

भारतीय प्रबंध संस्थान जम्मू
Indian Institute of Management Jammu

ओल्ड यूनिवर्सिटी कैंपस, कैनाल रोड, जम्मू (जम्मू- कश्मीर) – 180016 भारत
Old University Campus, Canal Road, Jammu (J&K) - 180016 India
Phone: +91-191-2585837 Email: cao@iimj.ac.in Url: www.iimj.ac.in



NOTICE INVITING TENDER (NIT)
(E-PROCUREMENT MODE)

FOR

CAMPUS AGREEMENT WITH MICROSOFT FOR O365 A3

WITH

IIM JAMMU

Tender Ref. No: IIMJ/NIT/Microsoft-O365-A3/2020-21/05

Dated: 08.08.2020

Website:

<http://www.iimj.ac.in/tender-and-notice>

<https://www.eprocure.gov.in/eprocure/app>

Address To:

Chief Administrative Officer

Indian Institute of Management Jammu

Old University Campus, Canal Road

Jammu- 180016 (J&K)

Notice Inviting Tender (E-Procurement Mode)

Reference No: IIMJ/NIT/Microsoft-O365-A3/2020-21/05

Dated: 08.08.2020

Notice Inviting Tender (NIT)-(E-Procurement Mode) for Campus Agreement with Microsoft for O365 A3 With IIM Jammu

Indian Institute of Management Jammu, an autonomous body, under the Ministry of Human Resources Development, Government of India invites E-Tenders / online bids in two cover system for Campus Agreement with Microsoft for O365 A3 with IIM Jammu. Interested Agencies/ Firms meeting the eligibility criteria as per tender document may submit their tenders, complete in all respect.

The Important information related to tender schedule are as follows:

Date of Issue/Publishing	08.08.2020
Document Download/Sale Start Date	08.08.2020 from 9 AM onwards
Document Download/Sale End Date	28.08.2020 @ 03:00 PM
Last Date and Time for Uploading of Bids	28.08.2020 @ 03:30 PM
Last Date and Time for receipt of queries	17.08.2020 @ 4.00 PM
Date and Time of Opening of Technical Bids	31.08.2020 @ 11.00 PM
Date of Opening of Financial Bids	will be informed later
Estimated Cost	Approximately Rs. 4.70 Lakh (Rupees Four Lakh Seventy Thousand only) for Three Years
Tender Process Fee (Non-refundable) Not exempted	Rs.590/- (Rupees Five Hundred and Ninety only) Including GST
Cost of Tender Document/ Registration Fee/ Tender Fee	Nil
EMD (Earnest Money Deposit)	Rs. 10,000/- (Rupees Ten Thousand only)
Performance Security	5% of Estimated Contract Value
Location of the Service / Delivery/ Installation	Indian Institute of Management Jammu, Old University Campus Canal Road, Jammu-180016 (J & K)
Contact Details	Chief Administrative Officer Ph: 0191-2585837 cao@iimj.ac.in
Duration	3 Years
No. of Covers	02
Bid Validity days	120 days (From last date of opening of tender)

Note: The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise.

Chief Administrative Officer

1. BACKGROUND

- 1.1 Indian Institute of Management Jammu, hereinafter known as IIM Jammu is one of the Institutions of National Importance (INIs) in India governed by the Indian Institute of Management Act 2017 under the Ministry of Human Resources Development (MHRD), Government of India. The Institute imparts quality education in Management and conducts postgraduate programme in management.
- 1.2 IIM Jammu is operating from its temporary campus at the Old University Campus, Canal Road, Jammu, since August 2016.

2. SCOPE OF WORK:

- 2.1 IIM Jammu invites e-tenders / online bids for Campus Agreement with Microsoft for O365 A3 with IIM Jammu as per part number and quantity mentioned in below table:

Microsoft Part Number	Item Name	Quantity
FYS-00001	IntuneOpenFcilty ShrdSvr ALNG SubsVL OLV E 1Mth Acdmc AP	50
HVH-00009	O365EDUA3OpnFac ShrdSvr ALNG SubsVL OLV E 1Mth Each Acdmc Ent	50

- 2.2 **Duration of Campus Agreement:** 03 Years

3. ELIGIBILITY CRITERIA:

- 3.1 Bidder should be the authorized dealer/ distributor/ reseller of Microsoft Product. Letter of Authorization from original equipment manufacturer (OEM) specific to the tender should be enclosed. An undertaking from the OEM is required stating that they would support in Campus Agreement with Microsoft for O365 A3 with IIM Jammu.
- 3.2 OEM should be Nationally/Internationally reputed Company.
- 3.3 The bidder should submit the single proposal for Campus Agreement with Microsoft for O365 A3.
- 3.4 The bidder should have sufficient/ adequate Infrastructure, manpower and financial strength to undertake the contract.
- 3.5 The bidder should have branch / registered office preferably at Jammu.
- 3.6 The Agency / Firm should have PAN Number and GTS Registration.
- 3.7 The Agency / Firm must have a minimum average annual turnover of 25 Lakh (Rupees Twenty Five Lakh only) per annum during the last three financial years i.e. 2016-17, 2017-18 and 2018-19 for a similar line of business. The Agency / Firm must submit a duly signed certificate with membership number from Chartered Accountant (CA) clearly showing financial year-wise turnover. The Agency / Firm should also attach a copy of profit loss statement/ balance sheet/ income tax return of last three financial years ended on 31 March 2019 i.e. FY 2016-17, 2017-18 and 2018-19 certified by a Chartered accountant.
- 3.8 The bidder should have executed work related to for Campus Agreement with Microsoft for O365 A3 or above in last five years, especially in IITs, IIMs, IISERs, NITs and other reputed government organization. (Certified copies of Successful Work Completion Certificates).
- 3.9 The bidder should have not been debarred/black listed/should have not been terminated /ceased without completing the entire duration of contract period by any Central/State Govt. Department, Public Sector Undertaking, Autonomous Bodies, Academic Institutions, CFTIs etc. during past five years from the last date of submission of bids.

4. TENDER PROCESSING FEE & EARNEST MONEY DEPOSIT (EMD)

- 4.1. The Bidder should submit Tender Processing Fee (Non-Refundable / Non Exempted) of Rs. 590/- (Rupees Five Hundred and Ninety only) and EMD amount of Rs10,000/- (Rupees Ten Thousand only) separately in the form of NEFT/RTGS in the name of "Indian Institute of Management Jammu".

Bank Details of IIM Jammu for NEFT/RTGS:

Name of Institute: Indian Institute of Management Jammu

Bank Name: State Bank of India

Account No: 36474208684

Account Type: Saving Government Account

Branch Address: Jammu Cantt, Jammu

IFSC Code: SBIN0002367

- 4.2. The Technical Bid without Tender Processing Fee and EMD would be considered as UNRESPONSIVE and will not be accepted. NSIC / MSME registered bidders must submit copy of valid NSIC / MSME Registration Certificate for exemption of EMD only. As per guidelines of Government of India EMD amount, Cost of Tender / Tender Fee are exempted for MSME/ NSIC registered bidders. Tender Processing Fee is not exempted.
- 4.3. The Tender Processing Fee and EMD shall be denominated in Indian Rupees only. No interest will be payable to the bidders on the amount of the EMD.
- 4.4. The public sector companies will not be exempted from submitting EMD until and unless they submit document pertaining to directives of Government of India in this regard of the Tender.
- 4.5. **Refund of EMD:** The EMD will be refunded without any interest to the unsuccessful Bidders only after the Tenders are finalized.

5. SUBMISSION OF BID (INSTRUCTIONS FOR ONLINE BID SUBMISSION)

Department of Expenditure has issued the directive to publish the tender document on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. For more information, bidders may visit the CPP Portal <http://eprocure.gov.in/eprocure/app>. Tender document can also be downloaded from IIM Jammu Website (www.iimj.ac.in)

5.1 Registration Process

- Bidders to enroll on the e-Procurement module of the portal <http://eprocure.gov.in/eprocure/app> by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
- The bidders to choose a unique username and assign a password for their accounts. 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 from the CPP Portal.
- Bidders to register upon enrolment their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to Ensure that they do not lend their DSCs to others which may lead to misuse. Foreign bidders are advised to refer "DSC details for Foreign Bidders" for Digital Signature requirements on the portal.

- e) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

5.2 Tender Documents Search:-

- a) Various built in options are available in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- b) There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- c) Once the bidders have selected the tenders they are interested in; they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- d) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

5.3 Bid Preparation

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- c) Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- d) 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 / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- e) 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, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" 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.

5.4 Bid Submission

- a) The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid. Financial Bids to be submitted in BOQ format only.
- b) Bidder to log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- c) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- d) Bidder to select the payment option as "on-line" to pay the Tender Processing Fee and EMD wherever applicable and enter details of the instrument.

- e) 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.
- f) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- g) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- h) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- i) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.
- j) Bids not submitted, as per the above Performa will be summarily rejected.
- k) **Technical Bid Submission:**
 - i) Bidder should number the pages submitted in form of Technical Bid and provide an index indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid.
 - ii) **The Technical Bid should be accompanied by the relevant documents and as per sequence mentioned in Annexure-I, duly signed and stamped by Authorised Signatory on each page of Technical Bid & relevant documents and all supportive documents to be attached with related annexure only, as explained in Annexure-I, without which the tender will be considered incomplete and hence, summarily rejected.**
 - iii) **User list:** Brochure detailing technical specifications and performance, list of industrial and educational establishments where the items enquired have been supplied must be provided as per **Annexure-IV**.
 - iv) The Technical Bid should be accompanied by a copy of this Tender Document with each page duly signed by the authorized signatory of the bidders, who has signed the bid, as taken of having read, understood and complied with tender, the terms, and conditions contained herein. Bids not accompanied by a duly signed copy of the Tender Document will not be considered.
 - v) Technical Bid and all relevant documents should be duly signed by Authorised Signatory.
 - vi) The bid should be precise, complete and in the prescribed format as per the requirement of the bid document. Failure to furnish all information required through the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
 - vii) The bid should be clear and without any condition. Conditional bids shall be summarily rejected.
 - viii) Any change/corrigendum/extension of closing/ opening dates in respect of this tender shall be issued through CPP E-procurement portal and IIM Jammu website only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit IIM Jammu website for updates.
- l) **Financial Bid Submission:**
 - i) A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidder to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.

