



NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

INVITATION OF BIDS

Ravangla Campus, Barfung, South Sikkim 77139

www.nitsikkim.ac.in/

Tender No: 31/NITS /CSE Dept./Microsoft/17-18/NIQ

Date: 22/12/2017

Microsoft Open Value Subscription for Education Solutions (OVS-ES) Program (formally MS Campus Agreement Subscription program) at NIT Sikkim

TENDER SUMMARY	
Bid System	Single Bid
Closing Date & Time for submission of bid	01.12.2017, 3:00 PM
Opening Date & Time of bid (TENTATIVE)	02.01.2018, 4:00 PM
Bid should be addressed to	Registrar, National Institute of Technology Sikkim Ravangla Campus, Barfung Block, South Sikkim 737139.
Place of opening of bid	Registrar office, National Institute of Technology Sikkim, Ravangla Campus, Barfung, South Sikkim, 737139

National Institute of Technology (NIT) Sikkim, Ravangla, South Sikkim invites sealed bids from the original manufacturer of Microsoft or authorized Indian representatives or channel partners for one year, on the terms and conditions as per NIQ document, for procurement of following item(s):

Sl.	Software Description	QTY (FTE)	Unit Price	Total Price [Without Tax]	Total Price [With Tax]
1	Desktop Bundle under Microsoft Cloud Campus: O365 EDU E3 Opn ShrdSvr ALNG SubsVL OLV E 12Mth Academic AP Intune Open ShrdSvr ALNG SubsVL OLV E 1 Mth Acdmc AP WinEntforSA ALNG UpgrdSAPk OLV E 1Y Acdmc Pltfrm WinSvrCAL ALNG LicSAPk OLV E 1Y Acdmc Ent UsrCAL for Faculty	50			
2	SQL SVR STD ALNG Lic/SA Pack OLV E 1Y AE AP	1			

3	SQL CAL ALNG Lic/SA OLV E 1Y AE Ent	50			
4	Windows Std. Svr ALNG Lic/SA Pack OLV E 1Y AE AP 2Proc	01			
Total Amount in Words			Total Amount		

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Noncompliance with specifications/instructions in this document may disqualify the bidders from the bid process.

The Institute reserves the right to accept or reject any quotations or to select the item or to reject the bidding process or any quotation wholly or partly without assigning any reason. Incomplete bid or receiving the bid after closing date and time are liable to be ignored and rejected.

Instructions to Bidders

1. The successful bidder shall be referred as the firm subsequently.
2. The down time of the service should not be more than 24 to 48 hours in case of software issues. This can be extended by the Institute authorities based on the genuine reason not to comply with this clause.
3. No expenditure other than quoted will be entertained. 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. No alternate price will be entertained in the quotation.
4. The quotations shall be submitted in a sealed envelope duly marked.
5. All bid documents should have to be sent through courier, speed post or registered post only or may be dropped in the tender box at NIT Sikkim. Since, NIT Sikkim is located in a remote location, even though speed post it may take seven days. Therefore, bidders are suggested to send the quotation well in advance or by hand.
6. Quotation received after the closing date/time will not be considered.
7. The supplier/firm must be either original equipment manufacturer (OEM) or authorized dealer/sole distributor/channel partner. The bidders are essentially required to submit authorization certificate from the OEM, failing which the bid shall be rejected.
8. In the event of any dispute or difference(s) between the vender/firm and Institute (NIT Sikkim) arising out of any reason, shall be referred to "The Director, NIT Sikkim", Sikkim whose decision shall be final and binding on the bidder(s)/firm.
9. All bids in which any of the prescribed conditions is not fulfilled or any condition is put forth by the tenderer shall be summarily rejected.
10. Successful bidder have to deposit a performance security of 10% in the form of the bank guarantee for the period of the contract in response to PO. The Performance security can be in the form of bank Guarantee or Retention of equivalent amount deducted from the gross payment to the firm. The same shall remain with the institute for the entire period of the contract and will be refunded within 60 days after expiry of contract.
11. Bank account detail of the bidder may be provided in the submitted quotation.

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12. **Payment Clause:** The payment shall be released on satisfactory commissioning of subscription, configuration and submission of PBG.
13. **Clarifications:** In case the bidder requires any clarification regarding the tender documents, they may contact Mr. Pankaj Kesarwani, Assistant Professor, NIT Sikkim (e-mail: pankajkeserwani.cse@nitsikkim.ac.in).
14. **Pre- Qualification Criteria:**
- The supplier/firm must be either original equipment 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.
 - Bidders should be the manufacturer/authorized dealer.
 - An undertaking from the OEM is also essentially required stating that they will facilitate the bidder on a regular basis with technology/product updates support and any kind of support necessary to ensure smooth functioning and security requirements for the entire duration of the contract period.
15. **Validity:** The bid should be valid for acceptance for a period of 60 Days. The Bidders should be ready to extend the validity, if required.
16. **Delivery:** The subscription and AMC etc. must be delivered and installed/configured within 15 days. And during this period the OEM shall continue to provide service.
17. **Liquidated Damage:** If the bidder fails to deliver the required services in the above mentioned period and the place, the penalty at the rate of 1% per week of the total order value subject to the maximum of 10% of total order value will be deducted.
18. In exceptional situation, an authorized committee may negotiate price with the qualified bidder quoting the lowest price before awarding the contract.

Registrar

National Institute of Technology Sikkim
Ravangla Campus, Barfung Block,
South Sikkim 737139.