

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

Last date of submission: February 22, 2021 by 5:00 pm

Date of Opening: February 23, 2021 at 11:00 am

Dear Sir / Madam,

Indian Institute of Foreign Trade, New Delhi, invites valid and firm quote for Renewal of Microsoft’s Open Value Subscription Education Solutions (OVS ES) (Edu Cloud Campus Licenses) as listed in **Annexure-1**. Sealed quotations should be sent on before February 22, 2021, latest by 5:00 PM to Administration Section, Room No 522 (A), IIFT, B-21, Qutab Institutional Area, New Delhi- 110016.

IMPORTANT DATES

S. No.	Event	Date and Time/ Remarks
1	Last date and time of submission of bids off-line (Technical and Price Bid)	February 22, 2021 by 5:00 pm
2	Opening of Technical and Price Bids off-line	February 23, 2021 at 11:00 am
3	All the communications with respect to the Bid shall be addressed to:	Section Officer (Administration), Room No. 522 A, IIFT, B-21, Qutab Institutional Area, New Delhi-110016 Tel: 011-39147322 E- Mail ID: karun@iift.ac.in

Bids should be sealed and signed, super scribed with the Reference No. and details as appended here under.

BID FOR RENEWAL OF MICROSOFT EDU CLOUD CAMPUS LICENCES

TENDER REF. NO: Gen.Admin/ Edu Cloud/Licenses/2021, **DATE:** 18/02/2021

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

From: M/s..... Contact No:..... E-mail ID:

**Technical Criteria
Compliance Matrix must be submitted as follows:
(Part- I)**

Sr. 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.	GST Registration		
4.	At least experience of completing 3 such projects earlier and with letter of completion certificate / Purchase Orders of organizations not older than 1 year.		
5.	Silver or Gold Status with Microsoft may be indicated and necessary supporting documents may be attached.		

(Part-II)

Price Bid Format: Please submit the price bid as per Annexure-I

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 document can be directly downloaded from Institute's website www.iift.edu. No editing, addition/deletion of matter is permitted.
2. Please mention the Ref No. and due date on top of the bid sealed envelope.
3. The offer must be submitted on a single bid basis within the indicated Date and Time.
4. 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.
5. All communications related to this tender should be addressed to SO (Admin), Room No. 522 A, IIFT, B-21, Qutab Institutional Area, New Delhi - 110016.
6. 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.
7. 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 if possible may please be offered.
2. Price bid form at Annexure-1 should be used for bid submission.
3. Competent authority shall decide on the final quantity required
4. The competent authority reserves the right to accept/ reject/ cancel any or all enquiries or quotations at any stage without assigning any reason thereof.
5. Payment 100% will be released through RTGS transfer after completion of the activity and submission of invoice with regard to specifications ordered. The payment will be released after statutory deductions.
6. Please note clearly that faxed, mailed and tempered quotations are liable to be rejected.
7. **Performance Security:** 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.
8. **Liquidated Damages:** Half percent per week of delay subjected to a maximum of 5% the order value will be levied for delay in execution of the contract.
9. **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.
10. **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.
11. **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.
12. **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:

Date:

Signature with stamp of the bidder:

Name, Address of the bidder:

Cell/ Tel No.:

PRICE SUBMISISON FORM

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

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

S.No.	Part No	Item Description	Qty / Users	Amount
1	3LN-00001	IntuneOpen ShrdSvr ALNG SubsVL OLV E 1Mth Acadm AP Fclty RenewalOnly	196	
2	HVH-00004	O365EDUA3OpnFac ShrdSvr ALNG OLV E 1M Acadm 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	WINEUperCVS ALNG UpgrdSAPk OLV E 1Y Acadm Ent	196	
4	9EA-00314	WinSvrDCCore ALNG LicSAPk OLV 2Lic 1Y Acadm AP CoreLic	38	
5	H30-03429	PrjctPro ALNG LicSAPk OLV E 1Y Acadm Ent w1PrjctSvrCAL	50	
6	W06-01838	CoreCAL ALNG LicSAPk OLV 1y Acadm 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 Acadm Student Use Benefit	392	
8	FYT00002	IntuneOpenStdnt Shrdvr Alng subsVL OILV 1 mth Acadm Stdnt STTUseBngt	392	
		Total		

Place:

Date:

Signature with stamp of the bidder:

Name, Address of the bidder:

Tel/ Cell No: