



# तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR

नपामः:तेजपुर-784028::असम

NAPAAM::TEZPUR-784028::ASSAM

## NOTICE INVITING QUOTATIONS (NIQ)

(ET-NIQ-.....5305.....DT-05/02/2020...)

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: 13-02-2020 (2.00 PM)

Date and Time of opening of Bids: 14-02-2020 (4.00 PM)

Place of Opening of Bids: Tezpur University

### Terms & Conditions:

1	The Agreement Period is from 01-FEB-2020 to 31-JAN-2021 or 1 Year from the date of start of active subscription and may be extended for another two years if service is found to be satisfactory and the party agrees to execute the work at the same rate, terms and conditions.
2	Any free Entitlements/ Software Packages/Software Assurance/ Student benefit etc. must be included in the offer.

### GENERAL TERMS & CONDITIONS:

- 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](http://www.tezu.ernet.in)).
- 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.
- 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.

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4. **Quotations should be accompanied by i) An EMD (in the form of Demand Draft/Banker Cheque) for ₹26000.00 (Rupees Twenty-Six Thousand) only drawn in favor of Registrar, Tezpur University, payable at Tezpur. No request for consideration of earlier deposited EMD will be considered. ii) A non-refundable application (quotation/participation) fee of ₹1000.00 (Rupees One Thousand) only must be paid only by Demand Draft/Banker Cheque drawn in favour of Registrar, Tezpur University payable at Tezpur. iii) The original copies of the EMD & 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 and EMD for ET-NIQ-5305.....DT-05/02/2020 addressed to the Assistant Registrar-GA, Tezpur University. Failure to do so may result in rejection of the bid.**
5. **Exemption: To Bidders who are MSME/NSIC registered may claim exemption from payment of EMD only 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. Payment of tender fee is a must and is not exempted. However, the University will make provisions for the tender documents free of cost in its website as well as in CPP Portal.**
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. Applications for release of EMD should be submitted to the Registrar/ Assistant Registrar-GA.
15. 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.

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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.

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25. All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be 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 corner 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. Parallely for any further queries, the bidders are asked to contact over phone: 180030702232 or send a mail over to [cppp-nic@nic.in](mailto:cppp-nic@nic.in).

*[Handwritten Signature]*  
05/02/XX

Assistant Registrar (GA)  
Tezpur University

Annexure-I

**Pre-Qualifying Criteria**

Sl.	Qualifying Requirement	Page number(s) of documents uploaded as proof
1.	The bidder should have experience of supplying Microsoft Campus Agreement in Educational Organizations. Enclose one or two purchase orders.	
2.	The Bidder must be Microsoft Authorized Education Partner. A Valid certificate must be enclosed.	
3	The bidder shall submit the Microsoft's authorization letter or Manufacturer's Authorization Form (MAF) for participating in this tender.	
4	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 (2016-17, 2017-18 and 2018-19) must be submitted.	

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