

Malaviya National Institute of Technology Jaipur

Jawahar Lal Nehru Marg, JAIPUR-302017 (Rajasthan)

**Ministry of Education
(Government of India)**



Single Tender Enquiry

For

Procurement of Microsoft Office 365-A3 Education

NIT Number: F5(1254)ST/MNIT/CCC/2022

Date:31.03.2023

**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY
JLN MARG, JAIPUR-302017**

To,

M/s Microsoft Corporation (India) Pvt. Ltd.,

Or (it's authorized dealer/distributor)

M/s. Microsoft Corporation (India) Pvt. Ltd.,
Level 10, Tower C, DLF Epitome, Building No. 5,
DLF Cyber City, Phase-III, Gurgaon- 122002

Email id: answamy@microsoft.com

Sub: Invitation for Quote for the Purchase “Microsoft Office 365-A3 Education.

Registrar, Malaviya National Institute of Technology Jaipur invites Quote from M/s. Microsoft Corporation (India) Pvt. Ltd., The hard copy of your offer addressed to the Office of Deputy Registrar (Stores & Purchase) MNIT, JLN Marg, Jaipur- 302017 is required to be submitted on or before Dated 24.04.2023. The important information related to tender are as follows:

Sr. No.	Name of Item	Qty.	Specifications
1	HVH – 00007 O 365 A 3 Edu Open Faculty Alng Sub OLV E 1M Acad AP	270 Licensee	As per Annexure – E
2	JNN- 00001 O 365 A 3 Edu Open Student Use Benefit ALng Sub OLV NL 1M Acad		

1. The bids should contain the following document:

- i. Detailed technical product catalogue.
- ii. Bidder should be the manufacturer / authorized dealer. In case bidder submitted the bid on behalf of OEM than Letter of Authorization from original equipment manufacturer (OEM) specific to the tender enquiry should be enclosed (as per Annexure A).
- iii. A certificate from OEM to the affect that the said good/software is a proprietary item
- iv. A certificate to the affect that the price quoted by you is the lowest and not more than the price quoted to other Educational Institutes in India.
- v. A certificate to the affect that your firm has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.
- vi. List of industrial and educational establishments where the items enquired have been supplied must be provided.
- vii. Previous Purchase Order's.

2. Validity: The validity of the offer shall remain valid for 90 days from the date of submission of the offer.

3. Award of Contract MNIT, Jaipur shall award the contract to the bidder whose bid has been accepted and

determined as responsive.

4. **Installation:** The supplier is required to do the installation and demonstration of the equipment / software within two weeks of the arrival of materials at the MNIT Jaipur, site of installation.
5. **Payment Terms:** For Indigenous supplies, 100% payment shall be made by the Purchaser against delivery, inspection, successful installation, commissioning and acceptance of the equipment at MNIT Jaipur in good condition and to the entire satisfaction of the Purchaser.
 - i. GST Deduction at source as per Order/ notification of the Govt.
 - ii. GST No of MNIT Jaipur is **08AAAJM0351L1Z6**
 - iii. HSN/SAC No of the items must be clearly mentioned in the quotation along with GST No.
 - iv. MNIT Jaipur is exempted from paying custom duty under notification No.51/96 (partially or full) and necessary "Custom Duty Exemption Certificate" can be issued after providing following information and Custom Duty Exemption Certificate will be issued to the shipment in the name of the Institute, no certificate will be issued to third party:
6. **Defective Equipment:** If any of the equipment supplied by the Supplier is found to be substandard, refurbished, un-merchantable or not in accordance with the description/specification or otherwise faulty, the committee will have the right to reject the equipment or its part. The prices of such equipment shall be refunded by the Supplier with 18% interest if such payments for such equipment have already been made. All damaged or unapproved goods shall be returned at suppliers cost and risk and the incidental expenses incurred thereon shall be recovered from the supplier. Defective part in equipment, if found before installation and/or during warranty period, shall be replaced within 7 days on receipt of the intimation from this office at the cost and risk of supplier including all other charges. In case supplier fails to replace above item as per above terms & conditions, MNIT Jaipur may consider "Banning" the supplier.
7. **Liquidated Damages (L.D):** If a supplier 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.
8. **Cancellation:** MNIT Jaipur reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof.
9. The bid submission of last Date & Time- **24th April, 2023 by 02.00 PM**
10. All disputes are subject to Jaipur jurisdiction.
11. Must ensure to submit Declaration of Local Content. (Annexure-B)
12. Must ensure the price bid/financial bid be furnished as per the price bid format (Annexure-C)
13. Must ensure to submit duly signed checklist (as per Annexure- D)

Deputy Registrar (S&P)

MANUFACTURERS' AUTHORIZATION FORM

[The Tenderer shall require the Manufacturer to fill in this Form in accordance with the Instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer].

Date: [insert date (as day, month and year) of Bid Submission]

Tender No.: [insert number from Invitation for Bids]

To: [insert complete name and address of Purchaser] WHEREAS

We [insert complete name of Manufacturer], who are official manufacturers of [insert type of goods manufactured], having factories at [insert full address of Manufacturer's factories], do hereby authorize [insert complete name of Tenderer] to submit a bid the purpose of which is to provide the following Goods, manufactured by us [insert name and or brief description of the Goods], and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with the Terms and Conditions, with respect to the Goods offered by the above firm.

Signed: [insert signature(s) of authorized representative(s) of the Manufacturer]

Name: [insert complete name(s) of authorized representative(s) of the Manufacturer] Title: [insert title]

Duly authorized to sign this Authorization on behalf of: [insert complete name of Tenderer] Dated on day of,

[insert date of signing]

DECLARATION OF LOCAL CONTENT

[For Local Content of Products, Services or Works]

(To be given on Company Letter Head – For tender value below Rs.10 Crores)

(To be given by Statutory Auditor/Cost Auditor/Cost Accountant/CA for tender value above Rs.10 Crores)

To,
The Registrar
MNIT Jaipur

Subject: Declaration of Local Content

Tender reference No. _____

1. Country of Origin of Goods being offered: _____
2. With reference to Order No. P- 45021/2/2017-PP(BE-II) dated 16-09-2020 of DPIIT, Ministry of Commerce and Industry, Govt. of India, we fall under the following category of supplier (please tick the correct category) for the items for which this tender has been floated and being bided.
 - Class I local supplier – has local content equal to more than 50%. Local contents added at _____ (name of location).
 - Class II local supplier – has local content more than 20% but less than 50%. Local contents added at _____ (name of location).
 - Non-local supplier – has local content less than or equal to 20%. Local contents added at _____ (name of location).
3. We are solely responsible for the above mentioned declaration in respect of category of supplier. False declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which we may be debarred for up to 2 years as per Rule 151(iii) of the General Financial Rules along with such other actions as may be permissible under law.

Signature of Bidder/ Agent

Name: _____

Designation: _____

Organization Name: _____

FORMAT FOR PRICE BID SUBMISSION

(In letterhead of the supplier with seal)

1	2	3		4	5			6	7				8
					Price per unit (Rs.)				Delivery Charges (Rs.)				
Sl. No.	Name of Goods	Part Item Sl. No.	Name of Part-Item	Accounting unit & quantity	Ex-factory/ ex-warehouse / ex-show room off-the shelf	GST payable	Overall Basic unit price (Col. a+b)	Total Item price	Packing and forwarding	Transit Insurance, Other duties and taxes, if any (other than sales tax) and incidental costs	Any other charges (please specify)	Total Inland Transportation	Total Bid Price (Rs.)
1	2	3		4	5(a)	5(b)	5(c) = 5(a)+5(b)	6 = 4x 5(c)	7(a)	7(b)	7(c)	7= 7(a)+7(b)+7(c)	(6)+(7)
1	HVH – 00007 O 365 A 3 Edu Open Faculty ALng Sub OLV E 1M Acad AP /270 License												
2	JNN- 00001 O 365 A 3 Edu Open Student Use Benefit ALng Sub OLV NL 1M Acad/270 License												
GRAND TOTAL													

Total bid price (for Indian components) in Indian Currency*: (in figures) :

(in words):

Signature of Bidder/ Agent

Name: _____

Designation: _____

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

The bidders submitting quotations for the supply of items must ensure to fill the checklist as mentioned below:

S.No.	Document/Details sought for	Page No.	Yes	No
1	Detailed technical product catalogue.			
2	Bidder must be manufacturer/authorized distributor/dealers and they have to enclose a certificate of authorization of manufacturer in format at Annexure –A, (Authorization certificate in any other format will not be valid) OEM itself or any one authorized dealer on behalf of OEM a may participate in bid. OEM and its dealers both may not participate at the same time.			
3	A certificate from OEM to the effect that the said good /software is a proprietary item			
4	A certificate to the affect that the price quoted by you is the lowest and not more than the price quoted to other Educational Institutes in India.			
5	A certificate to the affect that your firm has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency / Govt. Department / Public Sector Undertaking in the last three years.			
6	List of industrial and educational establishments where the items enquired have been supplied must be provided.			
7	Previous Purchase Order's.			
8	Declaration of Local Content			

Any other important point requested in the bid invitation letter

Annexure-E**SPECIFICATION OF Microsoft Office 365 A3 :**

S.No.	Key Features	Microsoft O 365-A3 Education
1	Cloud Based	Anytime/Anywhere/Any device
2	Storage (One Drive)	1 TB per user default + Admin can increase limit up to 5 TB per user
3	Mailbox size	100 GB per User
4	Meeting Limit	1000 in-meet, 2000 live*
5	Meeting Recording	Yes
6	Student Benefit	1:40 ratio 1 paid user 40 free student license
7	Offline Tools (Licensed)	Latest Version- Word, Excel, PowerPoint, Outlook, OneDrive, Access, Teams, OneNote, Publisher (office 365 Legal Downloadable Version)
8	Latest Office suite of apps & services	Outlook, Word, Excel, Power Point, OneNote, Publisher, Access, Teams, Sway, Forms, Stream, SharePoint, Exchange, OneDrive, Yammer
9	Supported Multiple Devices	Install the office desktop apps on up to five PCs or Macs per user. Install Office apps on up five tablets and five phones per user