

**Indira Gandhi Institute of Development Research  
An Advanced Research Institute established by the Reserve Bank of  
India  
(Deemed to be University)**



Telephone : 022 – 2841 6548  
FAX : 022 – 2840 2752

Address : Gen.A.K.Vaidya Marg  
Film City Road, Goregaon ( E )  
Mumbai : 400 065

Email : [lingaraj@igidr.ac.in](mailto:lingaraj@igidr.ac.in)

Website : <http://www.igidr.ac.in>

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**TENDER FOR  
Renewal of Microsoft open value subscription (OVS)  
campus agreement at**

**IGIDR, MUMBAI**

**NIT No: IGIDR/Tender/ 2019-20/CC/08**

**TENDER DOCUMENT**

**AT**

Indira Gandhi Institute of Development Research  
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Gen .A.K.Vaidya Marg, Film City Road, Mumbai : 400 065.



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## NOTICE INVITING TENDER (NIT)

### FOR

#### **Renewal of Microsoft open value subscription (OVS) campus agreement at IGIDR.**

Sealed Tenders are invited by IGIDR (in two bid Systems) from reputed firms for the following .

Sr No.	Description of Items	Period of Contract	EMD
1.	<b>Renewal of Microsoft open value subscription (OVS) campus agreement</b>	1 year	Rs 6,000/-

- I. Tender Documents with detail terms & conditions can be downloaded from our website: <http://www.igidr.ac.in/igidr-tenders/>
- II. All the details/document pertaining to the tender such as tender document, corrigendum and any further updates will be available only on our website.
- III. Bids/Quotations may be submitted directly by the OEM or their Authorized distributors/Dealers/Resellers/Channel Partners with proof of authorization from OEM.

**IGIDR shall not be responsible for non-receipt bid due any other reasons.**  
***For any issues related to tender please contact Computer Center, Tel: 022 – 2841 6548 / 580 [Email:lingaraj@igidr.ac.in](mailto:lingaraj@igidr.ac.in)***

**Registrar**

BIDDING DOCUMENTS FOR FM and AMC

Chapter 1	Schedule of Tendering
Chapter 2	Letter of offer cum acceptance
Chapter 3	Instructions to tenderers
Chapter 4	Terms and Conditions
Chapter 5	Pre-Qualification and Technical Bid.
Chapter 6	Financial Bid
	Annexure

CHAPTER- 1  
Schedule of Tendering:

Sl. No.	Event	Date and Time/ Remarks
01	Down loading of Tender document from website	<a href="http://www.igidr.ac.in/igidr-tendors/">http://www.igidr.ac.in/igidr-tendors/</a>
02	Last date & Time of Submission of Bids (Technical and Price Bid)	<b>16 September, 2019 up to 03.00PM(IST)</b> Please refer tender Terms at IGIDR
03	Opening of Technical Bids	<b>16 September, 2019 at 03.30 PM, (IST)</b>
04	All the communications with respect to the tender shall be addressed to:	Registrar, Indira Gandhi Institute of Development and Research, Gen.A.K.Vaidya Marg, Film City Road, Santosh Nagar, Goregaon (East), Mumbai : 400 065.
05	FOR TAKING ASSISTANCE, IF ANY	Website: <a href="http://www.igidr.ac.in/igidr-tendors/">http://www.igidr.ac.in/igidr-tendors/</a> Contact Computer Center, Tel: 022 – 2841 6548 / 580 <a href="mailto:lingaraj@igidr.ac.in">Email:lingaraj@igidr.ac.in</a>

CHAPTER-2  
Letter of offer cum acceptance

Date \_\_\_\_\_

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

**Subject:** Tender for Renewal of Microsoft open value subscription (OVS) campus agreement at IGIDR.

Reference: NIT . . . . . Dated . . . . .

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 fulfill 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 DD/BG as an earnest money 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 in to without any alterations / modifications.

Yours faithfully,

**Signature**

Name & seal of Contracting

Agency/firm/company

## **CHAPTER-3**

### Instructions to Tenderers

Sealed Tenders should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065 and superscripted "**Tender for Renewal of Microsoft open value subscription (OVS) campus agreement at IGIDR.**" at Indira Gandhi Institute of Development Research, Gen. A.K.Vaidya Marg, Santosh Nagar, Goregaon (E) Mumbai-400065.

1. The tender to reach his office not later than **3:00 PM on 16 September 2019** along with an Earnest Money of deposit **Rs. 6,000.00** by Demand Draft/Bank Guarantee drawn in favour of Indira Gandhi Institute of Development Research, of a Scheduled Bank.
2. Tender in sealed envelope, supported by prescribed annexure; EMD, Technical bid & financial bid shall be placed in separate sealed envelopes each marked as "**Envelope-1: EMD**", "**Envelope-2: Pre-qualification & Technical Bid**", "**Envelope-3: Financial bid**" respectively. All three envelopes shall be submitted together in another sealed envelope endorsed "**Tender for Renewal of Microsoft open value subscription (OVS) campus agreement at IGIDR.**". The bid will be received up to **3:00 PM on 16 September 2019**. No tender will be accepted after **3:00 PM on 16 September, 2019** under any circumstances whatsoever.
3. The envelopes Marked "EMD, Pre-qualification & Technical Bid" of tender shall be opened at 3:30 PM on the same date at the office of the Registrar, Indira Gandhi Institute of Development Research, Goregaon, Mumbai, or his authorized representative in his office in the presence of the tenderer's or their representatives should they choose to be present.
4. Financial bid will be opened for the technically qualified bidders only. The date of opening of financial bid shall be informed by institute later on.
5. Tender shall remain valid for acceptance by the Institute for a period of **Four months** from the date of opening of the tender which period may be extended by mutual agreement and the tenderer shall not cancel or withdraw the tender during this period.
6. The bidder must use only the forms 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 shall be treated as null and void.
7. Rates should be quoted both in figures and in words in columns as specified. All erasures and alterations made while filling the tender must be attested by initials of the bidder. 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.
8. **Each Page of the Tender Document should be signed by the person or persons of the company submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of contract. General specifications, Special Conditions, etc. as laid down. Any tender with any of the documents not so signed will be rejected.**

