



No. 5-445/19-20/PS/MicrosoftCampus

21st January 2020

**E-TENDER ENQUIRY FOR SUPPLY AND INSTALLATION OF
“MICROSOFT CAMPUS AGEEREMENT FOR 120 FACULTY AND 200 STUDENTS LICENCE FOR A
PERIOD OF THREE YEARS”**

NAARM is a premier publicly funded Training and Research Management Organization under ICAR, DARE, Ministry of Agriculture, and Government of India. The Director, ICAR-NAARM, Rajendranagar, Hyderabad – 500 030, Telangana, India now Invites sealed tenders for Supply & Installation of **MICROSOFT CAMPUS AGEEREMENT FOR 120 FACULTY AND 200 STUDENTS LICENSE THREE YEARS”** in two bid system (technical bid / financial bid) from the eligible bidders/ authorized dealers/suppliers.

GENERAL TERMS & CONDITIONS

1. Online bids are invited for and on behalf of the Director, ICAR – NAARM, from the Authorized Microsoft Partners / authorized dealers/ authorized suppliers for tenders for Supply & Installation of MICROSOFT CAMPUS AGEEREMENT FOR VARIOUS PRODUCTS - 120 FACULTY AND 200 STUDENTS LICENSE THREE YEARS” in two bid system (technical bid / financial bid).
2. Tender Document with full details can be downloaded from the Government of India, Central Public Procurement Portal (<http://www.eprocure.gov.in>) or NAARM Website (<https://naarm.org.in/announcements/tenders/>).
3. The Earnest Money Deposit (EMD) is Rs.2,25,000 (Rupees Two Lakhs Twenty Thousands only) to be submitted in the form of Demand Draft drawn in favor of “ICAR Unit – NAARM A/c”, Hyderabad from any scheduled Bank and should be sent by speed post as to reach before due date at the above address.

Key Dates:

Sl. No.	Description	Date	Time
1.	Tender Publishing Date	21.01.2020	1400 hrs
2.	Tender Download start date	21.01.2020	1500 hrs
3.	Seek Clarification Start Date	22.01.2020	1000 hrs
4.	Seek Clarification End Date	13.02.2020	1000 hrs
5.	Bid Submission Start Date	22.01.2020	1100 hrs
6.	Bid Submission Closing Date	14.02.2020	1200 hrs
7.	Bid Opening Date	15.02.2020	1200 hrs

- 4 The Academy reserves the right to accept or reject any or, all the tenders without assigning any reason whatsoever
- 5 **The Earnest Money Deposit (EMD)** is Rs.2,25,000 (Rupees Two Lakhs Twenty Thousands only) to be submitted in the form of Demand Draft drawn in favor of "ICAR Unit – NAARM A/c", Hyderabad from any scheduled Bank and should be sent by speed post as to reach before due date at the above address. The EMD exempted for those registered with Micro, Small & Medium Enterprises (MSME) and National Small Industries Corporation (NSIC). The unsuccessful bidders EMD will be returned soon after the finalization of Tender, whereas the successful bidder EMD will be returned subject to furnishing the required Performance Security. The amount of EMD submitted along with tender document will be forfeited in the event of failure to supply the equipment after issue of supply order. The decision in all these matters shall be final and binding on you. No interest will be paid on Earnest Money/Security Deposit for the period of retention in the NAARM.
- 6 The duly filled Application form along with the relevant supporting documents and Price bid must be submitted through **online mode only on <http://eprocure.gov.in>**. Bidders would be required to register themselves in the CPP Portal. For submission of bids, the bidder is required to have Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities (CA).
- 7 All the required documents (self-attested) in support of eligibility criteria are to be uploaded along with the tender documents. All pages of tender documents should be numbered serially. **The bidders are advised to submit duly signed required papers / documents with their bids as per the specifications indicated in online only through Portal: <https://eprocure.gov.in> failing which their bids will be rejected.**
- 8 The successful bidder has to furnish an amount equivalent to ten (10) per cent of the order value as Performance Security Deposit, which will be refunded / returned only after satisfactory completion of the contractual obligations during subscription period of Three Years. The Security Deposit should be in the form of Fixed Deposit Receipt or Bank Guarantee from any Commercial Bank and on which no interest will be paid.
- 9 **The proposed Microsoft Campus Agreement should be functional immediately after expiring of the current Microsoft Campus Agreement i.e 31.03.2020.**
- 10 All communications must be addressed to the above Officer by designation but not by name.
- 11 **Payment:** No advance payment is permissible. Payment will be made only after satisfactory supply & installation of the software in couple of weeks with due certification of the concerned in-charge. **Payment will be made on a yearly basis.**
- 12 **Place of Delivery:** OIC (CNS) / AAO (S&P), ICAR-National Academy of Agricultural Research Management, Rajendranagar, Hyderabad – 500 030, Telangana.
- 13 **Penalty:** Penalty as may be decided by the Director, ICAR-NAARM is liable to be levied on the firm/agency who do not supply the items according to the required quality/specifications and time

limit specified in the purchase order. The supply should be as per quality / specifications / time period.

- 14 Liquidated Damages:** if you are failed to deliver the software or to perform the services with in the delivery period specified above, a sum equivalent to 0.5% of the contract price per week or part thereof off delay until actual delivery or performance shall be deducted from the bill up to a maximum deduction of 10% of the contract price. Once the maximum is reached, we may consider termination of the contract.
- 15 Bank details for e-payment:** The bank details may be furnished along with tender for making e-payment to the successful bidder
- 16 Period of Validity:** The rates quoted shall be valid for a minimum period of 90 days beyond the date of opening of tenders.
- 17 Rates:** Rates should be quoted on yearly basis valid for a period of three years with applicable taxes in the prescribed Price Schedule in Indian Rupees only.
- 18 Specifications:** Full specifications of the item quoted for should be indicated in the tender along with illustrated pamphlets, drawings etc. wherever available. The supplier has to submit the compliance statement on the technical specifications in the prescribed format enclosed to this schedule.
- 19 Taxes / Duties:** If taxes, duties, or any other charges over and above the rates quoted are payable by the purchaser, actual / percentage of such taxes / duties / charges should be clearly indicated.
- 20 Service Support and Warranty:** Comprehensive warranty and Service from the date of installation and acceptance by the Academy as specified in the Schedule of Requirements. However, the manufacturer's warranty, which exceeds the period specified in the Schedule of Requirements, should be extended accordingly.
- 21 Enquiry's on tender:** Any enquiry's regarding the tenders will not be entertained once the tenders are opened.
- 22 Acceptance of tender:** Director, NAARM reserves the right to accept or reject any of the tenders either in part or in full without assigning any reason thereof.
- 23 Quantities:** Director, NAARM reserves the right to reduce or increase the quantity at the time of placing the Purchase Order.
- 24** The Technical Bids are to be evaluated technically by the Institute Technical Advisory Committee (TAC). At the second stage Financial Bids will be opened only for the technically qualified tenders for further evaluation before awarding the contract.
- 25 Decision:** The Decision of the Director, NAARM on any dispute in the matter will be final and legally binding.

26 Jurisdiction: All disputes including court proceedings shall be settled within the Hyderabad jurisdiction only.

27 Rejection of tenders: Tenders not complying with the above conditions are liable to be rejected.

IMPORTANT NOTE: The bidder should submit the Technical & Financial bid separately through online only, which includes products details in the Technical Documents and Item wise price details in the Financial Bid. The Technical bid must be accompanied with proof of earnest money deposit. In any case, the technical bid without EMD/Demand Draft will not be entertained.

Eligibility of bidders

1. Duly signed statement on compliance (Annexure II)
2. Duly signed original tender document (Annexure III)
3. GST Number (Annexure IV)
4. Original Manufacturer's Authority form (Annexure V)
5. IT return for Assessment 2017-18, 2018-19, 2019-20 (Annexure VI)
6. Proof Purchase Order of Similar supplies (Annexure VIII)

Other conditions:

1. The tenders without EMD amount will not be considered.
2. The supply and Installation of "MICROSOFT CAMPUS AGEEREMENT SOFTWARES" as per supply order shall be supplied to NAARM campus.
3. The tender document should invariably be upload through online in the CPP Portal by duly signed by the authorized signatory by affixing the company/firm seal on every page of tender and the terms and conditions should strictly be followed before submitting the tender.
4. Director, NAARM reserves the right to accept or reject any or all the tenders. Decision of the Director will be final and legally binding. All disputes will be subject to Hyderabad Jurisdiction only.

Asst. Admn. Officer (S&P)



SCHEDULE OF REQUIREMENTS & FULL TECHNICAL SPECIFICATIONS

(Should be submitted duly printed on the letterhead of the bidder separately for each item and option)

Product	description	Duration*	qty.
2UJ-00011	Microsoft Desktop Education All Lng License/Software Assurance Pack Academic Open Value License Level E Enterprise (Desktop Education for Faculty)	3 Years	120
2UJ-00017	Microsoft Desktop Education All Lng License/Software Assurance Pack Academic Open Value License No Level Student (Desktop Education for Students)	3 Years	200
F2R-00001	Microsoft VDI Suite w/o MDOP All Lng Monthly Subscriptions-Volume License Academic Open Value License Level E Additional Product Per Device 1 Month	3 Years	600
H30-03431	Microsoft Project Professional All Lng License/Software Assurance Pack Academic Open Value License No Level Student w/1 ProjectSvr CAL	3 Years	200
H30-03427	Microsoft Project Professional All Lng License/Software Assurance Pack Academic Open Value License Level E Additional Product w/1 ProjectSvr CAL	3 Years	10
312-04097	Microsoft Exchange Server Standard All Lng License/Software Assurance Pack Academic Open Value 1 License Level E Additional Product	3 Years	1
76P-01359	Microsoft SharePoint Server All Lng License/Software Assurance Pack Academic Open Value License Level E Additional Product	3 Years	1
7JQ-00038	Microsoft SQL Svr Enterprise Core All Lng License/Software Assurance Pack Academic Open Value Licenses Level E Additional Product Core License	3 Years	2
HVH-00007	EDU O365 A3 FAC IN - O365EDUA3OpenFac ShrdSvr AllLng Monthly Subscriptions-Volume License Academic OLV 1License Level E Additional Product 1Month	3 Years	45
9EM-00294	WinSvrSTDCore ALNG LicSAPk OLV 2Lic E Acdmc AP CoreLic	3 Years	200

Signature and Seal of the Bidder: _____

Business Address: _____



CHECK LIST

Please give page numbers to the tender document and all enclosures and verify the following documents before submission of the tender in the sequence listed below, to avoid rejection or disqualification of your tender.

PLEASE NOTE THAT ALL RELATED PHOTO COPIES MAY PLEASE BE UPLOADED IN THE CPP PORTAL WITH THE TENDER DOCUMENT AS A PROOF

S.No.	List of the Documents to be enclosed with the Tender	Page No.	Enclosed (Yes/No)
1.	Earnest Money Deposit: EMD D.D. for Rs.2,25,000 should be drawn on any Commercial bank as indicated in the notice inviting tenders in favour of “ ICAR UNIT – NAARM A/c ” EMD D.D.No. _____ dated:_____ for Rs. _____ ; Bank: _____ . And the scanned copy the same must be upload in the CPP Portal		
2.	Following documents as indicated in the tender document printed on the tenderer’s letterhead with date signature and seal.		
2 (a)	Tender Form (Annexure – I)		
2 (b)	Statement on Compliance of the Technical Specifications with deviations, if any and technical literature of the product to be uploaded in CPP Portal (Annexure – II)		
2 (c)	The entire original tender document (Technical Bid) with seal and signature on each page with must be upload on CPP Portal at the time of submission of tender document(s) with in the due date. (Annexure –III)		
4	Document regarding registration /Certificate of incorporation/ GST of the firm issued by the appropriate government to be uploaded in CPP Portal. (Annexure – IV)		
5	The firm should be a Microsoft authorized Distributor / Partner of M/s. Microsoft. Submit Manufacturer's Authorization Form as a Proof of document should to be uploaded in CPP Portal. (Annexure –V)		

S.No.	List of the Documents to be enclosed with the Tender	Page No.	Enclosed (Yes/No)
5	The firm should submit Income Tax returns of previous 3 assessment years i.e., 2017-18, 2018-19, 2019-20 along with the tender document to be uploaded in CPP Portal. (Annexure –VI)		
6	NSIC/MSME certificates registered with NSIC (if applicable) to be uploaded in CPP Portal (Annexure – VII)		
7	Proof of Purchase Orders where the similar supplies were rendered / being rendered as specified in the performance statement. (Indicate Page No.....) to be uploaded in CPP Portal. (Annexure –VIII)		
8.	Any other document or information as required in the tender document to be uploaded in CPP Portal (Annexure – IX)		
9	Item wise Basic price for 3 years and item wise GST for 3 years for total quantity bid in the enclosed proforma should be uploaded in CPP Portal separately		
9.	Total pages of your entire Tender Document (Technical Bid) including Enclosures	No.of Total Pages : _____	

Certified that the above information is correct and the firm is willing to accept all the terms and conditions of the tender document.

Signature and Seal of the Bidder: _____

Business Address: _____

TENDER FORM

(To be filled in by the Tenderer duly printed on their letter head)

Tenderer's Ref.No. _____

Date: _____

From: _____

Grams: _____

Phone No. _____

PIN _____

Fax No. _____

To

The Director

NAARM, Rajendranagar,

HYDERABAD – 500 030

Ref: Your Tender Notice Advt. No. _____ dated-----.

Dear Sir,

I/We hereby offer for your requirements detailed in the schedule hereto or such portion thereof as you may specify in the Acceptance of Tender at the **rates given in the said schedule and agree to hold this offer for 90 days for acceptance.** I/We shall be bound by a communication of Acceptance dispatched within the prescribed time and also execute agreement required in this regard.

2. I/We have understood the Instructions to Tenderers and General Conditions of Contract governing such contracts placed by Indian Council of Agricultural Research and its Research Institutes and the Special Conditions of Contract, and have thoroughly examined the details indicated in the Schedule to Tender thereof and am/are fully aware of the goods and/or services required and my/our offer to supply/provide the goods and/or services strictly is in accordance with the requirements.

3. D.D.No. _____ Dt. _____ for Rs. _____ (in words) Rupees _____ only drawn on (Bank) _____ is enclosed towards Earnest Money Deposit.

The following pages have been added to and form part of this tender.

Yours faithfully,

Signature of the Witness

Signature: _____

Name: _____

Name: _____

Address: _____

Address : _____

SCHEDULE OF REQUIREMENTS & FULL TECHNICAL SPECIFICATIONS WITH COMPLIANCE*(Should be submitted duly printed on the letterhead of the bidder separately for each item and option)*

Product	description	Quantity	Compliance (Yes/ No)
2UJ-00011	Microsoft Desktop Education All Lng License/Software Assurance Pack Academic Open Value License Level E Enterprise (Desktop Education for Faculty)	120	
2UJ-00017	Microsoft Desktop Education All Lng License/Software Assurance Pack Academic Open Value License No Level Student (Desktop Education for Students)	200	
F2R-00001	Microsoft VDI Suite w/o MDOP All Lng Monthly Subscriptions-VolumeLicense Academic Open Value License Level E Additional Product Per Device 1 Month	600	
H30-03431	Microsoft Project Professional All Lng License/Software Assurance Pack Academic Open Value License No Level Student w/1 ProjectSvr CAL	200	
H30-03427	Microsoft Project Professional All Lng License/Software Assurance Pack Academic Open Value License Level E Additional Product w/1 ProjectSvr CAL	10	
312-04097	Microsoft Exchange Server Standard All Lng License/Software Assurance Pack Academic Open Value 1 License Level E Additional Product	1	
76P-01359	Microsoft SharePoint Server All Lng License/Software Assurance Pack Academic Open Value License Level E Additional Product	1	
7JQ-00038	Microsoft SQL Svr Enterprise Core All Lng License/Software Assurance Pack Academic Open Value Licenses Level E Additional Product Core License	2	
HVH-00007	EDU O365 A3 FAC IN - O365EDUA3OpenFac ShrdSvr AllLng Monthly Subscriptions-Volume License Academic OLV 1License Level E Additional Product 1Month	45	
9EM-00294	WinSvrSTDCore ALNG LicSAPk OLV 2Lic E Acdmc AP CoreLic	200	

Signature and Seal of the Bidder: _____

Business Address: _____

Annexure – III

The entire **original tender document (Technical Bid) with seal and signature on each page** with must be upload on CPP Portal at the time of submission of tender document(s) with in the due date

Annexure – IV

Document regarding **registration /Certificate of incorporation/ GST** of the firm issued by the appropriate government to be uploaded in CPP Portal.

Annexure – V

The firm should be a Microsoft authorized Distributor / Partner of M/s. Microsoft. Submit **Manufacturer's Authorization Form** as a Proof of document should to be uploaded in CPP Portal and the same original copy of MFA should be reached ICAR-NAARM before the last date

Annexure – VI

NSIC/MSME certificates registered with NSIC (if applicable) to be uploaded in CPP Portal

Annexure –VII

Proof of Purchase Orders where the similar supplies were rendered / being rendered as specified in the performance statement below. (Indicate Page No.....) to be uploaded in CPP Portal.

PERFORMANCE STATEMENT

(Shall be submitted on the Tenderer's Letterhead)

Order placed (full address of Purchaser)	Order No. and Date	Description and quantity of ordered equipment	Value of order	Date of completion of delivery		Remarks indicating reasons for late delivery, if any	Has the Software been satisfactorily functioning? (Attach a certificate from the Purchaser / Consignee)
				As per Contract	Actual		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Signature and Seal of the Bidder: _____

Business Address: _____

Annexure – VIII

Any other document or information as required in the tender document to be uploaded in CPP Portal