



भाकृअनुप - राष्ट्रीय कृषि अनुसंधान प्रबंध अकादमी  
राजेन्द्रनगर, हैदराबाद-५०००३०, तेलंगाणा, भारत  
**ICAR-National Academy of Agricultural Research Management**  
(ISO 9001:2015 Certified)  
Rajendranagar, Hyderabad-500030, Telangana, India  
Phones: (040) 2458 1322; Fax: (040) 2401 5912; <https://naarm.org.in>



No. 5-445/22-23/AIII/MicrosoftCampus  
24<sup>th</sup> February 2023

**TENDER ENQUIRY FOR SUPPLY**  
**“MICROSOFT ACADEMIC LICENSES SUBSCRIPTION FOR A PERIOD OF THREE YEARS”**

ICAR-NAARM (herein after called Academy) is a premier publicly funded Educational, Training and Research Management Organization under Indian Council of Agricultural Research(ICAR), Department of Agricultural Research and Education (DARE), Ministry of Agriculture and Farmers Welfare, Government of India. The Academy conducts a full-time residential course PGD-ABM, Post-Graduate Diploma in Management (Agri-Business Management) with the approval of AICTE from the year 2009. The Director, ICAR-NAARM, Rajendranagar, Hyderabad – 500 030, Telangana, India now Invites sealed tenders for Supply of **“MICROSOFT ACADEMIC LICENSES SUBSCRIPTION FOR A PERIOD OF THREE YEARS”** in two bid system (technical bid / financial bid) from the eligible bidders/ authorized dealers/suppliers for educational institutions.

**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 ACADEMIC LICENSES SUBSCRIPTION FOR A PERIOD OF 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/>).

**Key Dates:**

Sl. No.	Description	Date	Time
1.	Tender Publishing Date	24-02-2023	1600 hrs
2.	Tender Download start date	24-02-2023	1600 hrs
3.	Seek Clarification Start Date	24-02-2023	1600 hrs
4.	Seek Clarification End Date	06-03-2023	1100 hrs
5.	Bid Submission Start Date	24-02-2023	1700 hrs
6.	Bid Submission Closing Date	10-03-2023	1200 hrs
7.	Bid Opening Date	13-03-2023	1200 hrs

- 4 The Academy reserves the right to accept or reject any or, all the tenders without assigning any reason whatsoever
- 5 **Bid Security Form to be submitted.**
- 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 Academic Licenses Subscription should be functional immediately after expiring of the current Microsoft Campus Agreement i.e 31.03.2023.**
- 10 All communications must be addressed to the DIRECTOR, ICAR-NAARM.
- 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) / SAO, 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** Serial numbers of the Price Bid in Tender document **1, 2, 3 & 4** are yearly subscriptions. The rates should be quoted for the next 3 years under the new agreement period i.e 01-Apr-2023 to 31-March-2026. The supply order will be issued for Sl. 1,2,3, & 4 for one year which is extendable for two more years [yearly basis] based on the satisfactory services / performance and approval by the competent authority. Whereas, the serial numbers **5,6,7 & 8** are one time purchase (Perpetual) and will be paid in the first year.
- 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: GST as applicable** should be clearly indicated and quoted.
- 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.

#### **Eligibility of bidders**

1. Duly signed statement on compliance (Annexure II)
  2. Duly signed original tender document (Annexure III)
  3. Registration/Certificate of Incorporation/GST Number (Annexure IV)
  4. Original Manufacturer's Authority form (Annexure V)
  5. IT return for Assessment 2019-20, 2020-21, 2021-22 (Annexure VI)
  6. Proof Purchase Order of Similar supplies (Annexure VIII)
  7. Duly signed scanned copy of Bid Security declaration form (Annexure IX).
- **The bidder should have a valid Authorization letter issued by Microsoft to Authorized Distributors/ Partners/ Dealers for participating in tender to sale their product under Academic / Educational license.**
  - **Rates of each item should be quoted separately and the bidders quoting for all items for Academic / Educational license rates are only considered.**

#### **Other conditions:**

1. The tenders without Bid Security Declaration form will not be considered.
2. The supply of "**MICROSOFT ACADEMIC LICENSES SUBSCRIPTION FOR A PERIOD OF THREE YEARS**" 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.

**ICAR-NAARM**



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**SCHEDULE OF REQUIREMENTS & FULL TECHNICAL SPECIFICATIONS**  
(Should be submitted duly printed on the letterhead of the bidder separately)

To  
Director,  
ICAR-NAARM,  
Rajendranagar, Hyderabad

Dear Sir,

We agree to supply the following items as per your reference No. 5-445/22-23/AIII/MicrosoftCampus

Dated \_\_\_\_\_.

SI No	Microsoft Part code	Description of the software	Qty	Type of Subscription
1	2UJ-00011	Desktop Education ALng LSA OLV E 1Y Academic Enterprise	100	Subscription period for one year with extension up to further two more years
2	AAA-97096	Project Plan 3 for faculty	10	-do-
3	AAA-70480	Office 365 A3 for faculty	140	-do-
4	AAA-70482	Office 365 A3 for students use benefit	200	-do-
5	DG7GMGF0M80J	SQL Server 2022 Standard Edition	1	perpetual
6	DG7GMGF0D5RK	Windows Server 2022 Standard - 2 Core License Pack	140	perpetual
7	DG7GMGF0F4MC	Exchange Server Standard 2019	1	perpetual
8	DG7GMGF0MF3T	SQL Server 2022 - 1 Device CAL	4	perpetual

Signature and Seal of the Bidder: \_\_\_\_\_

Business Address: \_\_\_\_\_

Place & Date:



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### 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.	<b>Duly signed scanned Bid Security Declaration Form</b>		
2.	Following documents as indicated in the tender document printed on the tenderer's letterhead with date signature and seal.		
2 (a)	<b>Tender Form ( Annexure – I)</b>		
2 (b)	<b>Statement on Compliance</b> of the Technical Specifications with deviations, if any and technical literature of the product to be uploaded in CPP Portal ( <b>Annexure – II</b> )		
2 (c)	The entire <b>original tender document (Technical Bid) with seal and signature on each page</b> with must be upload on CPP Portal at the time of submission of tender document(s) with in the due date. ( <b>Annexure –III</b> )		
4	Document regarding <b>registration /Certificate of incorporation/ GST</b> of the firm issued by the appropriate government to be uploaded in CPP Portal. ( <b>Annexure – IV</b> )		
5	The firm should be a Microsoft authorized Distributor / Partner of M/s. Microsoft. Submit <b>Manufacturer's Authorization Form</b> as a Proof of document should to be uploaded in CPP Portal. ( <b>Annexure –V</b> )		
5	The firm should submit <b>Income Tax returns</b> of previous 3 assessment years i.e., <b>2019-20, 2020-21, 2021-22</b> along with the tender document to be uploaded in CPP Portal. ( <b>Annexure –VI</b> )		

S.No.	List of the Documents to be enclosed with the Tender	Page No.	Enclosed (Yes/No)
6	<b>NSIC/MSME certificates</b> registered with NSIC (if applicable) to be uploaded in CPP Portal ( <b>Annexure – VII</b> )		
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. ( <b>Annexure –VIII</b> )		
8	Bid security declaration form ( <b>Annexure – IX</b> )		
9	<b>Any other document</b> or information as required in the tender document to be uploaded in CPP Portal ( <b>Annexure – X</b> )		
10	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		
11	The bidder should have a valid Authorization letter issued by Microsoft to Authorized Distributors/ Partners/ Dealers for participating in tender to sale their product under Academic / Educational license.		
12	Rates of each item should be quoted separately and the bidders quoting for all items for Academic / Educational license rates are only considered.		
13	<b>Total pages of your entire Tender Document (Technical Bid) including Enclosures</b>	<b>No.of Total Pages :</b> _____	

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. Bid Declaration Form

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)*

SI No	Microsoft Part code	Description of the software	Qty	Type of Subscription	Compliance (Yes/No)
1	2UJ-00011	Desktop Education ALng LSA OLV E 1Y Academic Enterprise	100	Subscription period for one year with extension up to further three years	
2	AAA-97096	Project Plan 3 for faculty	10	-do-	
3	AAA-70480	Office 365 A3 for faculty	140	-do-	
4	AAA-70482	Office 365 A3 for students use benefit	200	-do-	
5	DG7GMGF0M80J	SQL Server 2022 Standard Edition	1	perpetual	
6	DG7GMGF0D5RK	Windows Server 2022 Standard - 2 Core License Pack	140	perpetual	
7	DG7GMGF0F4MC	Exchange Server Standard 2019	1	perpetual	
8	DG7GMGF0MF3T	SQL Server 2022 - 1 Device CAL	4	perpetual	

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**

The firm should submit Income Tax returns of previous 3 assement years i.e.,2019-20,2020-21,2021-22 along with the tender document to be uploaded in CPP Portal.

**Annexure - VII**

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

**Annexure –VIII**

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.

**Annexure – IX**

**[To be printed on Company letter head]**

To  
The Director  
ICAR-NAARM  
Rajendranagar  
Hyderabad 500 030

Sir,

We, the undersigned, declare that: We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with your institute for the period of time of 2 years starting on date of closing of bids if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn our Bid during the period of bid validity specified in the Letter of Bid; or
- (b) having been notified of the acceptance of our Bid by your institute during the period of bid validity,
  - (i) fail or refuse to execute the Contract, if required, or
  - (ii) fail or refuse to furnish the Performance Security as per tender conditions

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder.

**Signature of Authorized signatory with company seal**

## 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

# **PRICE BID**

## SCHEDULE OF REQUIREMENT & PRICE BID

(To be typed / printed on the letterhead of the tenderer)

Product	Description	Qty	Rate without TAX			TOTAL PRICE FOR THREE YEARS WITHOUT GST	GST PERCENTAGE [%]	TOTAL PRICE FOR THREE YEARS WITH GST
			Basic Rate for Year 1	Basic Rate for Year 2	Basic Rate for Year 3			
2UJ-00011	Desktop Education ALng LSA OLV E 1Y Academic Enterprise	100						
AAA-97096	Project Plan 3 for faculty	10						
AAA-70480	Office 365 A3 for faculty	140						
AAA-70482	Office 365 A3 for students use benefit	200						
DG7GMGF0M80J	SQL Server 2022 Standard Edition [Perpetual] <b>Amount to be quoted in first year only as this is perpetual</b>	1						
DG7GMGF0D5RK	Windows Server 2022 Standard - 2 Core License Pack [Perpetual] <b>Amount to be quoted in first year only as this is perpetual</b>	140						
DG7GMGF0F4MC	Exchange Server Standard 2019 [Perpetual] <b>Amount to be quoted in first year only as this is perpetual</b>	1						
DG7GMGF0MF3T	SQL Server 2022 - 1 Device CAL [Perpetual] <b>Amount to be quoted in first year only as this is perpetual</b>	4						