- ii) The Financial Bid (Price Bid) shall be submitted in electronic form only in conformity with the tender specifications on the portal only by the time & date as specified in NIT.
 - iii) The financial cover shall contain price bid in the enclosed "Price Bid format" i.e. in BOQ format. Submission of the Financial Bid (Price Bid) by any other means shall not be accepted by the Institute in any circumstances.
 - iv) Online submission of the bid will not be permitted on the portal after expiry of submission time and the Bidder shall not be permitted to submit the same by any other mode.
 - v) The bidders are advised to quote their rates in Indian Rupees (INR) only. Goods and Service Tax has to be separately quoted.
 - vi) **Prices:** The price should be quoted in net per unit and must include all packing, and delivery charges. The offer/bid should be exclusive of taxes and duties, which will be paid by the purchaser as applicable. However, the percentage of taxes & duties shall be clearly indicated. Price Bid should include "Supply, Installation, Commissioning" before all the products that would require Installation, Commissioning. All products should have 1 yrs warranty must be mentioned in price bid.
 - vii) The Financial Bids of only those firms qualifying the technical evaluation will be considered.
 - viii) Taxes/ GST, if any, should be indicated separately in the Financial Bid.
 - ix) The Bidder shall not tamper/modify Financial Bid Format in any manner. In case, if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited.
 - x) Tender forms containing 'over written' or 'erased' rate or rates and amount not shown in figures and words in English are liable to rejection.
- m) Application of Tender as submitted by a Bidder shall become the property of IIM Jammu and IIM Jammu shall have no obligation to return the same to the Bidder.
- n) The application for tender does not entitle any Bidder for automatic grant of award.
- o) **ONLINE BIDS SUBMISSION:**

The Online bids (complete in all respect) must be uploaded online in two covers and as per the sequence as mentioned / explained below:

COVER – 1 (TECHNICAL BID)			
(Following documents to be provided as single PDF file as per the sequence as mentioned below)			
Sr. No.	Documents	Content	File Types
1.	Technical Bid	Technical Bid as per Annexure - I	.PDF
2.		Proof of Tender Processing Fee and EMD.	.PDF
3.		Tender Acceptance Letter as per Annexure-II	.PDF
4.		Brief profile of the Agency / Firm as per Annexure-III.	.PDF
5.		Letter of Authorization from original equipment manufacturer Proprietor (OEM) specific to the tender should be enclosed.	.PDF
6.		Copy of Permanent Account Number (PAN) in the name of the firm, if not proprietorship firm.	.PDF
7.		Copy of GST Registration Certificate.	.PDF
8.		Copy of profit loss statement/ balance sheet/ income tax return of Last Three Financial Years.	.PDF

COVER – 1 (TECHNICAL BID)			
(Following documents to be provided as single PDF file as per the sequence as mentioned below)			
Sr. No.	Documents	Content	File Types
9.		Detail of Experience as per Annexure-IV , along with the copy of work order and completion / performance certificates.	.PDF
10.		Self-Declaration about Non Black Listing as per Annexure-V.	.PDF
11.		Duly signed and stamped of the entire tender document along with its addendum/ corrigendum, if any.	.PDF
12.		All other documents, as required in terms of the tender, to claim eligibility.	.PDF
Note: Institute may ask the vendor to submit any other certificate/document as it may deem fit.			
COVER – 2 FINANCIAL BID (PRICE-BID)			
Sr. No.	Types	Content	File Types
1.	Financial Bid	Price Bid in given format BOQ only.	.xls

5.5 Assistance to Bidders

- a) 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.
- b) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

5.6 General Instructions to the Bidders

- a) **Due date:** The tender has to be submitted online on or before the due date. The offers received after the due date and time will not be considered
- b) The tenders will be received online through portal <https://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- c) Possession of Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/ eToken in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link 'Information about DSC'.
- d) Bidders are advised to follow the instructions provided in the 'Instructions to the Bidders for the eSubmission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure>.

- 5.7 **Bid Validity:** The bids shall remain valid for a period of 120 days from the last date of submission of proposal. In case the Bidder withdraws, modifies or changes 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 Bidder should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

In case the Bidder 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 Bidder should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

In exceptional circumstances, the IIM JAMMU may request the bidders's consent for an extension of the period of bid validity. A bidder may however be at liberty to refuse the request without risking forfeiture of his earnest money. A bidder agreeing to extend the validity of bid will not be allowed to modify his bid.

6. BID OPENING & EVALUATION

- 6.1 The online bids will be opened by a Tender Process Committee duly constituted for this purpose. Online bids (complete in all respect) received along with Tender Processing Fee and EMD (if any) will be opened as mentioned at "Tender Schedule" in presence of bidders representative if available. Only one representative will be allowed to participate in the tender opening.
- 6.2 **Place for opening of Bids:** Indian Institute of Management Jammu, Old University Campus Canal Road, Jammu-180016 (J & K)
- 6.3 Bid received without Tender Processing Fee and EMD will be rejected straight way.
- 6.4 **The Technical bid** will be opened first and will be examined by a technical committee (as per specification and requirement). Technical bid of only those who satisfy the eligibility criteria will be evaluated.
- 6.5 **The Financial bid** of only those bidders whose technical bid are found to be technically responsive and technically meet all requirements as per the specification and eligibility criteria will be opened by the Committee. The Financial bids of ineligible bidders will not be opened. The Financial Bids shall be opened in the presence of representatives of technically eligible Bidders, who may like to be present. Indian Institute of Management Jammu shall inform the date, place and time for opening of the Financial Bid.
- 6.6 **Selection of successful bidder:** After evaluation of bids, the bidder who is technically qualified as well as quotes the lowest rate shall be declared as the successful bidder (L1). In the event of receiving more than one financial bid quoting the same rate, the final selection of successful bidder shall be made in the following manner.
 - a) The one with the highest turnover during the last 3 years put together.
 - b) If more than one bid having the same total turnover, then by "Draw of Lots".
- 6.7 The evaluation Committee may correct any computational errors. When correcting computational errors, in case of discrepancy between the partial amount and the total amount, or between word and figures, the lower in each case will prevail. In addition to the above corrections, the items described in the Technical Proposal but not priced shall be assumed to be included in the prices of other activities or items.
- 6.8 For comparison of prices, the prices quoted by the bidder for all the items taken together, as per Price Bid shall be considered.
- 6.9 The bids shall be evaluated on the basis of the total prices including all taxes and duties.
- 6.10 For the purpose of comparison of prices on equal basis, the prices quoted in foreign currency (if any) by bidders shall be converted to equivalent Indian Rupees. The exchange rate as on the date of opening of financial bids shall be considered for the purpose of comparison.
- 6.11 Technical Bid containing commercial details or Revelation of Prices in any form or by any reason before opening the Financial Bid shall not be considered.
- 6.12 The evaluation committee may call the responsive bidder(s) who comply with all terms and conditions of the tender for discussion and presentation to facilitate and assess their understanding of the scope of work and its execution.

- 6.13 The institute reserves the right to seek clarifications or additional information/ documents from any bidder regarding its technical bid. Such clarification(s) or additional information/document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the bidder does not furnish the clarification(s) or additional information/document(s) within the prescribed date and time, the proposal shall be liable to be rejected.
- 6.14 Non-compliance of tender terms, non-submission of required documents, lack of clarity of the specifications, contradiction between Bidder specification and supporting documents etc. may lead to rejection of the bid.
- 6.15 The bidders may depute their authorized representatives to remain present during the bid opening process subject to submission of valid authorization letter in the name of the representative to attend the bid opening process.
- 6.16 IIM Jammu reserves the right to negotiate the quoted price with the successful bidder to arrive at the fair and reasonable price.
- 6.17 In case the day of opening of tender is declared as a Public Holiday or there is non- functioning of the Institute due to any unavoidable reason, the next working day will be treated as a day for the purpose. No separate intimation will be given.

7. AWARD OF CONTRACT

- 7.1 The IIM Jammu is not bound to award contract at the lowest price received in the Tender and reserves the right to decide on fair and reasonable price of the services tendered for any counter offer the same to the bidders. All other terms and conditions of the tender shall remain operative even if a counter offer rate is offered to the bidders.
- 7.2 The Successful Bidder should accept the offer within 10 days from the date of receipt of "Letter of Offer", failing which the offer may be cancelled.
- 7.3 In case the successful bidder backing out before actual award or execution of agreement or declines the offer of contract, for whatsoever reason(s), IIM Jammu will have right to forfeit the EMD.
- 7.4 IIM Jammu reserves the right to modify/change/delete/add any further terms and conditions prior to the issue of work order.

8. TERMS OF CONTRACT

- 8.1 **Delivery and Documents:** Campus Agreement should be made operational within a maximum of 30 Days from the date of placement of purchase order. Within 24 hours of Agreement, the supplier shall notify the purchaser by cable/telex/fax/e mail the full details of the Agreement including contract number, Description of services, quantity, name of the consignee, invoice etc. The supplier shall mail the following documents to the purchaser.
- (i) 4 Copies of the Supplier invoice showing contract number, goods' description, quantity, unit price, total amount;
 - (ii) Certificate by OEM regarding Campus Agreement;
 - (iii) The above documents should be received by the Purchaser before arrival of the Goods (except where the Goods have been delivered directly to the Consignee with all documents) and, if not received, the Supplier will be responsible for any consequent expenses.
- 8.2 **Liquidated Damages (L.D):** If a Agency/ Firms fails to execute the order in time as per the terms and conditions stipulated therein, it will be open to the purchaser to recover liquidated damages for delay in delivery and installation from the supplier at the rate 0.5% of the value of the order per week subject to a maximum of 10% of the total order value. The L.D charges can be increased in case of gross violation of the Purchase Order terms as decided by the Director of the Institute. In warranty a

total downtime of 12 days per item each year is permissible. Any delay beyond the said period shall attract by way of penalty LD @ 0.5% per week or a part thereof of downtime subject to a Maximum of 10% of value of the order (Excluding Taxes & Duties).

