



NIQ No: 264/NITS/R&C/TEQIP-III/Microsoft/20-21/15

Date: 19th Sept. 2020

NOTICE INVITING QUOTATION

National Institute of Technology Sikkim, Ravangla, South Sikkim invites quotations from the OEM or authorized Indian dealers or channel partners of Microsoft product as per schedule of requirement to be addressed to the Registrar, NIT Sikkim, Ravangla, South Sikkim, Sikkim - 737139. The last date for submission of the quotation is 28th September 2020, 05:00 PM. The details of the items required are given below:

Schedule of Requirement

S. No.	Software Description	Quantity	Technical Support Required for Installation
1	Microsoft Desktop Edu ALNG Lic/SAPk OLV E 1Y Academic Ent [2UJ-00011] <ul style="list-style-type: none">• Windows Professional Operating System (Latest)• Microsoft Office Professional Plus (Latest) and Microsoft Office for Mac Edition (Latest)• Microsoft Core Note: License Required for 1 Year	50	Yes

The bidders are required to read the NIQ document carefully and ensure the compliance of all the terms and conditions etc.

Instructions to Bidders:

1. The quotation should be on the letterhead of the bidder and must contain the GST & PAN of the bidder and must include credential list for last 5 years for Microsoft OVS-ES Agreement Program.
2. The price quoted should be FOR NIT Sikkim and must include all the taxes, incidental charges, etc. for delivery at NIT Sikkim, Ravangla.
3. The total quoted price/amount must be in written in figures as well as in words. There should not be any overwriting, if there is any overwriting, the bid(s) shall be rejected.
4. The item should be delivered within 15 days of the issue of the purchase order. Failing which may result in cancellation of the purchase order or a penalty @ 1% per week shall be applicable. However, the extension in the period of delivery can be given by the NIT Sikkim at its own discretion.
5. Submission of quotation shall be deemed to be in the acceptance of the terms and conditions in this document, GFR 2017, Income tax Act 1961 and the GST Act 2017 amended from time to time.

6. Quotation received after the closing date/time will not be considered. The quotations shall be submitted in a sealed envelope duly marked as “**Quotation for Microsoft OVS-ES**” along with **NIQ reference no** and **due on date or online**. **The email Id for submission of online quotations is purchaseoffice@nitsikkim.ac.in**. NIT Sikkim is located in a remote location; therefore, it is advised to send the bids timely because the Institute shall not be responsible for any postal delay and bids received late in the office shall be rejected without assigning any reason thereof.
7. In the event of any dispute or difference(s) between the vender/firm and Institute (NIT Sikkim) arising out of any reason thereof. The decision of the Director NIT Sikkim shall be final and binding on the bidder(s)/firm.
8. All bids, in which any of the prescribed conditions is not fulfilled or any condition is put forth by the bidder shall be summarily rejected.
9. **Pre– Qualification Criteria:**
 - (a) The supplier/firm must be either original manufacturer (OEM) or authorized dealer/sole distributor/channel partner. The bidders are essentially required to submit authorization certificate from the OEM (Microsoft), failing which the bid shall be rejected.
 - (b) An undertaking from the OEM to provide after sales support in terms of technology/product updates/hardware support and any kind of support necessary to ensure smooth operation of the product during entire contract period is essential.
 - (c) **Trade License**/Certificate of registration (as applicable) of the agency with the government in the required business/field is required.
 - (d) The **GST registration** number and photocopy of the certificate.
 - (e) **The PAN number** of proprietor/firm/companies with photocopy of the PAN card.

Note:

1. The bidders are required to duly seal and signed of this tender document, undertaking, financial bid and submit the same as per the directions.
2. **Annexure – A:** Undertaking to be submitted by the bidder.
Annexure – B: Financial Bid to be submitted by the bidder.

**Registrar
NIT Sikkim**

(Annexure-A)

UNDERTAKING
(On the letter head of the bidder)

To,

**The Registrar
National Institute of Technology Sikkim
Ravangla, South Sikkim-737139**

Sub.: Undertaking for NIQ No:Date:

Dear Sir,

This is to undertake that I/We, owner(s) of M/s, of ...<name of city>... have read all the terms and conditions, specifications etc. of this NIQ document and I/We fully understood all of them and I/We are fully aware of their implications. We undertake that if I/We were given the Purchase Order (PO), will abide by all the terms and conditions of the NIQ document and provide all the goods/items to the satisfaction of the Institute authorities.

I further undertake that after understanding all and their implications all the pages of this NIQ document are signed and stamped by the authorized person of the firm. The documents and information furnished by me/firm is correct in all respect and if anything found incorrect, I shall be liable for the action as per the terms and conditions given in this NIQ document.

Signed by

(Name)

Authorized Signatory of M/s

Official Stamp

Date:

Place:

(Annexure-B)

FINANCIAL QUOTATION

S. No.	Software Product Description	OTY FTE Count	Unit Price Without Tax.	Total Price without Tax	Tax (%)	Total (Rs.) inclusive all taxes
01	Microsoft Desktop Edu ALNG Lic/SAPk OLV E 1Y Academic Ent for Faculty [2UJ-00011]	50				

Total Amount (In figure):

(In words):

Total unit quoted price should be inclusive all charges. No extra charges will be paid.

Bank Account Details for Direct Payment

(To be submitted by bidder)

S.No.	Particulars	Details
01	Firm (Beneficiary) Name	
02	Please enclose a cancelled Cheque	
03	Complete Bank Account No. of the Firm [beneficiary]	
04	Bank Name & Address	
05	IFSC Code No.	
06	Mobile No. & Email ID for information	

We undertake that all information provided above is correct and NIT Sikkim will not be responsible in case of any error on the part of firm.