

Enquiry No. IIITDMJ/P&S/2020-21/Enq./02

Date: 20/07/2020

Sub: Invitation of Tender/Quotation for the Supply of Microsoft 365 Education A3 (60 Nos.)

Sealed Tenders are invited by the Registrar, PDPM Indian Institute of Information Technology, Design & Manufacturing Jabalpur for Supply of Microsoft 365 Education A3 (60 Nos.). Specifications at Annexure - I

The tender No., closing and opening date of received quotations are as follows:

Tender No. IIITDMJ/P&S/2019-20/Enq/02	Dated : 20/07/2020
Closing Date & Time: 27/07/2020 03.00PM	
Date & Time of opening of Tender:	

General Terms and Conditions:

1. Sealed pack quotations are invited from reputed suppliers capable of supplying in accordance with the specification.
2. Any certified distributor/supplier who has authorized distributor and service center.
3. **The bid: should be:**
(a) Techno Commercial Bid: Consisting of technical details & prices complying with the required technical specifications mentioned in Annexure.
4. **Rates:-** Rates quoted should be in Indian Rupees(INR) on FOR destination at PDPM-IIITDM, Jabalpur on **DOOR Delivery basis**, inclusive of all the charges, with break up as:-
 - (i) Basic cost
 - (ii) Installation charges (if any)
 - (iii) GST @ 5% (Ministry of Finance, Notification No. 47/2017-Integrated Tax Rate)
 - (iv) Total FOR at IIIT, Jabalpur**Note:- If the breakup is not given, it will be assumed that the quoted rates include all admissible taxes, transportation charges and installation charges.**
5. Only one specific model/make of the quoted item should be mentioned. No option should be given. Quoting of option will lead to technically disqualification.
6. PDPM-IIITDM, Jabalpur is registered with DSIR, Govt. of India (Custom Duty Notification No. 51/96-Custom dt:- 23rd July 1996 and Central Excise Duty

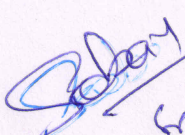
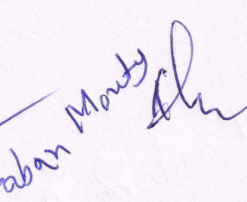
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Notification no. 10/97-Central Excise Dt: 1st March 1997) and it therefore, exempted from Excise Duty and partial exempted from Custom duty. Exemption certificate of the same shall be issued, to successful bidder if needed.

7. Institute is liable to pay only GST 5% as per Ministry of Finance, Notification No. 47/2017-Integrated Tax (Rate), 45/2017-Central Tax (Rate) dated 14.11.2017
8. 100% Payment will be released after delivery and satisfactory installation/ inspection report and training of the use of equipment, if required.
9. The bidder must provide complete bank details of their firm along with tender document.
10. Validity of quotation should be minimum 90 days from the date of opening of quotation. The overall offer for the assignment and tenderer(s) quoted price shall remain unchanged during the period of validity. If the tenderer quotes the validity shorter than the required period, the same shall 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 and conditions etc. of their original tender.

11. The bidder shall submit one 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.
12. The bidder shall quote specific make/model, incorporated of words like similar/equivalent/latest/better/OEM will be treated as ambiguous and tender will be rejected.
13. In case the supplied item(s) supplied has deviation(s), and is/are accepted by the Institute, amount proportionate to deviation as decided by the Institute would be deducted. In case it is found at a later stage that the items internal structure/specification do not conform with the specification in the tender document, bank guarantee will be forfeited and the firm/supplier will be liable to be blacklisted for participating in future tender process for at least one year.


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14. **Delivery Period:** Delivery of all the items should be completed within 2 weeks from the date of receipt of firm order.
15. **Penalty for delayed Delivery:**
In the event of delayed delivery, Installation & Commissioning i.e. after the expiry of the period as mentioned in P.O., the vendor shall be liable for a penalty deduction at a percentage of the value of the undelivered equipment subject to a maximum of 7.5% as detailed below:
@ 1% up to one week;
@ 2.5% up to two weeks;
@ 5% up to three weeks;
@ 7.5% for four weeks and above
For the purpose of this clause, part of the week is considered as a full week.
16. The quotations should be completed in all respects and cover the cost for the materials of the exact specification and descriptions of the stores as per the Annexure-I, otherwise the same shall be ignored.
17. **Authorization Certificate:** The supplier should be an **Authorized Education Partner (AEP)** and has to submit authorized Certificate issued by their principal, against the item quoted.

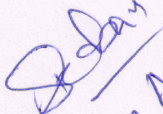
Partner should have 1 successful A3 Academic deployed customer.


18. **Warranty/Guarantee:** Bid should be quoted with One (01) year comprehensive on-site warranty/guarantee and will start from the date of satisfactory installation/commissioning of item, against any defect of manufacturing, workmanship and poor quality of components supplied item. During warranty/guarantee period the purchaser will not bear the cost of the item (s), which may come as replacement of the original stores or spares as a result of faults noticed at the time of inspection during the warranty period. The Seller/Local Agent is required to eliminate the fault(s) occurring during the Warranty period without delay by improvement or replacement as may be necessary, at their own cost. During warrantee period, the supplier should ensure a maximum downtime of 48 hours from the date/time of the complaint lodge about the item. The supplier must provide after sales service facility on site during warrantee period.

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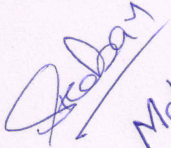
19. **Inspection & Testing:** Goods will be inspected by the purchaser at his end. Goods rejected on inspection will be replaced by the supplier of cost and all charges for collection and delivery of the same to the Purchaser will be on suppliers account.
20. Any attempt of negotiations direct or indirect on the part of the tenderer with authority to whom he has submitted the tender unless called by the competent authority or any endeavor to secure any interest for an actual or prospective tenderer or to influence by any means, the acceptance of particular tender will render the tender liable to exclusion form consideration.
21. The Institute reserves the right to reject any or all bids without specifying any reasons thereof.
22. All disputes/arbitration should be within the jurisdiction of Jabalpur
23. Kindly enclose pamphlet/brochure of the company along with the quotation showing complete details, technical specifications and quality of the items.
24. Sealed quotation, mentioning "Tender No. IIITDMJ/P&S/2020-21/Enq./02 at the top of the envelop, should reach on or before 3.00 PM on 27/07/2020 to the Registrar PDPM-IIITDM Jabalpur, Dumna Airport Road, Jabalpur (M.P.) Pin-482005.
25. Techno Commercial bid will be opened at **4.00 PM** same day (27/07/2020) in case of holiday, techno commercial bid will be opened at the same time on next working day.

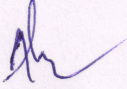

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Annexure – I

SNo	Product	Qty
1.	Microsoft 365 A3 for faculty 9c584cf1-8326-4ff4-8a23-0a833ddbcab0 Academic (1 Year Subscription)	60
	Office 365 A3 for students (2000 No's)	


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