

MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

NOTICE INVITING TENDER

NIT NO. 04/2019/MGCUB

Date: 31.05.2019

Sealed Quotations are invited from reputed manufacturers/companies or their authorized vendors for the supply of following items as mentioned in the Technical Specifications in Annexure-I.

Sl.No.	Description	Part Code	Quantity
1	O365ProPlusOpenFaculty ShrdSvr ALNG SubsVL OLV E 1Mth Acdmc AP	S3Y-00001	150
2	WINEDU ALNG UpgrdSAPk OLV E 1Y AcdmcEnt	KW5-00359	150
3	IntuneOpenFcltyShrdSvr ALNG SubsVL OLV E 1Mth Acdmc AP	FYS-00001	150
4	VSProSubMSDN ALNG LicSAPk OLV E 1Y Acdmc AP	77D-00161	50
5	PrjctPro ALNG LicSAPk OLV E 1Y Acdmc AP w1PrjctSvrCAL	H30-03427	50
6	MSImgnAcdmy ALNG SubsVL OLV E 1Mth Acdmc AP Srves	54R-00141	1

Term & Conditions: -

1. Eligibility Criteria of Bidders:

- Bidder should be Authorized Education Partner (AEP) of Microsoft.
- The bidder must attach an Authorization Letter from the OEM (Manufacturer) specific to this Tender enquiry and addressed to **OSD (Administration), Mahatma Gandhi Central University, "Camp Office" Near O.P. Thana, Raghunathpur, Areraj Road, Motihari – 845 401**, failing which tender will be rejected.
- Bidders are requested to quote their offer with one year, which may be extended to additional two years in future as per requirement of the University.
- The average turnover of the bidder should not be less than 30 lakhs for the preceding 3 years.
- The tender fee of Rs. 1000/- in form of Demand Draft drawn in **favour of OSD (Administration), Mahatma Gandhi Central University and payable at Motihari** should be submitted along with tender documents.

2. Submission of Bid:

- The bidder shall go through the entire documents and must comply with all the terms and conditions.
- The bid in sealed envelope should bear the inscription "Tender for Software – NIT no: **04/2019/MGCUB**".
- The bid must be submitted in one sealed envelope with the following document.
 - A letter of authority duly signed by an authorized signatory.
 - Technical Documentation (Product brochures, leaflets, manuals, etc.)
 - Demand draft of Rs 50000.00/-(Rupees Fifty thousand only) as EMD needs to be attached **in favour of OSD (Administration), Mahatma Gandhi Central University Payable at Motihari**.
 - Guarantee/Warranty details must be mentioned.
 - All pages of the bid documents must be signed and stamped by the authorized signatory of the bidder.
 - The rates should be quoted in Indian rupees.

7. GST (if any) must be mentioned clearly in the bid. Rates should be quoted separately mentioning the basic price, duties, taxes, etc. (if any).
 8. The bidder must enclose copies of PAN no., GST, Registration no.etc, along with the bid. If the said documents are found false, the Mahatma Gandhi Central University will take necessary action against the firm/vendor as per rules.
- d) The sealed tenders should be sent by the registered post/courier/speed post or dropped in the tender box kept in the **OSD (Administration), Mahatma Gandhi Central University, “Camp Office” Near O.P. Thana, Raghunathpur, Areraj Road, Motihari – 845 401 on or before 20.6.2019 at 3.00 p. m.** Tenders sent by other means will not be accepted.

Bids received after the due date and time will not be entertained at any cost.

3. Opening of Bid:

The **bids shall be opened on 20.06.2019 at 4.30 p.m.** at **Mahatma Gandhi Central University, Camp Office, Near O.P. Thana, Raghunathpur, Areraj Road, Motihari – 845 401.** The bidders or their authorized representative may also be present during the opening of the Bid, if they desire so, at their own expenses.

4. Validity of bids:

Bids will be valid for a minimum period of 90 days after the date of opening the bid.

5. Earnest Money Deposit:

- a) Bid for this tender must be accompanied with an Earnest Money Deposit of **Rs.50,000/-- (Rupees Fifty Thousand only)** in the form of Demand Draft in favour of **‘OSD (Administration), Mahatma Gandhi Central University’** payable at **Motihari. Quotations received without Earnest Money Deposit will be rejected.**
- b) Earnest Money shall be forfeited and the bid is liable to be rejected, if the bidder withdraws or amends or impairs or derogates from the tender in any form within the period of validity of the tender.
- c) The earnest money shall be liable to be forfeited in case of non-supply of ordered equipments/products.
- d) No interest will be payable by Mahatma Gandhi Central University, Motihari - Bihar, on the Earnest Money Deposit returned to the unsuccessful bidder.

6. Rejection of Bids

- a) The University reserves the right to accept or reject any bid or cancel the tender proceedings without assigning any reason whatsoever.
- b) If a bidder gives wrong information in their bids(s), **Mahatma Gandhi Central University** reserves the right to reject such bid(s) at any stage and to forfeit the Earnest Money Deposit and cancel the contract, if awarded.
- c) Incomplete quotations are liable to be rejected.
- d) **Mahatma Gandhi Central University** will not pay any costs incurred towards preparation and submission of the bid or any other expenditure in this regard.
- e) Unsigned tenders, unattested corrections and over writing by bidders are also liable for rejection.

7. Payment

- a) Payment for this procurement shall be made with all taxes and levies except custom duty and excise duty as the **Mahatma Gandhi Central University** is exempted from Custom Duty & Excise Duty.
- b) The 100% payment for this procurement shall be released only after the satisfactory completion/installation of equipment/products within the prescribed period of time mentioned in the supply order. The payment will be made after certification of operation by the users incharge.
- c) Performance Security @ 5% of total cost for six months.

8. Clarifications

In case the bidder requires any clarification regarding the tender document, they are advised to submit their question in writing to **OSD (Administration), Mahatma Gandhi Central University, "Camp Office" Near O.P. Thana, Raghunathpur, Areraj Road, Motihari – 845 401**

9. Inspection

Mahatma Gandhi Central University shall have the right to inspect or to test the items after delivery to confirm their conformity to the required specifications. The supplier shall provide all reasonable facilities and assistance to the inspector at no charge to **Mahatma Gandhi Central University**. In case any inspection of tested service fails to conform to the specifications, **Mahatma Gandhi Central University** may reject them and the supplier shall make all alterations necessary to meet specifications required free of cost to **Mahatma Gandhi Central University**.

10. Delivery of the product

- a) All the Software need to be delivered at **OSD (Administration), Mahatma Gandhi Central University, "Camp Office" Near O.P. Thana, Raghunathpur, Areraj Road, Motihari – 845 401** by the supplier at its own cost.
- b) The equipment/products shall be supplied within a period of 30 days from the date of supply order failing which EMD shall be forfeited.

11. Installation & Warranty

- a) Installation and integration of all supplied software shall be done by the bidder/supplier.
- b) The bidder shall conduct acceptance test of the supplied equipment at the installation site and demonstrate the functionalities as per specifications.
- c) The Guarantee/warranty will start from the date of installation of the equipment.
- d) The supplied equipment hardware must have one year on-site comprehensive warranty.
- e) If unresolved issues are pending, warranty duration would be extended till satisfactory resolution of issues without any extra cost to Mahatma Gandhi Central University.
- f) The bidder will have to arrange all the testing equipment & tools required for installation, testing & maintenance, etc., at his/her own cost.
- g) Mahatma Gandhi Central University will have the right to reject the components/equipment's supplied at any point of installation/inspection, if it does not comply with the specifications.

OSD (Administration)
Mahatma Gandhi Central University
Annexure-I

Technical Specifications of Software

SI. No.	Description	Part Code	Qty.	Remarks
1	O365ProPlusOpenFaculty ShrdSvr ALNG SubsVL OLV E 1Mth Acdmc AP	S3Y-00001	150	
2	WINEDU ALNG UpgrdSAPk OLV E 1Y AcdmcEnt	KW5-00359	150	
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6	MSImgnAcadmy ALNG SubsVL OLV E 1Mth Acdmc AP Srvcs	54R-00141	1	

Price Bid Format

SI. No.	Description	Part Code	Qty.	Amount
1	O365ProPlusOpenFaculty ShrdSvr ALNG SubsVL OLV E 1Mth Acdmc AP	S3Y-00001	150	
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3	IntuneOpenFciltyShrdSvr ALNG SubsVL OLV E 1Mth Acdmc AP	FYS-00001	150	
4	VSPProSubMSDN ALNG LicSAPk OLV E 1Y Acdmc AP	77D-00161	50	
5	PrjctPro ALNG LicSAPk OLV E 1Y Acdmc AP w1PrjctSvrCAL	H30-03427	50	
6	MSImgnAcadmy ALNG SubsVL OLV E 1Mth Acdmc AP Srvc	54R-00141	1	
				Tax
				Total Amount (with all taxes)