

Tender Document No. IITJ/SPS/I/C/2025-26/DIA/06

Dated: 11/07/2025

LIMITED TENDER ENQUIRY

BID DOCUMENT

(Scope of work and Special Conditions of Contract)

FOR SELECTION OF VENDOR FOR PROCUREMENT OF **MICROSOFT LICENSE SUBSCRIPTION** (as per Annexure - 4) FOR OFFICE OF DIGITAL INFRASTRUCTURE AND AUTOMATION, IIT JODHPUR.

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INDIAN INSTITUTE OF TECHNOLOGY JODHPUR
NH 62 NAGPUR ROAD, KARWAR, RAJASTHAN – 342030.

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Annexure-1

Timelines for bidders & Delivery details.

Sr. No.	Activity Scheduled	Date and Time
1	Date of Commencement of Bid	11/07/2025 08:00 PM
2	End Date of Submission of Bid	18/07/2025 08:00 PM
3	Date of Opening of Technical and Financial Bid	19/07/2022 09:00 AM
5	Delivery of goods	Within 07 Calendar Days after placing supply order

Delivery Details:

- 1) Address : Office of Digital Infrastructure and Automation, IIT Jodhpur, NH 62 Nagaur Road, Karwar, Rajasthan – 342030.
- 2) Contact Person: Mr. Jayanta Borthakur, Manager ICT & Networking.
- 3) E-mail : ddia@iitj.ac.in

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Annexure-2

Indian Institute of Technology Jodhpur (hereinafter referred to as the "Institute"), an Educational Institute of National Importance, invites online Bids in **two-bid format** for "**MICROSOFT LICENSE SUBSCRIPTION**" at the Institute as per the list at **Annexure-4** to the Tender form. All offers should be made in English and should be written in both figures and words. Tender forms can be downloaded from the Institute website (<https://www.iitj.ac.in/office-of-stores-purchase/en/tender-details>). The bidders are requested to read the tender document carefully and ensure compliance with all instructions herein. Non-compliance with instructions in this document may disqualify the bidders from the tender exercise. The Director, IIT Jodhpur reserves the right to select the item (in single or multiple units) or to reject any quotation wholly or partly. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

INSTRUCTIONS TO THE BIDDERS

- 1) Office of Stores and Purchase, IIT Jodhpur, hereinafter referred to as the 'Client', invites bidders to participate in LTE (Limited Tender Enquiry) UNDER TWO BID SYSTEM, to be submitted simultaneously through e-mail, from reputed firms dealing with Ministries/Govt. departments for providing **MICROSOFT LICENSE SUBSCRIPTION** for IIT Jodhpur.
- 2) While all efforts have been made to avoid errors in the drafting of the bid document, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the bid documents shall be entertained.
- 3) Tenders not accompanied by required documents/certificates shall be summarily rejected.
- 4) Bid shall have a validation period of not less than **180 days**.
- 5) The Bidder should, at the time of submission of the bid, submit bids on bidder's company letterhead with signature and stamp of firm, in token of the Bidder having acquainted himself/themselves and accepted the entire Bid Document (Scope of Work and Special Conditions of Contract) including various conditions of contract.
- 6) The bidder shall attach the copy of the authorization letter / power of Attorney as proof of authorization for signing on behalf of the Bidder.
- 7) All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids, not accompanied with EMD of requisite amount/format, or any other requirements, stipulated in the bid documents are liable to be rejected.