9. The Earnest Money deposit of **Rs. 6,000.00** by a Demand Draft/ Bank Guarantee issued by a Schedule Bank drawn in favor of Indira Gandhi Institute of Development Research, Mumbai shall only be accepted by the Institute. A tender which is not accompanied by EMD i.e. demand draft/ Bank Guarantee will not be considered. The EMD will be returned to the bidder if his 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 execution and fulfillment of the contract. No interest shall be paid on this deposit.
10. The firm who are exempted from submission of EMD bidders should submit the copy of certificate issued by Micro and Small Enterprises (MSEs)/NSIC or are registered with the Central Purchase for exemption of EMD Organisation along with bid.
11. Indira Gandhi Institute of Development Research reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so. Indira Gandhi Institute of Development Research also reserves the right to divide the order between two or more bidders and the Vendor shall carry out even the part orders for various items.
12. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
13. Bidder is advised to go through the tender advertisement and the tender document carefully to understand the documents required to be submitted was the part of the bid.
14. Period of validity of the tender will be for 120 days.
15. The rates quoted shall include all charges for repair, packing, transport, loading, unloading etc and delivery at site. The rates shall also be firm and shall not be subject to exchange variations, labour conditions, fluctuations in railway freights or any conditions whatsoever.

## CHAPTER- 4

### TERMS AND CONDITIONS

The tender shall be submitted in accordance with the following terms and condition and any tender not confirming to the same as under is liable to be rejected. These instructions shall form the part of the tender and the contract.

1. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulate any condition of his own, such conditional tender is liable to be rejected.
2. IGIDR reserves the right to reject any tender/bid wholly or partly without assigning any reason.
3. The Technical Committee constituted by the IGIDR shall have the right to verify the particulars furnished by the bidder independently.
4. Tenderer shall take into account all costs including repair, installation, commissioning, etc. for giving delivery of new /repaired material at site i.e. IGIDR Mumbai before quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.
5. The item should be delivered at IGIDR, Mumbai and the supplier shall be responsible for any damage during the transit of goods.
6. In case, 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. The IGIDR reserves the right to accept or reject any or all the tenders.
7. The bidders may submit duly filled and completed bidding document as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.

#### **8. Renewal Period**

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



same will be incorporated to the renewal price. The renewal period will start from the date of start of PO/Signing of the agreement for the successful bidder/OEM.

#### **9. Payment Terms:**

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

**10. Cancellation:** IGIDR reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof. In case of cancellation of order due to Non-compliance of the Terms and Conditions and Breach of the Contract, No compensation will be paid towards progress of order/procurement.

**11. Governing Law:** The order placed will be contract between the supplier and the buyer and shall be governed by the LAWS of India and under the contract shall be taken by the parties only in Mumbai, India to competent jurisdiction.

**12. Termination of Contract:** The institute may, by written notice to the Facilitator/Supplier, terminate the Contract in whole or in part at any time for its convenience and the extent to which performance of the Facilitator/Supplier under the Contract is completed.

The contract can be terminated any time by giving one month's notice to the party if the party's services rendered to IGIDR are unsatisfactory.

**13.** Indira Gandhi Institute of Development Research also reserves the right to divide the order between two or more bidders and the Vendor shall carry out even the part orders for various items whenever required..

#### **14. Force Majeure:**

“Force Majeure” means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions. If such situation arises, the firm shall promptly notify the Institute, in written of such condition and the cause thereof.

#### **15. Bid Evaluation Criterion**

All terms & conditions stipulated in the tender document shall be considered for selection of firm(s). However, L-1 firm(s) will be decided on the basis of the lowest value quoted for the items in the list. It is mandatory for all the participating bidders to

quote their unit rates for all the items as per the format and specifications indicated at the financial bid failing which the bids shall be considered as non responsive.

16. For any dispute, the place of jurisdiction shall be Mumbai, India only.

Note – Non-compliance of the above may disqualify your offer for consideration

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.

## CHAPTER - 5

### PRE-QUALIFICATION CRITERIA FOR TECHNICAL BID

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

#### Information of Bidder

<b>Registered Name of the Bidder</b>	
<b>Registered Address of the Bidder</b>	
<b>Name &amp; Designation of the Contact person</b>	
<b>Contact Details</b>	<b>Mobile:</b> <b>Email:</b>

1. Microsoft authorization certificate /letter
2. The bidder should be registered with the appropriate registration authorities. Copy of Registration of Firm in Shop & Establishment or Certificate of Incorporation to be submitted.
3. Copy of Registration of Goods & Service Tax and PAN
4. The bidder should not be black listed by any Govt. organization /PSU during last 3 years. A declaration certificate to this effect is to be submitted as per the format given **in Annexure-1.**

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 the purpose. All documentary proof must be listed on the letter pad of the company and enclosed in a cover, to be submitted along with the qualification bid (Envelope-2) duly stamped and signed by the authorized person of the bidder.

## CHAPTER - 6

### Financial BID

NIT No: IGIDR/Tender/ 2019-20/CC/08

**Work Name: Renewal of Microsoft open value subscription (OVS) campus agreement**

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		
			<b>Total</b>	

Total amount in words:

## Annexure -1

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: