



भारतीय विदेश व्यापार संस्थान
INDIAN INSTITUTE OF FOREIGN TRADE

दिल्ली परिसर
DELHI CAMPUS

Ref No: Gen.Admin/ Edu Cloud/Licenses/2021

26.02.2024

Sub: Inviting sealed quotations of “Procurement of Microsoft Edu Cloud Campus Licenses”

The Indian Institute of Foreign Trade (IIFT) was established in 1963 as an autonomous body under the Ministry of Commerce & Industry to contribute in the skill building for the external trade sector of India. It has come a long way to successfully develop into a unique institution involved in imparting knowledge through research and training in international business and trade. The Institute was granted “Deemed to be University” status in 2002. The National Assessment and Accreditation Council (NAAC) has recognized IIFT as Grade ‘A+’ Institution in December, 2023. The Institute was granted the prestigious AACSB Accreditation on 17th November, 2021.

The Institute invites valid sealed bid and firm quote for procurement of Microsoft Open Value Subscription Education Solutions (OVS ES) (Edu Cloud Campus Licenses) as listed in **Annexure-2** on & **before 04.03.2024, latest by 10:00 AM** may be dropped in a box kept with the Security Guard at the **Main Entrance Gate of the Institute at IIFT, B-21, Qutab Institutional Area, New Delhi- 110016.**

The technical and financial bids should be sealed by the bidder in separate envelopes duly superscribed and both these sealed envelopes are to be put in a bigger envelope which should also be sealed and duly superscribed.

The bid document shall be available for downloading from the websites www.iift.ac.in / www.eprocure.gov.in/epublish/app .

IMPORTANT DATES

S. No.	Event	Date and Time/ Remarks
1	Last date and time of submission of bids off-line (Technical and Financial Bid)	04.03.2024, latest by 10:00 AM
2	Opening of Bids off-line	04.03.2024, latest by 10:30 AM
3	All the communications with respect to the Bids shall be addressed to:	Section Officer (General Admin.), Room No. 522 B, IIFT, B-21, Qutab Institutional Area, New Delhi-110016, Tel: 011-39147200 (124) E- Mail ID: soadmin2@iift.ac.in

All pages of the bid should be sealed and signed, super scribed with the Reference No. and details as appended here under:

BID FOR PROCUREMENT OF MICROSOFT EDU CLOUD CAMPUS LICENCES

TENDER REF. NO: Gen.Admin/ Edu Cloud/Licenses/2021,

DATE: 26/02/2024

The Section Officer (General Admin.)
Room No.:522-B,
Indian Institute of Foreign Trade
B-21, Qutab Institutional Area
New Delhi-16

General Instructions to Bidders:

You are requested to kindly go through the detailed terms and conditions mentioned below and overleaf and submit your most competitive bid applicable to educational and research institutes.

1. The bid document shall be available for downloading from the websites www.iift.ac.in / www.eprocure.gov.in/epublish/app from **26.02.2024 to 04.03.2024 by 10:00 AM**. No editing, addition/deletion of matter is permitted.
2. Please mention the Ref No. and date on top of the bid sealed envelope.
3. Quotations must reach us on or before the due date and time. Sealed quotations received after the due date and time will not be considered for evaluation.
4. All communications related to this inviting sealed quotation should be addressed to SO (General Admin.), Room No. 522 B, IIFT, B-21, Qutab Institutional Area, New Delhi - 110016.
5. All columns of this bid should be filled. Any additional information should be enclosed separately and referred to in the relevant column of the bid form.
6. Once the agency has quoted and accepted the offer, withdrawal or denial at any stage is not accepted under any circumstances.

Conditions for techno-Commercial bids:

1. Discount rate if possible may please be offered
2. **Estimate cost:** Rs. 9, 20,000 /- (incl. tax).
3. **Bid Validity:** 90 days.
4. **Technical Bid:** As per **Annexure-1**, technical bid should be submitted in separate envelope super scribed in bigger envelop.
5. **Financial Bid:** As per **Annexure-2**, financial bid should be submitted in separate envelope super scribed in bigger envelop.
6. Competent authority shall decide on the final quantity required.
7. The competent authority reserves the right to accept/ reject/ cancel any or all enquiries or quotations at any stage without assigning any reason thereof.
8. **Bid Security / EMD:** Rs. 18,400 /-

The bidder shall furnish the bid security / EMD through NEFT/RTGS/DD in favour of "Indian Institute of Foreign Trade as per details given below.

Details for NEFT/RTGS are as under;

Beneficiary Name: Indian Institute of Foreign Trade
Bank Name & Address: Indian Bank, 7, S.J.S. Marg, Mehrauli Institutional Area,
New Delhi 110016
IFSC code – IDIB000M089, MICR code – 110019018
A/c No. – 767635122

9. **Payment Clause:** 100% will be released through RTGS/NEFT transfer after completion of the activity, submission of invoice and satisfactory certification of the service from the concerned officer of the institute with regard to specifications ordered. The payment will be released after statutory deductions.
10. **Scope of Work (SOW):** The supply, installation and commissioning of the Microsoft Edu Cloud Campus Licenses as per mentioned in the **Annexure-2**.
11. **Delivery Time: Same day** on release of purchase order.
12. IIFT reserve the rights to increase & decrease the no. of license required during the tenure.
13. **Performance Bank Security:** As per Performa at **Annexure-5**.
- (a) The bidder (including NSIC / MSMEs who are registered with the designated bodies) shall furnish performance bank guarantee in the form of BG from any Scheduled Commercial Bank to the IIFT for an amount equal to 3% of the value of purchase order within 14 days from the date of issue of Purchase Order by the purchaser.
- (b) The proceeds of the performance guarantee shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete its obligations under the contract.
- (c) The performance guarantee Bond shall be in the form of Bank Guarantee issued by a scheduled commercial Bank, valid for 14 months, in the Performa provided in inviting sealed quotation.
- (d) The performance guarantee Bond will be discharged by the purchaser after completion of the bidder's performance obligations including any warranty obligations under the contract.
- The successful bidder would have to deposit through Demand Draft/pay order/FDR/Bank Guarantee from a commercial bank in favour of IIFT which would remain with IIFT during the contract period and no interest shall be payable on the Security Deposit amount.
14. **Liquidated Damages:** 0.5% per week of delay subjected to a maximum of 5% the order value will be levied for delay in execution of the contract. If the delay is go indefinitely IIFT will decide the liquidated damage caused to the Institute.
15. **Penalty Clause:** In the event of non-compliance of any of the terms & conditions of this contract and non- satisfactory performance of the agency, the penalty of maximum 10% of the bill value will be imposed on the agency subject to the extent of actual damages/ quality lapse as decided/ calculated by IIFT.
16. **Arbitration:** Any dispute or difference, whatsoever arising between the firms out of or relating to the Tender shall be referred to the Director IIFT for referral of such disputes to a sole arbitrator, to be appointed by mutual consent of the parties to the contract. The arbitrator shall give reason (s) for the award. Subject to the above, the provisions of Arbitration Act, 1996 and the Rules made there under shall be deemed to apply to the arbitration proceedings under this clause. The venue of arbitration shall be in IIFT New Delhi.

17. **Effect and Jurisdiction:** The law applicable to his tender shall be the laws in force in India. The courts in New Delhi, shall have exclusive jurisdiction in all matters arising under and on account of this tender.

18. **NEAR-RELATIONSHIP CERTIFICATE:** The bidder should give a declaration that none of his/ her near relative, as defined below, is working in the units where he is going to apply for the tender. In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners and in case of limited company by all the Directors of the company excluding Government of India/ Financial institution nominees and independent non-Official part time Directors appointed by Govt. of India or the Governor of the state and full time Directors of PSUs both state and central. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed and IIFT will not pay any damage to the company or firm or the concerned person.

The Company or firm or the person will also be debarred for further participation in the tenders in the concerned unit.

The near relatives for this purpose are defined as:-

- (a) Members of a Hindu undivided family.
- (b) They are husband and wife.
- (c) The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).

The format of the certificate is given at **Annexure- 3**.

19. Certificate regarding restrictions on procurement from a bidder of a country which shares a land border with India **Annexure- 4**.

20. **Force Majeure:** If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:

- a) Any law, statue or ordinance, or action or regulations of the Government of India.
- b). Any kind of natural disaster.
- c). Strikes acts of the public enemy, war, insurrections, riots, lockouts sabotage.

Place:

Name:

Date:

Signature with stamp of the bidder:

Cell/ Tel No.:

Technical Criteria (Part- I)

Annexure-1

Compliance Matrix must be submitted as follows:

S.No.	Must have Criteria/Compliance Points	Comply (Yes/No)	Page number in support of Compliance. Deviations (if any) should be mention clearly and details thereof should be indicated.
1.	Authorized Education Partners of Microsoft; should have letter of authorization from OEM		
2.	Must be Operational for the last 3 years, Certificate of Incorporation		
3.	PAN & GST Registration		
4.	Proof of EMD or MSME certificate (if any for EMD exemption)		
5.	At least experience of completing 3 such projects earlier and with letter of completion certificate / Purchase Orders		
6.	Near-Relation declaration duly filled & signed. (Annexure-3)		
7.	Certificate regarding restrictions on procurement from a bidder of a country which shares a land border with India.(Annexure-4)		
8.	Silver or Gold Status with Microsoft, if any may be indicated and necessary supporting documents may be attached.		
9.	Financial Details (for last 3 years) Turnover (Rs. in Lakhs) Audited Financial statements (certified by CA) must be attached		

Financial Criteria (Part-II)

Price Submission Form: Please submit the price bid as per Annexure-2

Place:

Name:

Date:

Signature with stamp of the bidder:

Cell/ Tel No.:

PRICE SUBMISSION FORM

Annexure-2

Ref No.: Gen.Admin/ Edu Cloud/Licenses/2021

Name of the Agency M/s.....

S. No.	Part No	Item Description	Qty / Users	Price per Unit	Amount (In Rs.)
1	3LN-00001	IntuneOpen ShrdSvr ALNG SubsVL OLV E 1Mth Acdmc AP Fclty RenewalOnly	196		
2	HVH-00004	O365EDUA3OpnFac ShrdSvr ALNG OLV E 1M Acdmc AP (Office 365 A3 has the following additional features 1. Live Event/ webinar for upto 20000 participants 2. Session Recording on Microsoft Stream 3. Microsoft Booking 4.100 GB Mail box for each user	196		
3	KW5-00359	WINEDUpperCVS ALNG UpgrdSAPk OLV E 1Y Acdmc Ent	196		
4	9EA-00314	WinSvrDCCore ALNG LicSAPk OLV 2Lic 1Y Acdmc AP CoreLic	48		
5	H30-03429	PrjctPro ALNG LicSAPk OLV E 1Y Acdmc Ent w1PrjctSvrCAL	50		
6	W06-01838	CoreCAL ALNG LicSAPk OLV 1y Acdmc CORE CAL Suite: (Includes Windows Server© CAL, Share Point® Server Std CAL, Exchange Server Std CAL, System Centre Configuration Manager client Mgmt License, Systems Centre Endpoint Protection Client Mgmt License, Skype for Business Server Std CAL)	196		
7	S2Y-00002	M365 AppsFor EnterpiriseOpenStuVL OLV NL 1M Acdmc Student Use Benefit	3920		
8	FYT00002	IntuneOpenStdnt Shrdvr Alng subsVL OILV 1 mth Acdmc Stdnt STTUseBngt	3920		
				Total (in Rs.)	
				Taxes (in Rs.)	
				Total Amount (Incl. Tax) (in Rs.)	

Place:

Name:

Date:

Signature with stamp of the bidder:

Cell/ Tel No.:

(Format of the Certificate)

"Whereas, I/we(name of agency) has submitted bid for I/we hereby submit following declaration that none of my relative(s) as defined in the tender document is / are employed in IIFT unit as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, IIFT shall have the absolute right to take any action as deemed fit / without any prior intimation to me."

Date:

Signature of bidder

Place:

Name of bidder

Along with date & Seal:

Certificate regarding restrictions on procurement from a bidder of a country which shares a land border with India.

Certificate for Tenders

“I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India I certify that this bidder is not from such a country, or if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached]”

Certificate for Tenders for Works involving possibility of sub-contracting

“I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to vendors/contractors from such countries; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority and will not sub-contract any work to a vendor/contractor from such countries unless such vendor/contractor is registered with the Competent Authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached]”

Date:

Signature of bidder

Place:

Name of bidder

Along with date & Seal:

For the Performance Guarantee **Annexure- 5**
(To be typed on non-judicial stamp paper of appropriate value)

Subject: PERFORMANCE BANK GUARANTEE

Whereas INDIAN INSTITUTE OF FOREIGN TRADE (hereafter referred to as "IIFT") has issued a PO no. Dated/...../2024 awarding the work of "Procurement of Microsoft Edu Cloud Campus Licenses" to M/s.....,R/o (hereafter referred to as "Bidder") and IIFT has asked him to submit a Performance Guarantee in favour of Vice Chancellor, IIFT of Rs./- (hereafter referred to as "P.G. Amount") valid up to .../.../2024 (hereafter referred to as "Validity Date").

Now at the request of the Bidder, We Bank
.....
Branchhaving.....
..... (Address) and Regd. office address
as..... (hereinafter
called "the Bank") agreed to give this guarantee as hereinafter contained:

1. We, "the Bank" do hereby undertake and assure to the IIFT that if in the opinion of the IIFT, the Bidder has in any way failed to observe or perform the terms and conditions of the said agreement or has committed any breach of its obligations there-under, the Bank shall on demand and without any objection or demur pay to the IIFT the said sum limited to Performance Guarantee amount or such lesser amount as IIFT may demand without requiring IIFT to have recourse to any legal remedy that may be available to it to compel the Bank to pay the same.
2. Any such demand from the IIFT shall be conclusive as regards the liability of Bidder to pay to IIFT or as regards the amount payable by the Bank under this guarantee. The Bank shall not be entitled to withhold payment on the ground that the Bidder had disputed its liability to pay or has disputed the quantum of the amount or that any arbitration proceeding or legal proceeding is pending between Bidder and IIFT regarding the claim.
3. We, the Bank further agree that the guarantee shall come into force from the date of its issue and shall remain in full force and effect up to its Validity date.
4. The Bank further agrees that the IIFT shall have the fullest liberty without the consent of the Bank and without affecting in any way the obligations hereunder to vary any of the terms and conditions of the said agreement or to extend the time for performance of the said agreement from any of the powers exercisable by IIFT against the Bidder and to forbear to enforce any of the terms and conditions relating to the said agreement and the Bank shall not be relieved from its liability by reason of such failure or extension being granted to Bidder or through any

forbearance, act or omission on the part of IIFT or any indulgence by IIFT to Bidder or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of relieving or discharging the guarantor.

- 5. Notwithstanding anything herein contained;
 - (a) The liability of the Bank under this guarantee is restricted to the Performance guarantee amount and it will remain in force up to its Validity date.
 - (b) The guarantee shall stand completely discharged and all rights of the IIFT under this Guarantee shall be extinguished if no claim or demand is made on us in writing on or before its validity date.
- 6. In case IIFT demands for any money under this bank guarantee, the same shall be paid through banker's Cheque in favour of "**Indian Institute of Foreign Trade**" and payable at "**New Delhi**".
- 7. The Bank guarantees that the below mentioned officer who have signed it on behalf of the Bank have authority to give this guarantee under its delegated power.

Place:

Date:

(Signature of the Bank Officer)

(Rubber stamp of the bank)

Authorized Power of Attorney Number:

Name of the Bank officer:

Designation:

Complete Postal address of Bank:

.....
.....

Telephone Numbers

Fax numbers

E-mail ID: