NOTICE INVITING QUOTATIONS (NIQ)
(ET-NIQ-....4123........DT.10/03/2021.....)

E-Tenders are invited in Single Bid System from Microsoft Authorized Education Partners/Resellers for the renewal of Microsoft Campus Agreement of Tezpur University for the period of One (01) Year as per details mentioned below:

Microsoft Campus Agreement Renewal Product List

SN	Part Number	Item Name	Product Family	Qty
1.01	S3Y-00001	O365ProPlusOpenFaculty ShrdSvr ALNG SubsVL OLV E 1Mth Acdmc AP	O365 ProPlus Open for Faculty	350
1.02	KW5-00359	WINEDUE3 ALNG UpgrdSAPk OLV E 1Y Acdmc Ent	WIN EDU E3	350
1.03	9EM-00294	WinSvrSTDCore ALNG LicSAPk OLV 2Lic E 1Y Acdmc AP CoreLic	Windows Server STD CORE	80
1.04	R18-03497	WinSvrCAL ALNG LicSAPk OLV E 1Y Acdmc Ent DvcCAL	Windows Server CAL	350

(Pre-qualifying criteria as mentioned in Annexure-I and BOQ is uploaded/attached separately)

General Information about the NIQ
Last date and time for submission of Bids: 17-03-2021 (2.00 PM)
Date and Time of opening of Bids: 18-03-2021 (2.00 PM)
Mode of Opening of Bids: Online

Terms & Conditions:

1	The Agreement Period is from 01-APR-2021 to 31-MAR-2022 or 1 Year from the date of start of active subscription and may be extended for another two years.
2	Any free Entitlements/ Software Packages/Software Assurance/ Student benefit etc. must be included in the offer.

GENERAL TERMS & CONDITIONS:

1. No separate tender paper will be issued from the office; one should only download the specifications from the CPP Portal of Govt. of India or the Tezpur University website (www.tezu.ernet.in).

2. **GST: As per GoI Notification dated 14.11.2017 GST % for Public Funded Research Institution or a University has been reduced to 5% for certain goods and services. Hence, reduced rate of GST shall be paid if applicable on the tendered items. Exemption Certificate will be provided on request.**

3. **Rates:** Rates quoted should be on **FOR Tezpur University, Napam, Tezpur, Door Delivery Basis**, for indigenous items and **CIP Tezpur University, Napam, Tezpur or Delivered Duty Paid**, for

imported item. Failure to comply with this term may lead to rejection of the quotation/bid.

4. Quotations should be accompanied by *i) A non-refundable application (quotation/participation) fee of ₹ 1000.00 (Rupees One Thousand) only may be paid only by Demand Draft/Banker Cheque drawn in favour of Registrar, Tezpur University payable at Tezpur. ii)* **The original copies of the Quotation/Participation Fee should be deposited/submitted/reach the office of the undersigned before opening of the Bids in an envelope superscribed as "Quotation/Participation Fee for ET-NIQ-……………………….…DT-………………………** addressed to the **Assistant Registrar-GA, Tezpur University. Failure to do so may result in rejection of the bid.** <u>Exemption:</u> **To Bidders who are MSME/NSIC registered may claim exemption from payment of quotation/participation fee subject to submission of valid documents in support of their claim. Bidders seeking exemption are asked to clearly mention the category under which exemption is claimed. The category of exemption under MSME/NSIC will be strictly adhered to.**

5. In lieu of the Earnest Money Deposit (EMD) / Bid Security/, the bidder needs to furnish a "Bid Security Declaration" (format enclosed at Annexure – III) accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the NIQ document.

6. The rates should be exclusive of taxes and applicable tax % should be clearly indicated.

7. **Validity of Quotation:** Quoted rates must be valid for at least **180 days** from the last date of submission of quotation.

8. Applicable levies, surcharge and discounts should be clearly indicated item wise.

9. The University is exempted from paying Custom and Excise duty.

10. No Advance payment will be made.

11. The University reserves the right to accept or reject any or all the quotations without assigning any reason.

12. **Quoted price should be inclusive of delivery upto Tezpur University, Tezpur**.

13. Irresponsive/incomplete quote will be rejected.

14. Apart from the above terms and conditions the University has the right to include any other terms and conditions as and when felt necessary.

INSTRUCTIONS TO BIDDERS FOR ONLINE BID SUBMISSION

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at http://eprocure.gov.in/eprocure/app

1. Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the agencies/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.

2. Bidder should do the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the agency/bidder through email id provided.

3. Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.

4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.

5. The DSC that is registered only should be used by the bidder and should ensure safety of the same.

6. Agency/Bidder may go· through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.

7. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.

8. If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.

9. Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.

10. Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.

11. From my tender folder, he selects the tender to view all the details indicated.

12. It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.

13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB the transaction uploading time will be very fast.

14. If there are any clarifications, this may be obtained through the site. Bidder should take into account the corrigendum published from time to time before submitting the online bids.

15. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.

16. While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.

17. The bidder has to select the payment option as offline to pay the Tender Fee/EMD as applicable and enter details of the instruments.

18. The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.

19. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.

20. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.

21. If the price bid format is provided in a spread sheet file like BoQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price-bid BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender.

22. The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The **TIA will** not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.

23. After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online

submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.

24. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.

25. All the data being entered by the bidders would be encrypted using PK! encryption techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.

26. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

27. The confidentiality of the bids is maintained since the secured Socket Layer 128-bit encryption technology is used. Data storage encryption of sensitive fields is done.

28. The bidder should logout of the tendering system using the normal logout option available at the top right-hand comer and not by selecting the (X) exit option in the browser.

29. For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallelly for any further queries, the bidders are asked to contact over phone: 180030702232 or send a mail over to cppp-nic@nic.in.

Joint Registrar (GA)
Tezpur University

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1.03	9EM-00294	WinSvrSTDCore ALNG LicSAPk OLV 2Lic E 1Y Acdmc AP CoreLic	Windows Server STD CORE	80
1.04	R18-03497	WinSvrCAL ALNG LicSAPk OLV E 1Y Acdmc Ent DvcCAL	Windows Server CAL	350

Annexure-I

Pre-Qualifying Criteria

Sl.	Qualifying Requirement	Page number(s) of documents uploaded as proof
1.	The bidder must be Microsoft Authorized Education Partner. A Valid certificate must be enclosed.	
2.	The bidder shall submit the Microsoft's authorization letter or Manufacturer's Authorization Form (MAF) for participating in this tender.	
3	The bidder must have registered office of operation in the North-East India. A proof must be enclosed.	
4	Following Documentary evidences must be submitted along with the Technical Bid (a) Company/ Firm Registration, (b) Trade License, (c) GST Registration Certificate, (d) PAN	
5	Audited Balance Sheets of last 3 Years (2017-18, 2018-19 and 2019-20) must be submitted.	

Bid-Security Declaration Form

Date:_____

Bid No. _____

To (insert complete name and address of the purchaser)

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of three year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

(a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

(b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or recuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing he Bid Securing Declaration)
Duly authorized to sign the bid for an on behalf of: (insert complete name of Bidder)

Dated on_____day of_____(insert date of signing)

Corporate Seal (where appropriate)
(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

Report ID: GEM/GARPTS/08032021/8NZ2CYIMFE9G
Report Name: Microsoft Campus Agreement
Generated By: Dhiraj Kumar Sarma , Department of Higher Education , Ministry of Human Resource Development

Generated On: 08/03/2021
Valid till: 07/04/2021

GeM Availability Report and Past Transaction Summary

GeM Availability Report and past transaction summary report is generated based on the specifications searched by the Buyer. The specification may be modified appropriately for searching relevant categories on GeM. Buyer may navigate to GeM category page by clicking on the category link to view category specifications and products/services available in the category.

Order Count and Order Value displayed is on a cumulative basis since GeM inception.

1. Search String: Microsoft Campus Agreement

Search type: Product

1. There are categories available on GeM matching your requirements (as listed here). You can create a bid on GeM with a product closest matching your required specifications and add additional parameters in specifications through Corrigendum using RMS functionality.
2. If you feel that category TP needs updating you can submit category updating request also through RMS.
3. If you do not want to use any of the above option and want to proceed for procurement outside GeM, please suggest the specifications of the required product for creation of new category on GeM for future procurement.

Search Result: Category available/suggested on GeM but marked as "not matching requirements" by the buyer with undertaking as under:

It is certified that I have thoroughly checked all probable categories suggested by GeM and I am satisfied that the product required is not covered / does not fall in any of the suggested categories and can not be procured under any of these categories even after inclusion of List of Values(LOV) wherever possible in category specifications of suggested categories. It is also certified that the technical specification requirement are such that these can not be covered even by adding specification parameters using ATC in any of the GeM suggested categories. This is a one-time requirement hence new category creation is not proposed / or requirement is recurring but request for new category creation will be submitted separately post generation of GeMARPTS.

Category Name	Catalog Count	Order Count			Order Value (in La...		
		Direct Purchase	Reverse Auction	Bid	Direct Purchase	Reverse Auction	Bid
Folders For Agreement Sheets-IS:1848	32	193	1	2	19	0	1
Compatible Cartridge	7,01,155	1,88,202	234	1,980	31,005	61	491
PTZ type UHD camera for campus security as per MHA QRs	1	0	0	0	0	0	0
Office Suite Software (Version 2.0)	26	271	107	714	39	3,385	7,197
OEM Ribbon Cartridge	3,24,820	32,286	59	910	3,813	61	649
Universal Category	65,975	0	108	972	0	6,574	28,949
Waste Containers Or Rigid Liners- Dust Bin Or Garbage Bin Or Household Bin-IS 12402	37,113	29,510	247	1,956	14,560	4,498	12,873

GeM non-availability report for
Search "Microsoft campus Agreement".
The item must be procured through
CPPP portal.

08/03/2021
(E.E.)