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- 8) The parties to the Bid shall be the 'Bidders' (to whom the work would be awarded) and the Office of Stores and Purchase, IIT Jodhpur.
- 9) Earnest Money Deposit: Bidders are required to submit earnest money deposit (EMD) for an amount of ₹ 40,000/- (Rupees Forty thousand only). EMD may be submitted in the form of an account payee demand draft or bank guarantee in favour of **Director, IIT Jodhpur, payable at Jodhpur, Rajasthan** from any of the Public sector or Private sector banks authorised to conduct Govt. business. EMD shall have a validity of not less than 60 days from the last date of bid submission. EMD of the unsuccessful bidders will be returned to them within 15 working days of declaration of successful bidder. The EMD of the successful bidder would be returned, after the receipt of performance security (PBG @ 3% of contract value) from them as called for in the contract. The EMD will be forfeited if the bidder withdraws or amends/ impairs or derogates from the tender in any respect within the validity period of their tender. Interest on EMD will not be paid on any account. All the bidders are required to submit the DD/ BG for EMD or required documents if seeking exemption to the office of Stores & Purchase Section of this Institute along with the technical bid documents, before end of bid submission date.
- 10) The successful bidder shall submit performance security (PBG @ 3% of contract value) **within 14 days** of awarding the Purchase Order/Contract. The PBG shall be valid for the period of 2 months beyond period **specified in the contract/Purchase Order**.
- 11) For all purposes of the contract including arbitration thereunder, the address of the bidder mentioned in the bid shall be final unless the bidder notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Office of Stores and Purchase, IIT Jodhpur. The bidder shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
- 12) For any bid related queries, bidders may contact client at sps@iitj.ac.in and Ph. no. +91 291 2801171.
- 13) **Arbitration and Laws:**
In case of any dispute or difference arising out of or in connection with the tender conditions / order and Contract, the Institute and the Supplier will address the dispute / difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the Institute. 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 only. The resolution of the Arbitrator shall be final and binding on both the parties.
- 14) **Jurisdiction:**
The courts at Jodhpur alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender / contract.

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It is specifically agreed that no court outside and other than Jodhpur court shall have jurisdiction in the matter.

- 15) The Institute reserves right to cancel this bid fully/partially at any stage of bidding process, without stating any reason thereof.

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Annexure-3

General Terms and Conditions (GTC)

Document required from bidder/seller -

SI No	Details	Submitted (Yes/No)
(a)	Duly Signed and accepted terms and conditions on the official letter head.	
(b)	Experience certificate for past three years	
(c)	Annual Turn over (<i>more than Rs. 10 lakh</i>), of Past three years duly verified by the CA/CA firm	
(d)	Local Content certificate on the OEM letter Head along with local value addition (Please mention place of local value addition with percentage of the local content and Category i.e Class I/Class II	
(e)	Bidder Financial standing undertaking on the stamp paper.	
(f)	Malicious code undertaking	
(g)	Land Border sharing undertaking	
(h)	Dedicated Toll Free Number and Escalation Matrix number/emails for service support duly verified by the OEM along with registered office in India	
(i)	Latest MSME/Startup certificate (expired certificate will not be accepted).	
(j)	OEM Authorisation on the OEM letter Head with agentship details, if any. The certificate should contain MAF number, email id and contact details of the OEM . The reseller indian location to be mentioned in the letter.	
(k)	Data Sheet along with brochure and full details of the item as per the technical parameters to be submitted	

In case any bidder is seeking exemption from Experience Turnover Criteria, the supporting documents to prove his eligibility for exemption must be submitted along with other relevant documents to enable evaluation by the buyer.

*Note : The **password protected** both technical bid and financial bid should be submitted separately(in two separate folders/documents). The **password for the same** is to be shared on the **date of opening** of the bid after receipt of email from institute for password sharing. Any bid received without the password will not be evaluated. Any bid submitted in a single folder/document will not be evaluated i.e separate documents be submitted for both bids.*

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Annexure-4

Buyer Added Bid Specific Additional Terms and Conditions

- 1) **Bidder financial standing:** The bidder should not be under liquidation, court receivership or other similar proceedings; should not be bankrupt. Bidder to submit an undertaking to this effect along with bid.
- 2) Bidders must quote the prices inclusive of GST on whole bid. Buyer will not pay anything in addition to the prices quoted in the bid.
- 3) Data Sheet of the product(s) offered in the bid, are to be uploaded along with the bid documents. Buyers can match and verify the Data Sheet with the product specifications offered. In case of any unexplained mismatch of technical parameters, the bid is liable for rejection.
- 4) **Experience Criteria:** The Bidder or its OEM (themselves or through reseller(s)) should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for last 3 years prior to the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the year. In case of bunch bids, the primary product having highest value should meet this criterion.
- 5) **OPTION CLAUSE:** The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of order. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates & till 6 months after such date. Bidders are bound to accept the orders accordingly.
- 6) **Scope of supply (Bid price to include all cost components):** Supply, Delivery, Installation, Testing and Commissioning of Goods etc.
- 7) **Bidder Turnover Criteria:** The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid.
- 8) BIDDER must have & provide a Dedicated/toll-free telephone number and an Escalation Matrix of Telephone Numbers for Service Support.
- 9) Bidder's offer is liable to be rejected if they don't submit any of the certificates / documents sought in the Bid document, ATC, and Corrigendum if any.
- 10) The bidder is required to submit, along with the bid, all relevant certificates such as BIS license, type test certificate, approval certificates and other certificates as prescribed in the Product Specification given in the bid document

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- 11) In case of any malfunctioning of product bidder must provide onsite support within 3 working days after registering complaint for the same, for a period of **1 year**.
- 12) **NET WORTH:** Net Worth of the bidder should be positive as per the last audited financial statement.
- 13) Bidders can also submit the EMD with Account Payee Demand Draft in favour of **Director, IIT Jodhpur, payable at Jodhpur, Rajasthan**. Bidder has to submit scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.
- 14) Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft or PBG. DD/PBG should be made in favour of **Director, IIT Jodhpur, payable at Jodhpur, Rajasthan**. After award of contract, Successful Bidder can send the scanned copy of the PBG via email and has to ensure delivery of hard copy of the original PBG to the Buyer within **14** days of award of contract.
- 15) Without prejudice to Buyer's right to price adjustment by way of discount or any other right or remedy available to Buyer, Buyer may terminate the Contract or any part thereof by a written notice to the Seller, if
 - (i) The Seller fails to comply with any material term of the Contract.
 - (ii) The Seller informs Buyer of its inability to deliver the Material(s) or any part thereof within the stipulated Delivery Period or such inability otherwise becomes apparent.
 - (iii) The Seller fails to deliver the Material(s) or any part thereof within the stipulated Delivery Period and/or to replace/rectify any rejected or defective Material(s) promptly.
 - (iv) The Seller becomes bankrupt or goes into liquidation.
 - (v) The Seller makes a general assignment for the benefit of creditors.
 - (vi) A receiver is appointed for any substantial property owned by the Seller.
 - (vii) The Seller has misrepresented to Buyer, acting on which misrepresentation Buyer has placed the Purchase Order on the Seller.

Buyer Added ATC clauses

- 1) The scope of supply includes supply, delivery, installation & commissioning of goods and confirmation from consignee that goods supplied were as per specifications mentioned in the bid and received by the consignee in working condition.
- 2) The supplied material should perform optimally for a period of **1 years** from the date of such installation. Any repairs or maintenance required during such periods shall be carried out by the seller at no additional cost to the buyer.

Annexure-5

SCOPE OF WORK

1) Supply and Installation of the following licenses: -

Item Details	Product Id/SKU Code	Quantity
Microsoft 365 A3 (Education Faculty)	CFQ7TTC0LHPL (000W)	250
Microsoft 365 A3 for Students use benefit (Education Student)	CFQ7TTC0LHPL (000Z)	10000
Microsoft Defender for Identity (Education Faculty)	CFQ7TTC0LH0D (000N)	250
O365 A3 Edu Open Faculty Along Sub OLV E 1M Each Aead Enterprise	HVH-00009	5
Win Server Standard Core ALng LSA OLV 2L E 1Y Acad AP	7JQ-00038	32
SQL server Enterprise Core ALng LSA OLV 2L E 1Y Acad AP	9EM-00815	2

All the licenses should be installed without impacting existing users and seamless transfer to new licenses automatically without any Manual intervention.

- 2)** Bidder should help to enable and configure all features that come with Microsoft 365 A3 and Microsoft Defender for Identity.
- Office 365 (Online and Offline)
 - Windows 11 Education upgrade
 - Enterprise Management Suite
 - Microsoft Defender for Identity
- 3)** Some detailed SOW are as follows: -
- Microsoft Entra AD setup and integration with on campus AD.**
Integration part completed, support only for technical issues.
 - Intune Setup: -**
 - BYOD Device Intune Enrolment for Personal System (Of OS windows, MAC and Linux).
 - With no wipe option
 - For Windows Home to Education Version upgradation.
 - Automatically distribute and install essential BYOD software.(like office 365, AV)
 - Allow students to remove the device from Intune.
 - Allow students the ability to 'factory reset, a lost or stolen device. (Not from admin)

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- Provide limited system information to ICT services like device name, serial number, model, OS version etc.
- Deboarding by admin after passing out and removing OS licenses.
- Institute owned Device Enrolment with Intune (for OS like windows, MAC and Linux)
 - Above all features + full control by admin.
 - Windows update push or sync centrally.
- Policy for Conditional access
 - For windows at least one antivirus should be present on any system which may be Windows Defender and System firewall should be on then only allow access to cloud applications like office 365 and if possible, on prime solution also.
- c. **Microsoft Defender Setup for Endpoints as we have licenses for windows and MAC and also for Cloud Apps.**
- d. **Microsoft Defender for Identity**
 - Deploy Defender for Identity to deliver a modern identity threat detection (ITDR) solution across hybrid environments
 - Install sensors in on prime AD for integration.

We need the policy configuration only along with 10-15 system implementation rest of the things we will take care of by us. And all the tasks can be carried out through online also.

4) The bidder/OEM must provide technical support for all features of supplied licenses as and when required.

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Annexure-6

BIDDER DETAILS FORM

1. Name of the firm
2. Name of the authorised person submitting the Bid "Shri/Smt/Ms.
3. Designation of the authorized person submitting the Bid...
4. Name, Designation, address and Mobile Number of alternate person
.....
.....
.....
5. Address of the firm
6. Tel no. with STD code (0) (Fax)
(R)
7. Mobile No. of the person submitting the Bid
8. E-mail of the person submitting the Bid
9. Organization's email ID
10. Website Address
11. Registration & incorporation particulars of the firm:
I) Private Limited
II) Public Limited
III) Any other — Please specify
12. Name of Director(s).....
13. Email id of Director(s)
14. Mobile Number of Director (s)
15. Bidder's bank, its address and current account number
16. Bid Document No. .../25-26 Dated: 10/07/2025
17. Permanent Income Tax number, Income Tax circle
.....
18. GST No.

Details of Documents to be sent along with Technical documents

1.	Copy of PAN	Yes/No
2.	Copy of GST Certificate	Yes/No
3.	Copy of MSME certificate, if applicable	Yes/No
4.	Copies of Last three years Balance Sheet or Certificate from CA/CA Firm as per the T&C	Yes/No
5.	Experience Certificates and Work orders	Yes/No
6.	Annexure – 1	Yes/No
7.	Annexure – 2	Yes/No
8.	Annexure – 3	Yes/No
9.	Annexure – 4	Yes/No
10.	Annexure – 5	Yes/No
11.	Annexure – 6	Yes/No
12.	Annexure – 7	Yes/No

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Annexure-7

UNDERTAKING

To
The Director
IIT Jodhpur
NH 62, Nagaur Road- Karwar, Jodhpur, Rajasthan-342030

Ref. Your Tender No.:

We, the undersigned have examined the above mentioned Tender Enquiry Document, including amendment / corrigendum (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver in conformity with your above referred document for the sum as shown in the financial bid submitted herewith and made part of this bid. If our bid is accepted, we undertake to supply the items for which Contract has been concluded, in accordance with the delivery schedule specified.

We further confirm that, if our bid is accepted, we shall provide you with a Performance Security of required amount in an acceptable form as mentioned in your Tender in terms of, to be read with modification, if any.

We agree to keep our bid valid for acceptance as required in your Tender Document, read with modification, or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this bid up to the aforesaid period and this bid may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal Contract is executed, this bid read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any bid you may receive against your above- referred Limited tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by Central / State Govt. / Ministries / Departments.

We confirm that we fully agree to the terms and conditions specified in above mentioned Tender Enquiry Document, including amendment / corrigendum if any.

We hereby certify that if at any time, information furnished by us is proved to be false or incorrect, we are liable for any action as deemed fit by the purchaser in addition to forfeiture of the Bid Security / Performance Security.

Name: _____

Business Address: _____ Place: _____ Date: _____

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Annexure 8

DETAILS TO BE SUBMITTED
IN THE FINANCIAL BID

Sl No	Description of the Items(s)	Qty (Each)	Rate (in ₹)	Amount (in ₹)	GST %	GST Amount (in ₹)	Total Amount (in ₹)
(a)	Microsoft License Subscription (as per Annexure 5)		To be filled by the bidder	To be filled by the bidder	To be filled by the bidder	To be filled by the bidder	To be filled by the bidder
Total Amount (in INR)							To be filled by the bidder

Note:

1. The above details are to be filled by the bidder.
2. The same is to be submitted in the financial bid, if any bidder submit the same in technical bid then the firm will not be considered for evaluation.