



भाकअनुप - 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
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F.No. 5-445/Microsoft Campus Agreement/2025-26/A.III
27th February 2026

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

ICAR-NAARM (herein after called Academy) is a 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 PGDM-ABM, Post-Graduate Diploma in Management (AgriBusiness Management) with the approval of AICTE from the year 2009. The Director, ICAR-NAARM, Rajendranagar, Hyderabad – 5000 30, Telangana, India now invites tenders for Supply and Activation 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.

The bidders are requested to submit the bids Online on GeM Portal. The summary of the requirement is as under:

S.No	Item Description	Quantity
1.	Tender for SUPPLY AND ACTIVATION OF “MICROSOFT ACADEMIC LICENSES SUBSCRIPTION FOR A PERIOD OF THREE YEARS”	As per Schedule I

PART A

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 and activation of’ MICROSOFT ACADEMIC LICENSES SUBSCRIPTION FOR A PERIOD OF THREE YEARS ” in two bid system (technical bid / financial bid).
2.	All communications must be addressed to the Director, ICAR-NAARM, Rajendranagar, Hyderabad.
3.	Specifications: The detailed specifications for Supply and activation of MICROSOFT ACADEMIC LICENSES SUBSCRIPTION FOR A PERIOD OF THREE YEARS at ICAR-NAARM are provided in Schedule – I of this tender document.
4.	<p><u>Eligibility Criteria:</u></p> <ul style="list-style-type: none">a. Duly Filled Part Bb. The complete Part A of the original tender document (for Technical Bid), covering Pages 1 to 4, must be duly signed along with company’s seal on each page. The signed and sealed copy of Pages 1 to 4 (Part A) should be uploaded on the GeM Portal along with the other documents asked.c. Duly filled and Signed Tender Form (Annexure – I)d. Schedule of requirements & full technical specifications with compliance of the Technical Specifications with deviations, if any and technical literature of the product to be uploaded in GeM Portal (Annexure – II)e. Document regarding registration /Certificate of incorporation/ GST Numberf. Proof of Two (2) similar contracts, each of value Rs. 6.00 lakhs or above, during last three Financial Years (FY 2022-23,2023-24 and 2024-25)g. The firm should submit Income Tax returns of previous three (3) Assessment Years i.e., (AY-2022-2023, 2023-24, 2024-25) along with the tender document to be uploaded in GeM Portal.h. Original Manufacturer’s Authorization form - The firm should be a Microsoft authorized Distributor / Partner of M/s. Microsoft. Manufacturer's Authorization Form as a Proof of document should to be uploaded in GeM Portal. <p>*It is advisable to mention the page numbers of all documents attached/submitted as per Part B (Checklist), as this facilitates easy verification and minimizes the possibility of any document being overlooked during scrutiny.</p>
5.	Rejection of tenders: Tenders not complying with any one of the above conditions are liable to be rejected. No correspondence in this regard will be entertained.
6.	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.

7.	Performance Security Deposit: 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 (For 40 months) from any Commercial Bank and on which no interest will be paid
8.	If, after award of the contract, the selected firm fails or refuses to activate and provide the Microsoft Academic Licenses at the quoted rates or does not comply with the terms and conditions of the tender, the Performance Security shall be forfeited in full and further action may be taken as per tender provisions.
9.	The subscription shall become operational immediately upon expiry of the existing Microsoft Campus Agreement, i.e., 31.03.2026, without any service interruption.
10.	Payment: No advance payment is permissible. Payment shall be released on yearly basis after successful activation of licenses and submission of invoice, subject to certification by the concerned Officer-in-Charge.
11.	Place of Delivery: Officer InCharge- Computers Network and Services (OIC-CNS), ICAR-National Academy of Agricultural Research Management, Rajendranagar, Hyderabad – 5000 30, Telangana.
12.	Taxes / Duties: GST as applicable.
13.	Acceptance of tender: Director, ICAR-NAARM reserves the right to accept or reject any of the tenders either in part or in full without assigning any reason thereof.
14.	Jurisdiction: All disputes including court proceedings, shall be settled within the Hyderabad jurisdiction only.
15.	Service Support and Warranty: “The subscription shall remain active and fully functional for the contracted period. The vendor shall ensure uninterrupted service during the subscription period.”
16.	The bidder shall furnish details of similar supplies executed for Government/ Autonomous/ Academic Institutions during the last three Financial Years.
17.	Liquidated Damages / Penalty: In case of delay in activation, short/incorrect supply, interruption of services due to vendor’s fault, or non-compliance with specifications, Liquidated Damages (LD) @ 0.5% per week of delay shall be levied, subject to a maximum of 10% of the annual contract value. Persistent default may lead to termination of the contract at the risk and cost of the supplier. In addition, penalty as deemed appropriate by the Director, ICAR-NAARM, may be imposed for any contractual non-compliance.
18.	Quantities: Director, NAARM reserves the right to reduce or increase the quantity at the time of placing the Purchase Order.
19.	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.
20.	Rates should be quoted separately for each year in BOQ as per schedule I.

