



INDRAPRASTHA INSTITUTE *of*
INFORMATION TECHNOLOGY
DELHI

**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY,
DELHI, OKHLA PHASE-III NEW DELHI-110020.**

**TENDER FOR PURCHASE OF MICROSOFT OFFICE LICENSES
FOR CAMPUS OF THE INSTITUTE AT
OKHLA, NEW DELHI-110020**

(Tender no.IIITD/S&P/05/2012-13)

INVITATION FOR BIDS

1. Indraprastha Institute of Information Technology (IIITD), Delhi a State University invites sealed financial bids for purchase of Microsoft Office Licenses for its permanent campus at Okhla Phase-III New Delhi-110020 (behind Govind Puri Metro Station).
2. Rs.5,000/- (Rupees Five Thousand only) as earnest money (EMD) must be deposited in the form of demand draft in favor of IIIT-Delhi, payable at New Delhi. No interest shall be payable on the earnest money deposited by the bidders. Tender documents without earnest money will be rejected.
3. The last date for submission of bids is 15th April, 2013 at 3:00 PM The Tender Document should be addressed to:

Registrar,
Indraprastha Institute of Information Technology, