



भारतीय प्रबंध संस्थान रायपुर
Indian Institute of Management Raipur

Tender No. IIMR/Tender/2021/15
Date: 18/01/2021

**Notice Inviting Tender
for
"Supply / Subscription of
Microsoft Software Subscription Microsoft Cloud Campus
Agreement (Academic/Educational)"**

(Tender No. IIMR/Tender/2021/15, Date 20/01/2021)

IIM Raipur,
Atal Nagar, Kurru (Abhanpur), Raipur 493661,
Tel: 0771-2474-609/610/702/705
caooffice@iimraipur.ac.in, itdept@iimraipur.ac.in

Contact Person Name:

- Mr.Shakib Ahmed, Asst.System Manager (IT Department) : 0771-2474-610/609
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For and on behalf of IIM Raipur

CAO, IIM Raipur



NOTICE INVITING TENDER

Online bids under Two-Cover system are invited on behalf of IIM RAIPUR from experienced, interested and competent suppliers / service provider for the following services: -

S.No	Particulars	Details
1.	Work / Service	Supply / Subscription of Microsoft Software Subscription Microsoft Cloud Campus Agreement (Academic / Educational) as per the specification / technical details as mentioned below.
2.	Technical Bid	Annexure A
3.	Financial Bid	Annexure B
4.	Estimated Cost	3.60 Lakhs plus taxes
5.	Cost of Tender (Non- Refundable)	Rs.500.00 plus 18 % GST = Total Rs 590.00 (Rupee Five Hundred Ninety Only including GST) *Exempted
6.	Earnest Money Deposit	Rs 11,000/- (Rupee Eleven Thousand Only) *Exempted
7.	Last date of Bid submission	11.02.2021 @ 03:30 PM
8.	Tender Opening Date	11.02.2021 @ 03:35 PM
9.	Pre bid query	Bidders are requested to send their pre-bid queries on or before 31.01.2021 through email on itdept@iimraipur.ac.in and caoffice@iimraipur.ac.in - mention subject name- Prebid query & tender no. IIMR/Tender/2021/15 dt.20.01.2021. After due date no queries will be entertained further. Replies to the queries will be made and to be uploaded on e-wizard portal and institute website on or before 02.02.2021.
10.	Delivery Period	Within 15 days from date of Work Order/LOA

Note: *EMD (in the form of DD only in favour of IIM Raipur, payable at Raipur (in original) in the Office of the CAO on or before the last date and time of opening of bid submission; failing which the tender shall be summarily rejected (No other document has to be submitted separately). Exemption in tender fee & EMD may be allowed for NSIC/MSME Vendor (Certificate must be uploaded online for exemption).

1. The details of work are available in the tender document which can be downloaded from website www.iimraipur.ac.in and e-Wizard site mhrd.euniwizarde.com and the bid is to be submitted online only on **e-Wizard site mhrd.euniwizarde.com** upto last date and time of submission of tender. Sale of physical tender document is not applicable.
2. The prospective bidder shall fulfil the following minimum eligibility criteria:
 - i. The bidder should be registered with any Govt. Depts i.e., Central Govt./ State Govt./ PSU OR Registered under MSME/NSIC OR registered under Shop & Establishment Act/ Companies Act.
 - ii. Avg. Annual Turn Over of firm for the last three FYs should be 25 Lakh or more.
 - iii. The bidder must be registered under GST Registration.
 - iv. Undertaking on letter head as per Annexure "C".
 - v. Tender Fee of Rs.590/- and EMD of Rs. 11,000/- in form of Demand Draft in Favor of Indian Institute of Management Raipur payable at Raipur
 - vi. Seal and sign of each page of the Tender document.
 - vii. Compliance to min. required Technical details / Specification in Scope of Work Technical Bid /Scope of Work as "Annexure-A".
 - viii. The bidder should have a valid Authorization letter issued by Microsoft to Authorized Distributors/ Partners/ Dealers for participating in tender to sale their product under Academic / Educational license.



- The details/ information regarding online tendering i.e. Registration on e-Wizard Portal, Preparation of Bid and Submission of bid are available in the tender document.** IIM RAIPUR reserves the right to reject any or all tenders and shall not be bound to assign any reason for such rejection.

CAO, IIM Raipur



Instruction to Bidders

e-Procurement is the complete process of e-Tendering from publishing of tenders online, inviting online bids, evaluation and award of contract using the system. You may keep a watch of the tenders floated under <https://mhrd.euniwizarde.com>. The link of e-procurement portal is also given on our official portal i.e. www.iimraipur.ac.in under TENDER TAB.

These will invite for online Bids. Bidder Enrolment can be done using "**Online Bidder Enrolment**".

The instructions given below are meant to assist the bidders in registering on the e-tender Portal, and submitting their bid online on the e-tendering portal as per uploaded bid.

More information useful for submitting online bids on the e Nivida Portal may be obtained at: <https://mhrd.euniwizarde.com>

GUIDELINES FOR REGISTRATION:

1. Bidders are required to enrol on the e-Procurement Portal (<https://mhrd.euniwizarde.com/bidderRegistration/newRegistration>) or click on the link "**Bidder Enrolment**" available on the home page of e-tender Portal by paying the Registration fee of Rs.2000/-+Applicable GST.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidders.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (**Only Class III Certificates with signing + encryption key usage**) issued by any Certifying Authority recognized by CCA India (e.g. Capricorn/ nCode / eMudhra etc.), with their profile.
5. Only valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded in pdf format on e-tender portal.
8. After completion of registration payment, bidders need to send their



acknowledgement copy on our help desk mail id helpdeskeuniwizarde@gmail.com /for activation of account.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.
2. Once the bidders have selected the tenders they are interested in, you can pay the Tender fee and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective 'requested' Tab. This would enable the e- tender Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid Original documents may be scanned with 100 dpi with Colour option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST, Annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" available to them to upload such documents.
5. These documents may be directly submitted from the "My Documents" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process. Already uploaded documents in this section will be displayed. Click "New" to upload new documents.

SUBMISSION OF BIDS

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by IIM.



3. Bidder has to select the payment option as "e-payment" to pay the tender fee / EMD as applicable and enter details of the instrument.
4. In case of BG bidder should prepare the BG as per the instructions specified in the tender document. The BG in original should be posted/couriered/given in person to the concerned official before the Online Opening of Financial Bid. In case of non-receipt of BG amount in original by the said time, the uploaded bid will be summarily rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bid click "Complete" (i.e. after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
9. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

For any clarification in using MHRD Portal:

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the Helpdesk Support.

Please feel free to contact MHRD Helpdesk (as given below) for any query related to e-tendering.

Phone No. 011-49606060/9355030620/8448288985/8448288981

**Mail id: - helpdeskeuniwizarde@gmail.com/ewizardsaikat.pal@gmail.com /
ewizardkumar@gmail.com**



A) Offline Submission

DD towards Tender fee and EMD shall be submitted offline (i.e. physically) in separate sealed envelope bearing on the top the reference of the Tender specification to **"Chief Administrative Officer, Indian Institute of Management Raipur, Atal Nagar, Kurru (Abhanpur), Raipur 493 661, India"** on or before the due date & time of submission as per TENDER.

If any discrepancy is found between Hard Copies of the offline submitted document viz. DD towards cost of bid document & DD/ BG towards Bid Security, then the online bid shall be liable for rejection.

1.1 BID OPENING AND EVALUATION

1.1.1 The Institute will open the online bids received upto last date & time of submission of bid in the presence of the bidders/ bidders' representatives who choose to attend at the time, date and place specified in the TENDER. In the event of the specified date for the submission of bids being declared a holiday for the Institute, the Bids will be opened at the specified time and location on the next working day.

1.1.2 Initially, the 'TECHNICAL BID' shall be opened consisting of online and offline submissions and the 'Price Bid' of only those bidders whose TECHNICAL BID is acceptable to the Employer shall be opened online subsequently.

The date, time and place of opening of financial bids shall be informed through above mentioned web site to the bidders whose TECHNICAL BIDs are found responsive. Tenderer or their representative may choose to attend opening of online financial bids.

2.0 ELIGIBILITY CRITERIA

2.1 The bidders must fulfill the following minimum Qualifying Criteria: -

- i. The bidder should be registered with any Govt. Depts i.e., Central Govt./ State Govt./ PSU OR Registered under MSME/NSIC OR registered under Shop & Establishment Act/ Companies Act.
- ii. Annual Turn Over of firm for the last three FYs should be 25 Lakh or more.
- iii. The bidder must be registered under GST Registration.
- iv. Undertaking on letter head as per Annexure "C".
- v. Tender Fee of Rs. 590/- and EMD of Rs. 11,000/- in form of Demand Draft in Favor of Indian Institute of Management Raipur payable at Raipur.
- vi. Seal and sign of each page of the Tender document.
- vii. Compliance to min. required Technical details / Specification in Scope of Work Scope of work /Technical Bid as "Annexure-A".
- viii. The bidder should have a valid Authorization letter issued by Microsoft to Authorized Distributors/ Partners/ Dealers for participating in tender to sale their product under Academic / Educational license.



3.0 DOCUMENT TO BE SUBMITTED WITH TECHNICAL BID

The bidder shall furnish legible Scanned Copies for documentary proof as below for fulfilling eligibility criteria as above failing which his offer shall be summarily rejected. Illegible documents shall not be considered for evaluation of bid.

- i. Scanned Copy of registration certificate with any Govt. Depts i.e., Central Govt./ State Govt./ PSU OR MSEs OR Shop & Establishment Act/ Companies Act
- ii. Scanned Copy of **GST** registration certificate.
- iii. Scanned Copy of the CA certified FYs wise Turn Over Certificate
- iv. Scanned copy of Duly signed & stamped all pages of Tender documents as a mark of your acceptance.
- v. Scanned copy of Undertaking as per Annexure "C"
- vi. Scanned copy of EMD and in case of Exemption the bidder should submit scanned copy of the exemption certificate.
- vii. Scanned copy of Tender Fee and in case of Exemption the bidder should submit scanned copy of the exemption certificate.
- viii. Scanned copy for the Compliance to min. required Technical details / Specification as mentioned in Scope of Work / Technical Bid as "Annexure-A".
- ix. Scanned copy of Authorization letter from Microsoft for Education Institute as per eligibility criteria.



TERMS & CONDITIONS

Submission of the tender implies that these conditions of tender have been read by the Tenderer and is aware of the scope of the supply and the quality of the goods/services to be supplied. The final acceptance of the tender rests with the Director of IIMR, who reserves the right to accept or reject any or all tenders without assigning any reason thereof.

- a) No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained at any stage. Required quantity of software may increase/ decrease.
- b) The delivery period for the supplies/services to be completed within 15 days from the date of issue of confirmed supply order from IIM Raipur. In case tenderer fails to supply within the accepted period than the contract price shall stand reduced by 0.5 % per day and resulting amount will be treated as value of contract. After reaching the 10 % LD, the contract may be cancelled or Director, IIM Raipur, reserves the right to cancel the supply order and may initiate action to debar the supplier for all future business dealing with IIM Raipur for next three years.
- c) The rates quoted shall be firm & all-inclusive for delivery at destination IIM Raipur except GST. GST will be paid extra as actual at the time of billing.
- d) No advance payment is permissible. The payment for services under this agreement/PO/WO shall be made on satisfactory completion of job contract services, through NEFT/RTGS/IMPS (online transfer). The final payment shall, however, be made only after adjusting all the dues / claims of the IIMR. All the applicable statutory deduction as applicable at current prevailing rate will be deducted at source.
- e) Validity of tender shall be 90 days from the date of opening of Technical bid.
- f) The subscription period will be for one year which may be extended up to two years on same rate and terms & conditions and with the mutual consent by both parties.
- g) EMD of the successful bidder will be converted to Performance Security Deposited. No interest on EMD/ PSD will be paid.
- h) 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.
- i) Any request by the bidders to consider their EMD furnished by them for any other contract/ tender cannot be considered as EMD for this tender.
- j) The EMD will be refunded to the unsuccessful bidders after the orders are placed on the
- k) The EMD will be forfeited in following cases:
 - a. If the bidder fails to accept the order based on his offer within 3 working days.
 - b. If the bidder fails to supply the services/item within 15 days from the date of issue of confirmed supply order.
 - c. If bidder fails to abide T & C of the award of this tender.
- l) Director, IIM Raipur reserves the right to accept or reject in full or any part of this tender at any stage of this tender process.
- m) In the event of any dispute the legal matter shall be subjected to the jurisdiction of Raipur Courts only.



Annexure – `A`

TECHNICAL BID OR SCOPE OF WORK

1. Schedule of Requirement

Item Description	Period
Supply / Subscription of Microsoft Software Subscription Microsoft Cloud Campus Agreement (Academic / Educational) as per the specification / technical details as mentioned below.	Subscription period one year.

2. Technical Details

Sno	Part Number and Product Description	Compliance to mentioned Specification Yes or No	Remark If any
1	MicrosoftWINEDU AllLng Upgrade/SoftwareAssurancePack Academic OLV 1License LevelE Enterprise 1Year		
2	MicrosoftO365ProPlusOpenforFaculty ShrdSvr AllLng MonthlySubscriptions-VolumeLicense Academic OLV 1License LevelE AdditionalProduct 1Month		
3	MicrosoftIntuneOpen ShrdSvr AllLng MonthlySubscriptions-VolumeLicense Academic OLV 1License LevelE AdditionalProduct Faculty 1Month		
4	WinSvrDCCore ALNG LicSAPk OLV 16Lic E 1Y Acdmc AP CoreLic		
5	MicrosoftO365ProPlusOpenforStudents ShrdSvr AllLng MonthlySubscriptions-VolumeLicense Academic OLV 1License NoLevel Student withFaculty 1Month		
6	Compliance of eligibility criteria		

Sign with date and Seal
(Authorized Signatory)



AGENCY DETAILS

1. Tender Ref. No: -----
2. Name of Tenderer:
3. Complete office address of Tenderer.....
.....
4. Contact details of authorized person of tenderer who have signed the tender.
 - a. Name.....
 - b. Designation.....
 - c. Phone (Office).....
 - d. Phone (Mobile).....
 - e. E mail.....
5. EMD payment details (DD number & bank detail)
..... (DD to be attached in original)
6. Tender fee details: DD number & bank detail
7. Submission of technical specifications confirmation to the requirement mentioned in the Tender document.
8. Turn Over for last three FYs
FY 2017-18 -Rs.....
FY 2018-19- Rs.....
FY 2019-20- Rs.....
9. GST Registration Number.....
10. Company Registration Number.....

Sign with date and Seal
(Authorized Signatory)



Annexure – `B`

(Sample format of Financial Bid to be submitted online on e-Wizard Portal)

(A) Sr. No.	(B) Part Number	(C) Product Description	(D) Qty	(E) Amount for Column [D] in Rs.
1	KW5-00359	MicrosoftWINEDU AllLng Upgrade/SoftwareAssurancePack Academic OLV 1License LevelE Enterprise 1Year	75	
2	S3Y-00001	MicrosoftO365ProPlusOpenforFaculty ShrdSvr AllLng MonthlySubscriptions-VolumeLicense Academic OLV 1License LevelE AdditionalProduct 1Month	75	
3	FYS-00001	MicrosoftIntuneOpen ShrdSvr AllLng MonthlySubscriptions-VolumeLicense Academic OLV 1License LevelE AdditionalProduct Faculty 1Month	75	
4	9EA-00310	WinSvrDCCore ALNG LicSAPk OLV 16Lic E 1Y Acdmc AP CoreLic	03	
5	S2Y-00002	MicrosoftO365ProPlusOpenforStudents ShrdSvr AllLng MonthlySubscriptions-VolumeLicense Academic OLV 1License NoLevel Student withFaculty 1Month	1500	
Total Cost of Subscription (excluding GST) In Rupees				

GST will be paid extra as per actual at the time of billing.

Sign with date and Seal
(Authorized Signatory)



Annexure – `C`

Undertaking
(On company letter head)

We declare that we are not a defaulter to any Govt. organization/ PSU since last 5 years from the date of issue of this tender no. ____due to non-supply of material/subscription for any reason as agreed to supply in stipulated time.

Sign with date and Seal
(Authorized Signatory)

*****END OF TENDER DOCUMENT*****