaks-ups as Annexure– B:

- (i) Basic Cost.
- (ii) VAT / CST as applicable.
- (iii) Total Cost (F.O.R at IIT Jodhpur).

Note: Institute is registered with DSIR, Govt. of India (Custom Duty Notification No. 51/96-Custom dt: 23 July, 1996 and Central Excise Duty Notification No. 10/97- Central Excise dt: 1 March, 1997) and is therefore, exempted from Excise Duty and partial exempted from Custom Duty (CD applicable

to IIT Jodhpur is 5.15%). Exemption certificate of the same shall be issued.

3. **Validity:** The quoted rates must be valid for period of 90 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quotes the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

4. **Delivery & Installation:** All the goods ordered should be delivered within 4 weeks from the date of issue of the purchase order. All the aspects of safe delivery, installation, and commissioning shall be the exclusive responsibility of the supplier.

If the supplier fails to deliver, installation and commissioning of the goods on or before the stipulated date, then a penalty at the rate of 1% per week of the total order value shall be levied subject to maximum of 10% of the total order value.

5. **Payment Term:** 100% payment of the total order value shall be released after the successful activated of the licenses.
6. The License will be valid initially for a period of 1 (one) year which is extendable for next year subject to the successful fulfilment of the License and also at the sole discretion of the Institute.
7. Only manufacturer(s) or their sole authorized distributor / agent are eligible to bid. Authorization letter in the prescribed format (Annexure – C) from Original Equipment Manufacturer (OEM) in favor of authorized Agent to bid / negotiate / conclude the order against this tender, must be enclosed with technical bid.
8. Bidder shall submit a copy of the tender document and addenda thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document.
9. **Applicable Law:**

- The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing.
- Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Jodhpur, Rajasthan, India only.
- The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Jodhpur. The decision of the Arbitrator shall be final and binding on both the parties.
- **Force Majeure:** Any delay due to Force Majeure will not be attributable to the supplier.

10. After due evaluation of the bid(s), the Institute will award the contract to the lowest evaluated responsive tenderer.
11. Conditional bid will be treated as unresponsive and it may be rejected.
12. The Institute reserves the right to accept in part or in full or reject any or more quotation(s) without assigning any reasons or cancel the tendering process and reject all quotations at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).

Annexure – A

Microsoft Campus Volume License Annual Subscription Renewal for the following products:

S. No.	Part No.	Item Description	Quantity
1.	2UJ-00011	Microsoft Windows 7, 8 & 10 with Microsoft Office (32 Bit and 64 Bit).	100
2.	P73-05566	Microsoft Windows Server 2008 two socket.	5
3.	H30-03427	Microsoft Project.	10
4.	228-09538	Microsoft SQL Server Standard.	1

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Annexure - B

Format for Financial Bid

(To be submitted on the letterhead of the company / firm)

Ref. No.

Dated:

S. No.	Description	Amount in INR
1.	Basic Price	
2.	Taxes (as applicable)	
Total Cost		

1. I/We have gone through the entire terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.
2. No other charges would be payable by the Institute.

Authorized signatory of the company with seal

Annexure – C

FORMAT FOR MANUFACTURER'S AUTHORISATION LETTER TO AGENT (on letter head)

Ref. No.

Date:

To,
The Director
Indian Institute of Technology Jodhpur
Old Residency Road, Ratanada, Jodhpur - 342011.

Sub.: Authorization Letter.

Dear Sir,

We, _____, who are established and reputed manufacturers of _____, having factory at _____, hereby authorize M/s. _____ (name & address of Indian distributor /agent) to bid, negotiate and conclude the order with you for the above goods manufactured by us.

We shall remain responsible for the tender / contract / agreement negotiated by the said M/s. _____, jointly and severally.

We ensure that we would also support / facilitate the M/s _____ on regular basis with technology / product updates for up-gradation / maintains / repairing / servicing of the supplied goods manufactured by us, during the warranty period.

In case duties of the Indian agent / distributor are changed or agent / distributor is changed it shall be obligatory on us to automatically transfer all the duties and obligations to the new Indian Agent failing which we will ipso-facto become liable for all acts of commission or omission on the part of new Indian Agent / distributor.

Yours faithfully,

[Name & Signature]

for and on behalf of M/s. _____ [Name of manufacturer]

Note: This letter of authorisation should be on the letterhead of the manufacturing concern and should be signed by a person competent and having the power of attorney to bind the manufacturer. A copy of notarised power of attorney should also be furnished.