Schedule I

Requirement for Educational Licenses for the Microsoft Products

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-

The firm should be a Microsoft authorized Distributor /partner of M/s. Microsoft.

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 Bid Nodated

Sl 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-

The firm should be a Microsoft authorized Distributor /partner of M/s. Microsoft.

Signature and Seal of the Bidder: _____

Business Address: _____

Place & Date: _____

Part B

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 PHOTOCOPIES ARE UPLOADED WITH THE TENDER DOCUMENT AS A PROOF

S.No.	List of the Documents to be enclosed with the Tender	Page No.	Enclosed (Yes/No)
Following documents as indicated in the tender document printed on the tenderer's letterhead with date, signature and seal.			
1	The complete Part A of the original tender document (for Technical Bid), covering Pages 1 to 4, must be duly signed along with company's seal on each page. The signed and sealed copy of Pages 1 to 4 (Part A) should be uploaded on the GeM Portal along with the other asked documents.		
2	Duly filled and Signed Tender Form (Annexure – I)		
3	Schedule of requirements & full technical specifications with compliance of the Technical Specifications with deviations, if any and technical literature of the product to be uploaded in GeM Portal (Annexure – II)		
4	Bid security declaration form (Annexure – III)		
5	Performance Statement (Annexure – IV)		
3	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 GeM Portal.		
4	Document regarding registration /Certificate of incorporation/ GST Number of the firm issued by the appropriate government to be uploaded in GeM Portal.		
5	Proof of Two (2) similar contracts , each of value Rs. 6.00 lakhs or above, during last three Financial Years (FY 2022-23,2023-24 and 2024-25)		
6	The firm should submit Income Tax returns of previous three (3) Assessment Years i.e., (AY-2022-2023, 2023-24, 2024-25) along with the tender document to be uploaded in GeM Portal.		
Total pages of your entire Tender Document (Technical Bid) including Enclosures		No.of Total Pages : _____	

S.No.	List of the Documents to be enclosed with the Tender	Page No.	Enclosed (Yes/No)
Rates of each year should be quoted separately.			

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

Signature and Seal of the Bidder: _____

Business Address: _____

Place: _____

Date: _____

TENDER FORM

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

Tenderer's Bid No..... Date:_____

From: _____

Grams: _____

Phone No. _____

PIN _____

Fax No. _____

To

The Director

NAARM, Rajendranagar,

HYDERABAD – 500 030

Ref: Your Tender. Bid No.....dated-
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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 Terms and Conditions of Contract governing such contracts placed by Indian Council of Agricultural Research and its Research Institutes, and have thoroughly examined the details indicated in the Schedules of the 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: _____

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)

Sl 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 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-	

The firm should be a Microsoft authorized Distributor /partner of M/s. Microsoft.

Signature and Seal of the Bidder: _____

Business Address: _____

Bid-Security Declaration Form
[To be printed on Company letter head]

To
The Director
ICAR-NAARM
Rajendranagar
Hyderabad 5000 30

Sir,

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

We accept that we will automatically be suspended from being eligible for bidding in any contract with your institute for the period 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, and we
 - (i) fail or refuse to execute the Contract, 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)

Full name and address of the Purchaser/Client	Order No. and Date	Description and number of licenses supplied and activated	Value of the Order In Rs	Date of completion of delivery		Remarks, if any, for delay in supply/activation	Has the Software been satisfactorily functioning? (Attach a certificate from the Purchaser / Client)
				As per Contract	Actual		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Signature and Seal of the Bidder: _____

Business Address: _____

PRICE BID BOQ

AutoSave Off Boq_Microsoft campus agreement • Saved to this PC

File Home Insert Draw Page Layout Formulas Data Review View Automate Help

Clipboard Font Alignment Number Styles

Item Num	Item Title	Item Description	Item Quar	Unit of Me	Consigne	Delivery Period (In number of days)
1	First Year Price for items as per Schedule I	As per Annexure II of	1	numbers	ao.stores	15
2	Second Year Price for items as per Schedule I	As per Annexure II of	1	numbers	ao.stores	15
3	Third Year Price for items as per Schedule I	As per Annexure II of	1	numbers	ao.stores	15
4	Any Other Installation Charges	As per Annexure II of	1	numbers	ao.stores	15
5	Any Other delivery charges	As per Annexure II of	1	numbers	ao.stores	15