

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH
GOREGAON (EAST), MUMBAI**

TENDER DOCUMENT FOR

**Renewal of Microsoft open value subscription (OVS) campus agreement
at IGIDR Campus, Mumbai**

NIT No: IGIDR/Tender/2022-23/CC/03 Date: 07.11.2022

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

Gen. A.K. Vaidya Marg, Film City Road, Santosh Nagar, Goregaon (EAST), MUMBAI-400065.

TELEPHONE: 022 6909 6200 / FAX: 022 6909 6399.

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI

Notice Inviting Tender

"NAME OF THE WORK: **Renewal of Microsoft open value subscription (OVS) campus agreement at INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON, MUMBAI – 400 065.**"

1. Institute invites sealed bids from reputed and authorised Microsoft partners for the following work:

Name of work (1)	EMD (2)	Contract Period (3)
Renewal of Microsoft open value subscription (OVS) campus agreement at IGIDR Campus, Mumbai	Rs 6,500/-	12 months

IGIDR reserves its right to award the work to the successful bidder.

2. Bidder must only submit Earnest Money Deposit of Rs 6,500/- along with the bid
3. The tender bids in two bid systems are invited through two separate Emails to tender@igidr.ac.in: "Email-1: EMD and Pre-Qualification/Technical Bid" and "Email-2: Financial bid". The email subject should be mentioned as- "Email-1: EMD & Prequalification/Technical Bid for renewal of Microsoft open value subscription (OVS) campus agreement at IGIDR Campus" and "Email-2: Financial Bid for Renewal of Microsoft open value subscription (OVS) campus agreement at IGIDR Campus " respectively. All the bid documents should be attached as a PDF document or zip file, and the financial bid file should be protected with a password.
4. Last date of submission of the Tender document shall be up to **3:00 PM on 8 December 2022**. No tender will be accepted after 3:00 PM on **8 December 2022** under any circumstances whatsoever.
5. The Institute reserves the right to reject any prospective application without assigning any reasons whatsoever.

REGISTRAR

SECTION-A

LETTER OF OFFER *

Date _____

The Registrar,
Indira Gandhi Institute of Development & Research,
Gen. A.K. Vaidya Marg, Filmcity Road,
Goregaon (East), Mumbai 400065.

Subject: Renewal of Microsoft open value subscription (OVS) campus agreement at IGIDR Campus,

Reference: NIT No: IGIDR/Tender/2022-23/CC/03

Date: 7.11.2022

Dear Sir,

With respect to your above mentioned tender, I / We hereby submit my / our tender in the required format along with Company Profile and supporting documents.

Should this tender be accepted, I/We hereby agree to abide by and fulfil the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the IGIDR the amount mentioned in the said Conditions.

I/We have deposited earnest money Rs 6,500/- through **NEFT/DD/BG/FDR or MSME certificate** to the IGIDR, which will not bear any interest.

Should I/We fail to execute the contract when called upon to do so. I/We do hereby agree that this sum shall be forfeited by me/us to the IGIDR.

I / We have carefully gone through the terms and conditions prescribed and I / We accept the same without any alterations/modifications.

Yours faithfully,

Signature

Name & seal of Contracting

Agency/firm/company

**To be printed on company Letterhead and scanned or Digitally signed pdf document*

SECTION-B

GENERAL INSTRUCTIONS TO TENDERER

Sealed tender should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065

1. If applicable Bidder has to submit Earnest Money Deposit of Rs. **6,500.00** through DD/FDR/BG/NEFT to "**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH**", Account No: **010220100010001**, IFS Code: **BKID0000102** , BRANCH NAME: **IGIDR** , BANK NAME : **BANK OF INDIA** and UTR NO with screenshot of the transaction should be included in the part of the tender document towards Earnest Money.
2. A tender which is not accompanied by EMD(if applicable) will not be considered. The EMD will be returned to the bidder if their tender is not accepted by the Institute but without Interest. The EMD paid by the successful bidder shall be held/encashed by the IGIDR as security for the execution and fulfilment of the contract. No interest shall be paid on this deposit.
3. **The bidders who are exempted from submission of EMD should submit a copy of certificate issued by Micro and Small Enterprises (MSME).**
4. The tender bids in two bid systems are invited through two separate Emails to tender@igidr.ac.in : "**Email-1: Pre-Qualification/Technical Bid**" and "**Email-2: Financial bid**". The subject of email should be mentioned as "**Email-1: Prequalification/Technical Bid for IT FM & AMC of Computers & Printers At IGIDR Campus**" and "**Email-2: Financial Bid for IT FM & AMC of Computers & Printers At IGIDR Campus**" respectively. All the bid documents should be attached as a PDF document or zip file.
5. **All the required documents should be scanned and merged either into a single PDF file or zipped into a single file and attached to the respective Emails. The Financial bid should be attached as a PDF document protected with a password and the password is to be shared at the time of the financial bid opening through online meeting. The vendor should keep their password securely with them and be required to give it only when asked in online meeting for financial bid openings. In case the bidder can NOT provide the password for the financial bid at the opening, then their bid shall be rejected.**
6. The bids will be received up to **03:00 PM on 8 December 2022**. Each copy of the tender document under their stamp and signature. No tender will be accepted after the due date under any circumstances whatsoever.
7. **The "Pre-qualification & Technical "Bid shall be opened by the tender opening committee on the next working day, 9 December 2022, at 11:30 AM** through the online meeting platform. The link of the meeting will be shared with participating bidders. In case the holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time.
8. **"Financial bid"** of only qualified bidders will be opened. The date of opening of the financial bid and link for the online meeting shall be informed by the institute to the qualified bidders. **The bidders should provide the password of the financial bid PDF file during the opening of the financial bid. In case the bidder can NOT provide the password for the financial bid at the opening, then their bid shall be rejected.**

9. The tender's bid shall remain valid for acceptance by the Institute for three months from the date of opening of the tender, which may be extended by mutual agreement, and the bidder shall not cancel or withdraw the bid during this period.
10. The bidder must use only the formats issued by the Institute to fill in the rates. Any addition/alteration in the text of the Tender form made by the bidder shall not be valid and be treated as null and void.
11. The Tender form must be filled in English. If any of the documents are missing or unsigned, the tender may be considered invalid by the Institute at its discretion.
12. Rates should be quoted both in figures and in words in the columns specified. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Institute's option. No advice whatsoever, especially on any change in rate specifications after the opening of the tender, will be entertained.
13. Each Page of the Tender Documents should be stamped and signed by the authorized person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General terms & conditions, specifications, special conditions of the contract, etc., as laid down. Any Tender with any of the documents not so signed will be rejected.
14. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
15. Bidder is advised to go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
16. The Institute does not bind itself to accept the lowest or any tender. It reserves the right to accept or reject any or all the Tenders, either in whole or in part, without assigning any reasons for doing so.
17. On receipt of intimation from the Institute of the acceptance of their tender, the successful vendor/contractor shall be bound to sign the formal contract /Purchase order and acknowledge the same within seven days as applicable.
18. Tender bids must include in their rates applicable GST and any other tax and duty or other levies in force levied by the Central Government or any State Government or Local Authority if applicable and inclusive of all charges.
19. The intending bidder can obtain any clarifications regarding the tender document, scope of work etc. if any from the office of the department **Computer Center, Mr Lingaraj Panda, Email: lingaraj@igidr.ac.in, Tel:6909 6548/581 Mobile:9967635444** on any Institute's working day (Monday to Friday).

I/We hereby declare that I/we have read and understood the above instructions and the same will remain binding upon me/us.

Place :

Signature of Bidder

Date :

With the seal of their company

SECTION 'C'
TERMS AND CONDITIONS

Upon the declaration of an intending vendor/bidder to be the Successful Bidder by the Institute, they shall be subject to the following terms and conditions that shall form part of the Formal Contract to be executed with the Institute.

1. The successful bidder shall not assign the sub-contract. In case of breach of these conditions, the IGIDR may serve a notice in writing on the Contractor rescinding the contract.

2. The successful bidder shall carry out all the work strictly in accordance with scope of work, technical specifications and as per detailed instructions of the Institute.

3. In all matters of dispute arising on the work, the matter shall be referred to **The Registrar, Indira Gandhi Institute of Development Research, Goregaon**, for a mutual decision.

4. **Arbitration Clause:** In the event that the Successful Bidder is not satisfied by the decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration in accordance with the provisions of arbitration and conciliation act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator, to be appointed by the Institute. The place of arbitration shall be Mumbai and any award whether interim or final, shall be made, and shall be deemed for all purposes between the parties to be made in Mumbai. The arbitration proceedings shall be conducted in the English language and any award or awards shall be rendered in the English language. The procedural law of the arbitration shall be the Indian law. The award of the arbitral tribunal shall be final, conclusive and binding upon the Successful Bidder and the Institute.

5. **Payment Terms:**

Payment shall be made to the supplier after successful delivery of materials/license within 15 days of submission of the certified invoice along with supporting documents (Delivery challan etc).

6. **Penalty:**

If the selected firm fails to deliver the service, a penalty to such effect would be charged. IGIDR reserves the right to forfeit the security deposit if any.

7. **Renewal Period**

Initially, the license renewal period shall be for **1 year** however it can be extended for further **02 years** based on a yearly basis on the same rates, terms & conditions. Additional FTE counts if any will be taken into consideration each year, and the charges for the same will be incorporated

into the renewal price. The renewal period will start from the date of the start of the PO/Signing of the agreement for the successful bidder/OEM.

I/We hereby declare that I/we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between I/us and the Institute. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place :

Signature of Bidder

Date :

With the seal of their company

SECTION-'D'

PRE-QUALIFICATION CRITERIA

Pre-Qualification Documents to be submitted by Bidder along with Pre-qualification Bid:

Eligibility for Bidders

The Agencies that fulfil the following requirements shall be eligible to apply:

- a) Copy of Registration of Certificate of Incorporation of company or Registration under Shop and Establishment Act or Partnership deed or Affidavit.
- b) Copy of Registration of Goods & Service Tax and PAN
- c) Microsoft authorization certificate /letter
- d) Submit copies of the audited Balance Sheets and Profit & Loss account statements /CA Certificate for the last three years of turnover (i.e., FY 2019-20, FY 2020-21 and FY 2021-22).
- e) The bidder should not be blacklisted by any Govt. organization /PSU during the last 3 years. A declaration certificate to this effect is to be submitted as per the format given in Annexure-A.

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice for the purpose. All documentary proof must be listed on the **letterhead (refer annexure-D)** of the company, to be submitted along with the qualification bid duly stamped and signed by the authorized person of the agency.

- **Information to be furnished by the bidder: (as per annexure-C)**

SECTION-'E'

Technical Bid

NIT No: IGIDR/Tender/2022-23/CC/03

IGIDR is deemed to be university and an advanced research institute established by the Reserve Bank of India. It is spread across 14 Acres of land, and the entire campus is inter-connected with Local Area Network, WiFi, desktops, laptops, and mobile devices. The users (Faculty / Non-academic staff/students) access various standard, proprietary mathematical and statistical software on Windows 10/11 & MAC OS based desktops, laptops and windows 2012/16 and Linux servers.

IGIDR invites sealed quotations from the authorised Microsoft partner for the Microsoft OVS license agreement. The requirement BOQ details are given below in this document.

Part Number	Product Description (One year subscription for all the components given below)	Quantity Ordered
6VC-01522	Microsoft®WinRmtDsktpSvcCAL AllLng License/SoftwareAssurancePack Academic OLV 1License LevelE AdditionalProduct DvcCAL	60
9EA-00314	Microsoft®WindowsServerDCCore AllLng License/SoftwareAssurancePack Academic OLV 2Licenses LevelE AdditionalProduct CoreLic	8
KW5-00359	Microsoft®WINEDUperDVC AllLng Upgrade/SoftwareAssurancePack Academic OLV 1License LevelE Enterprise	60
3LN-00001	Microsoft®IntuneOpen ShrdSvr AllLngMonthlySubscriptions-VolumeLicense Academic OLV 1License LevelE AdditionalProduct Faculty	60
S3Y-00001	Microsoft®O365ProPlusOpenforFaculty ShrdSvr AllLng MonthlySubscriptions-VolumeLicense Academic OLV 1License LevelE AdditionalProduct	60
S2Y-00002	Microsoft®O365ProPlusOpenforStudents ShrdSvr AllLng MonthlySubscriptions-VolumeLicense Academic OLV 1License NoLevel Student STUUseBnft	2000

SECTION-'G'

Financial Bid

(To be submitted on company/Firms Letterhead with sign and stamp)

NIT No: IGIDR/Tender/2022-23/CC/03

The below mentioned Financial Proposal/Commercial bid format is provided as BoQ for Microsoft OVS license along with this tender document :

Part Number	Product Description (One year subscription for all the components given below)	Quantity Ordered	Unit Price	Total Amount
6VC-01522	Microsoft@WinRmtDsktpSvcCAL AllLng License/SoftwareAssurancePack Academic OLV 1License LevelE AdditionalProduct DvcCAL	60		
9EA-00314	Microsoft@WindowsServerDCCore AllLng License/SoftwareAssurancePack Academic OLV 2Licenses LevelE AdditionalProduct CoreLic	8		
KW5-00359	Microsoft@WINEDUperDVC AllLng Upgrade/SoftwareAssurancePack Academic OLV 1License LevelE Enterprise	60		
3LN-00001	Microsoft@IntuneOpen ShrdSvr AllLngMonthlySubscriptions-VolumeLicense Academic OLV 1License LevelE AdditionalProduct Faculty	60		
S3Y-00001	Microsoft@O365ProPlusOpenforFaculty ShrdSvr AllLng MonthlySubscriptions-VolumeLicense Academic OLV 1License LevelE AdditionalProduct	60		
S2Y-00002	Microsoft@O365ProPlusOpenforStudents ShrdSvr AllLng MonthlySubscriptions-VolumeLicense Academic OLV 1License NoLevel Student STUUseBnft	2000		
			Sub Total	
			GST%	
			Total with GST	

Total Amount in Words:

Date:

Sign & Stamp

Annexure - A

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD
WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION
UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT**

To,
The Registrar
Indira Gandhi Institute of Development Research
Film City Road, Santosh Nagar,
Goregaon (East),
Mumbai – 400 065.

We hereby confirm and declare that we, M/s -----, is not blacklisted/
De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/
or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5
years.

For M/s _____

Authorized Signatory

Date:

**To be submitted on company letterhead duly signed and stamped on it.*

Annexure - B

FORMAT FOR PERFORMANCE BANK GUARANTEE (PBG)

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred)
(TO BE ESTABLISHED THROUGH ANY OF THE NATIONALISED COMMERCIAL BANKS (WHETHER SITUATED AT Mumbai OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT Mumbai)

To, The Registrar, Indira Gandhi Institute of Development Research, Goregaon East, Mumbai-400065

LETTER OF GUARANTEE

WHEREAS for Indira Gandhi Institute of Development Research(IGIDR), Goregaon East, Mumbai-400065 (Buyer) has invited tender vide Tender NIT ...

dated, for procurement of "..... " Indira Gandhi Institute of Development Research, Goregaon East, Mumbai-400065

AND WHEREAS the said tender document requires that eligible successful bidder (seller)..... wishing to supply the Item(s) etc. in response thereto shall establish an irrevocable Performance Bank Guarantee in favour of Indira Gandhi Institute of Development Research, Goregaon East, Mumbai-400065" in the form of Bank Guarantee for Rs

..... (--% of the contract value) and the Performance Bank Guarantee shall remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations of the seller, including warranty and AMC obligations from the date of issue of Performance Bank Guarantee and the eligible successful bidder (the seller) shall submit the same within 15 (Fifteen) days from the date of Award of Contract. NOW THIS BANK HEREBY GUARANTEES that in the event of the said bidder (seller) fails to abide by any of the conditions referred to in the tender document / Award of Contract/performance of the equipment/machinery, etc. this Bank shall pay to Indira Gandhi Institute of Development Research, Goregaon East, Mumbai-400065 on demand and without protest or demur Rs(Rupees.).

This Bank further agrees that the decision of IGIDR (Buyer) as to whether the said bidder (Seller) has committed a breach of any of the conditions referred in tender document / Award of Contract shall be final and binding. We, (name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the bidder (Seller) and IGIDR (Buyer).

Notwithstanding anything contained herein: 1. Our liability under this Bank Guarantee shall not exceed Rs.(Indian Rupees only). 2. This Bank Guarantee shall be valid up to (date) and 3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if IGIDR serves upon us a written claim or demand on or before.....(date). This Bank further agrees that the claims if any, against this Bank Guarantee, shall be enforceable at our branch office at situated at..... (Address of the local branch).

Yours

Truly,

Signature and seal of the guarantor:

Name of Bank:

Address

Annexure - C

Sr. No.	Item	Information to be filled by Bidder
1	Name of the bidder	
2.	Address	
2	Telephone Number: Office: Mobile Number of contact person/account manager Fax No. E-Mail Address-	
3	Details of Registration (number & date)	
4	Month and Year in which the firm/company was formed/ incorporated.	
5	Type of organisation (Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc.)	
6	Enclose a copy of the partnership deed, Articles of Association or Affidavit (in the case of the firm)	
7	Average Annual Turnover of Last Three Financial Year (attached audited balance sheet & profit & Loss account)	FY 2021-22..... FY 2020-21..... FY 2019-20.....
8	NEFT BANK DETAILS	

Annexure - D

Checklist of Documents to be submitted

Please attach the following documents only and put a tick mark against the corresponding item on the list and submit it as the First page along with other tender documents.

1	EMD (DD/FD/BG/UTR details in case of NEFT) or copy of MSME certificate	
2	Offer letter on your company letterhead with stamp and sign	
3	Copy of Registration of Firm Certificate of Incorporation of company or Partnership deed.	
4	Copy of Registration of Goods & Service Tax and PAN	
5	Copy of last 3 years audited balance sheet and profit loss account only. if asked in Pre Qualification (PQ)	
6	OEM certificate/ authorization letter related to the tender	
7	Reference Purchase order / Work order copy of clients for similar work if asked in PQ	
8	Declaration certificate (not blacklisted) as per Annexure -A	
9	Stamped/Signed copy of this tender document	
10	Technical bid documents with stamp and sign, product data sheets wherever applicable	
11	Company profile and client list , Certification (ISO Certification) , if any Copies to be attached.	
12	Financial bid on company letterhead with stamp and sign enclosed in separate E-mail /envelope as per general instruction in the tender.	

Sign & Stamp