- 8.3 **Progress of Supply:** Wherever applicable, supplier shall regularly intimate progress of supply, in writing, to the Purchaser as under:
- (i) Quantity offered for inspection and date;
 - (ii) Quantity accepted/rejected by inspecting agency and date;
 - (iii) Quantity dispatched/delivered to consignees and date;
 - (iv) Quantity where incidental services have been satisfactorily completed with date;
 - (v) Quantity where rectification/repair/replacement effected/completed on receipt of any communication from consignee/Purchaser with date;
 - (vi) Date of completion of entire Contract including incidental services, if any; and
 - (vii) Date of receipt of entire payments under the Contract (In case of stage-wise inspection, details required may also be specified).
- 8.4 **Right to Use Defective Goods:** If after delivery, acceptance and installation and within the guarantee and warranty period, the operation or use of the goods proves to be unsatisfactory, the Purchaser shall have the right to continue to operate or use such goods until rectifications of defects, errors or omissions by repair or by partial or complete replacement is made without interfering with the Purchaser's operation.
- 8.5 **Transfer and Subletting:** The supplier shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.
- 8.6 **Supplier Integrity:** The Supplier is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state of the art methods and economic principles and exercising all means available to achieve the performance specified in the contract.
- 8.7 **Warranty and Support:** The OEM shall honour the agreement and support the O365 A3 services for three years from the date of execution of agreement.
- 8.8 **Taxes:** Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser. However, GST in respect of the transaction between the Purchaser and the Supplier shall be payable extra, if so stipulated in the order.
- 8.9 **Patents and other Industrial Property Rights:** The prices stated in the present Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights. The seller/service provider shall indemnify the Buyer against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacturer or use. The Seller/Service provider shall be responsible for the delivery of item/services irrespective of infringement of any or all the rights mentioned above.
- 8.10 **Pre-Integrity Pact Clause:** An "Integrity Pact" would be signed between the IIM Jammu and the Bidder for purchase (If required). This is a binding agreement between the Buyer and Bidders for specific contracts in which the Buyer promises that it will not accept bribes during the procurement process and Bidders promise that they will not offer bribes. Under this Pact, the Bidders for specific item/services or contracts agree with the Buyer to carry out the procurement in a specified manner. The Format of Pre-Integrity Clause will be as per the prescribed format will be provided on request (If required). The essential elements of the Pact will be as follows:

- (i) A pact (contract) between the IIM Jammu, “the authority or the “principal” and those companies submitting a tender for this specific activity (the “Bidder”);
- (ii) An undertaking by the Principal that its officials will not demand or accept any bribes, gifts etc., with appropriate disciplinary or criminal sanctions in case of violation;
- (iii) A statement by each Bidder that it has not paid, and will not pay, any bribes;
- (iv) An undertaking by each Bidder to disclose all payments made in connection with the Contract in question to anybody (including agents and other middlemen as well as family members, etc., of officials); the disclosure would be made either at the time of submission of Bids or upon demand of the Principal, especially when a suspicion of a violation by that Bidder emerges;
- (v) The explicit acceptance by each Bidder that the no-bribery commitment and the disclosure obligation as well as the attendant sanctions remain in force for the winning Bidder until the contract has been fully executed.
- (vi) Undertaking on behalf of a Bidding company will be made “in the name and on behalf of the company’s Chief Executive Officer”.
- (vii) The following set of sanctions shall be enforced for any violation by a Bidder of its commitments or undertakings:
 - a. Denial or loss of contracts;
 - b. Forfeiture of the Bid security and performance bond;
 - c. Liability for damages to the principal and the competing Bidders; and
 - d. Debarment of the violator by the Principal for an appropriate period of time.
- (viii) Bidders are also advised to have a company code of conduct (clearly rejecting the use of bribes and other unethical behaviour and compliance program for the implementation of the code of conduct throughout the company.

8.11 Termination for Default

- (i) The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:
 - a. If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the order, or within any extension thereof granted by the Purchaser; or
 - b. If the Supplier fails to perform any other obligation(s) under the Contract.
 - c. If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- (ii) For the purpose of this Clause:
 - a. **“Corrupt practice”** means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
 - b. **“Fraudulent practice”** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Tenderer (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition;”
- (iii) In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess

costs for such similar Goods or Services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

8.12 **Downtime:** During the warranty period, not more than 1% downtime will be permissible. For every day exceeding permissible downtime, penalty of 1/365 of the 1% FOB value may be imposed. Downtime will be counted from the date and time of the filing of complaint within the business hours.

8.13 **Training of Personnel:** The OEM may be required to undertake to provide the technical training to the personnel involved in the use of the equipment at the Institute premises, immediately after completing the installation of the equipment. No extra charges for providing training will be charged by Agency / Firm.

9. PERFORMANCE SECURITY

9.1 The successful bidder is required to furnish Performance Bank Guarantee for an amount which is stated at the "Schedule" of the tender document as per **Annexure-VI** within 15 days from the date of execution of contract/ purchase order/work order/ LC and should be kept valid for a period of 60 days beyond the date of completion of contract/ agreement period. The performance guarantee would be returned on successful completion of the contract.

9.2 Earnest Money Deposit of the Bidder whose offer is accepted will be kept up till the time, the Bank Guarantee is not received.

9.3 Earnest Money Deposit shall be forfeited, if bidder fails to furnish Performance Security in accordance with the terms and conditions of the tender.

9.4 In case of breach of contract, performance security shall be forfeited and the Agency / Firm shall be blacklisted for such period as decided by the competent authority in addition to termination of the contract.

10. PAYMENTS TERMS

10.1 Annual payment shall be made by the IIM Jammu in the order anniversary month and on production of unconditional performance bank guarantee. The final payment shall, however, be made only after adjusting all the dues / claims of the IIM JAMMU, if any.

10.2 The payment under this agreement shall be made through NEFT/RTGS/IMPS (online transfer). Bank account details of Agency / Firm should be clearly mentioned on the Bill.

10.3 Bill to be raised in the name of "Indian Institute of Management Jammu". GST no of IIM Jammu also should be mentioned on the bill.

10.4 TDS/ Income Tax etc. are to be deducted at source from the bills of service provider as per rule.

11. GENERAL TERMS & CONDITIONS

11.1 **Governing Language:** The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.

11.2 Notices:

(i) Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by cable, telex, FAX or e mail and confirmed in writing to the other party's address.

(ii) A notice shall be effective when delivered or on the notice's effective date, whichever is later.

11.3 **Risk Purchase Clause:** In event of failure of supply of the item/equipment within the stipulated delivery schedule, the purchaser has all the right to purchase the item/equipment from the other source on the total risk of the supplier under risk purchase clause.

- 11.4 **Non-disclosure of Contract documents:** Except with the written consent of the Buyer, the Seller/Service provider/other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
- 11.5 **FORCE MAJEURE:** If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by Force Majeure situation. The Agency/ Firm shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- (i) For purposes of this Clause, "Force Majeure" means an event beyond the control of the Agency/ Firm and not involving the Agency/ Firm's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Institute either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
 - (ii) If a Force Majeure situation arises, the Agency/ Firm shall promptly notify the Institute in writing of such conditions and the cause within 7 days from the date of occurrence thereof. Unless otherwise directed by the Institute in writing, the Agency/ Firm shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
 - (iii) Neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance.
 - (iv) The operation of contract shall be resumed as soon as practicable after such event may come to an end or cease to exist and the decision of the IIM JAMMU as to whether the operation have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under his contract is prevented or delayed by reason of any such event for a period exceeding 90 days either party may at his option terminate the contract.
- 11.6 Any act on the part of the bidder to influence anybody in the institute is liable to rejection of his bid.
- 11.7 In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the Tender, will not be considered for empanelment.
- 11.8 Canvassing/marketing /offering promotional services etc. in any form whether directly or indirectly in connection with the tender is strictly prohibited and the tenders submitted by the Agency / Firm who resort to canvassing will be liable for rejection without any further reference.
- 11.9 IIM JAMMU reserves the right to reject all or any tender in whole, or in part, without assigning any reasons thereof.
- 11.10 IIM Jammu reserves the right to modify, expand, change, alter, restrict, scrap, refloat or cancel the Tender at any stage without assigning any reason whatsoever.
- 11.11 IIM Jammu reserves the right to relax/amend/add/withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.
- 11.12 The decision of Competent Authority, IIM Jammu will be final in all matters relating to the empanelment and binding. Indian Institute of Management Jammu reserves the right to reject any application without assigning any reason.
- 11.13 **Resolution of Disputes:** The dispute resolution mechanism would be as follows:
- (i) In case of Dispute or difference arising between the Purchaser and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall

be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director, Indian Institute of Management (IIM) Jammu and if he is unable or unwilling to act, the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.

- (ii) In the case of a dispute between the purchaser and a Foreign Supplier, the dispute shall be settled by arbitration in accordance with provision of sub-clause (i) above. But if this is not acceptable to the supplier then the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules.
- (iii) The venue of the arbitration shall be the place from where the order is issued.
- (iv) Further, any legal dispute arising out of any breach of contract shall be settled in the court of competent jurisdiction located within the local limits of Jammu, J&K.

Chief Administrative Officer
Indian Institute of Management Jammu

Name, Signature and Seal of Authorized Signatory of Bidder.

PART-I (TECHNICAL BID)

ANNEXURE-I

(To be submitted on the letterhead of the bidder)

Tender for : Campus Agreement with Microsoft for O365 A3 with IIM Jammu	
Tender Ref. NO: IIMJ/NIT/Microsoft-O365-A3/2020-21/05	
Name of the Bidder:	
Correspondence Address:	
Tel/Mob No.:	
Email Id:	
Contact Person Name:	
Mobile No (Contact Person):	

Copies of all supporting documents duly signed and stamped by the bidder in support of below particulars must be attached along with this checklist

Sr. No.	Particulars	Details/ Compliance (Y/N)	If Submitted, Mention Page No.		Remarks
			From	To	
1.	Details of Tender Fee and EMD:				
		Tender Fee	EMD		
	Amount:	Rs.590/-	Rs. 10,000/-		
	UTR/ Transaction No.				
	Dated:				
	Bank :				
	Proof of Tender Fee & EMD to be submitted.				
2.	Tender Acceptance Letter As per Annexure – II				
3.	Brief profile of the Agency / Firm. As per Annexure – III				
4.	Letter of Authorization from original equipment manufacturer (OEM) specific to the tender should be enclosed. An undertaking from the OEM is required stating that they would support in Campus Agreement with Microsoft for O365 A3 with IIM Jammu.				
5.	Valid document in support of Registered/ Branch office at Jammu, If Applicable.				
6.	Copy of Permanent Account Number (PAN)				
7.	Copy of GST Registration Certificate				
8.	Details of Bidder's Annual Turnover in Similar line of Business for last three Financial years. (Minimum average annual turnover of 25 Lakh per annum during each of the last three financial years i.e. 2016-17, 2017-18 and 2018-19 for a similar line of business)				

Sr. No.	Particulars	Details/ Compliance (Y/N)	If Submitted, Mention Page No.		Remarks
			From	To	
	FY 2018-19 Rs _____ FY 2017-18: Rs _____ FY 2016-17: Rs _____ Average Turn Over: Rs. _____ (Audited /Unaudited) (Copies of profit loss statement/ balance sheet/ income tax return showing financial year-wise turnover certified from a Chartered accountant with membership number, to be attached)				
9.	Details of work experience (as per Annexure-IV) in support of Experience related eligibility criteria. Letter of award of contract / work order along with Satisfactory completion certificate / performance certificate in this regard issued from Government institute /organization, Autonomous Bodies, PSU, Large/Reputed Private Sector institute /organization and Educational Institutes like IIMs, IITs etc must also be attached along with Annexure-IV .				
10.	Self-Declaration About Non Black-Listing (as per Annexure-V)				
11.	Duly signed and stamped of the entire tender document along with its addendum/corrigendum, if any				
12.	All other documents, as required in terms of the tender, to claim eligibility.				

Declaration

I/we.....(Name of the Authorized Representative of Bidder) of.....(Name of the bidder) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place & Date:

(Name & signature with stamp of the bidder)

TENDER ACCEPTANCE LETTER

(On the letter head of the Agency / Firm)

To

Date:

Chief Administrative Officer,
Indian Institute of Management Jammu
Old University Campus, Canal Road
Jammu-180016 (J&K)

Sub: Acceptance of Terms & Conditions of tender for 'Campus Agreement with Microsoft for O365 A3 with IIM Jammu vide Tender' Ref. No: IIMJ/NIT/Microsoft-O365-A3/2020-21/05

Dear Sir,

I/We have downloaded / obtained the tender document(s) for the above mentioned "Tender/Work" from the web site(s) namely as per your notice given in the above mentioned website(s).

1. I/We hereby certify that I / we have read the entire terms and conditions of the tender document (including all documents like annexure(s), schedule(s), etc.), which form part of the contract and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organization with this tender has also been taken into consideration, while submitting this acceptance letter.
3. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.
4. No employee or direct relation of any employee of IIM Jammu is in way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Agency / Firm/ Company.
5. I/We certify that all information and data furnished and attachments submitted with the application by our Agency / Firm/ Company are true & correct.
6. I/We are aware that if any information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason thereof summarily reject our bid or terminate our empanelment contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money Deposit/ Performance Security absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

BRIEF PROFILE OF THE AGENCY / FIRM

(To be submitted on the letterhead of the bidder)

1.	Name of the Agency / Firm (In Block Letters)	::	
2.	Registered Office Address (with telephone no. & email address)	::	
3.	Address of Jammu Office, If Any (with telephone no. & email address)	::	
4.	Status of the organization Proprietary/Partnership/Pvt. Ltd./Public Ltd. Company	::	
5.	Year of incorporation /constitution of Agency / Firm	::	
6.	Registration No./Trade License No.	::	
7.	PAN No.	::	
8.	GST No.	::	
9.	Authorized Signatory Details	::	Name: _____ Designation: _____ Mobile No: _____ Email: _____
10.	Details of Contact Person Other than Authorized Signatory:	::	Name: _____ Designation: _____ Mobile No: _____ Email: _____
11.	Bank Details	::	Beneficiary Name: _____ Account No: _____ Bank Name: _____ Branch: _____ IFSC Code: _____ MICR No.: _____ Type of Account: (Saving/Current) _____

12. Total No. of Year of Similar Experience	::
13. Website, if any	::
14. Details of Infrastructure available at Jammu, If Applicable	::
15. Name of the cities where Agency / Firm/ Company is having branches	::
16. Annual Business turnover for last three financial years, duly certified by the Chartered Accountant	:: FY 2018-19 Rs_____
	FY 2017-18: Rs_____
	FY 2016-17: Rs_____
17. Whether the Agency / Firm faced any litigation with any organization earlier, if yes, kindly furnish the same with name of the organization and brief details of litigation.	::
18. Any other information	::

Verification:

The details furnished in the application are true and correct to the best of my/our knowledge and that in case of furnishing any false information or suppression of any material information. The application shall be liable to be rejected besides initiation of panel proceedings by IIM Jammu, if it deems fit.

Signature of authorized signatory

Name:

Seal:

DETAILS OF EXPERIENCE

(To be submitted on the letterhead of the bidder)

Sr. No	Name of the organization/ Institute where goods /services were provided with Name of Contact Person, Contact No. & email id.	Value of the contract in INR	Duration of contract		Total years of experience (YY/MM)	Whether it is academic institute (Yes/No)	Copy of contract along with the performance report (Yes/No)
			From (DD/MM/YYYY)	To (DD/MM/YYY Y)			
1.							
2.							
3.							
4.							
5.							
6.							

Note: Bidder may add row / rows in the above format, if No of organizations / Institutions are more.

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No.: _____

SELF-DECLARATION ABOUT NON BLACK-LISTING

(To be submitted on the letterhead of the bidder)

To

Date:

Chief Administrative Officer,
Indian Institute of Management Jammu
Old University Campus, Canal Road
Jammu-180016 (J&K)

Subject: Self Declaration About Non Black-Listing for Campus Agreement with Microsoft for O365 A3 with IIM Jammu Vide Tender Ref No.: IIMJ/NIT/Microsoft-O365-A3/2020-21/05

Sir,

In response to tender under reference, I/ We hereby declare that presently our Agency / Firm Company is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our Agency / Firm is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in last five years from the last date of submission of bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD / Performance Security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Yours faithfully,

(Name & signature with stamp of the bidder)

FORMAT FOR PERFORMANCE BANK GUARANTEE

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred)

(TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT JAMMU OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT JAMMU OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT JAMMU. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.)

To,
Indian Institute of Management Jammu,
Jammu-180016
India

LETTER OF GUARANTEE

WHEREAS Indian Institute of Management Jammu, Jammu (Buyer) have invited Tenders vide Tender No.....dt..... for and whereas the said tender document requires that any eligible successful Bidder (Vendor) wishing to provide/supply of Services/ Goods/ Material as per tender document in response thereto shall establish an irrevocable Performance Guarantee Bond in favor of "Indian Institute of Management Jammu," in the form of Bank Guarantee for Rs and valid up to 60 days beyond the date of completion of contract/ warranty/agreement period may be submitted within days from the date of acceptance as a successful Bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said Bidder (Vendor) failing to abide by any of the conditions referred in tender document / purchase order / work Order etc. this bank shall pay to Indian Institute of Management, Jammu on demand and without protest or demur Rs (Rupees.....).

This bank further agrees that the decision of Indian Institute of Management, Jammu (Buyer) as to whether the said Bidder (Vendor) has committed a breach of any of the conditions referred in tender document / purchase order 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 (Vendor) and/ or Indian Institute of Management Jammu, Jammu (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 Institute serve 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 local branch).

Yours truly,
Signature and seal of the guarantor:
Name of Bank:
Address:
Date:

Instruction to Bank: Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date: / /

The Chief Administrative Officer
 Indian Institute of Management Jammu
 Jammu

Sub: Authorization for release of payment / dues from Indian Institute of Management Jammu through Electronic Fund Transfer/RTGS Transfer.

1. **Name of the Party/Firm/Company/Institute:**2. **Address of the Party:**

City _____

Pin Code _____

E-Mail ID _____

Mob No: _____

Permanent Account Number _____

3. **Particulars of Bank**

Bank Name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)			
IFS Code:(11 digit alphanumeric code)			
Account Type	Saving	Current	Cash Credit
Account Number:			

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Chief Administrative Officer, Indian Institute of Management Jammu responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____

Date: _____

Signature & Seal of the Authorized Signatory of the Party

 Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: _____

Signature of the Authorized Official from the Bank

N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.

PART-II: FINANCIAL BID (FORMAT)

To be filled online

PRICE SCHEDULE									
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)									
NUM BER #	TEXT #	TEXT #	NUM BER #	TEXT #	NUMBER #	NUMBER	NUMBE R	NUMBER #	NUMBER #
Sl. No.	Item Description	Item Code / Make / Microsoft Part No	Quanti ty	Units	BASIC RATE (Annual Price Per Piece) In Figures To be entered by the Bidder in Rs. P	GST To be entered by the Bidder in Percentag e (%)	GST in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT With Taxes in Rs. P
1	2	3	4	5	7	8	9	15	16
1	Item Description								
1.01	IntuneOpenFclty ShrdSvr ALNG SubsVL OLV E 1Mth Acdmc AP	FYS-00001	50.00	Nos					
1.02	O365EDUA3OpnFac ShrdSvr ALNG SubsVL OLV E 1Mth Each Acdmc Ent	HVH-00009	50.00	Nos					
1.03	Total Annual Cost	Total	50.000	Nos					
Total in Figures		For Three Years							

Notes:

1. GST will be extra as per actual. Bidder is required to quote the rate excluding GST.
2. Rate quoted should be inclusive of all other taxes, all other charges.

Place:

Date:

(Signature with stamp of the bidder)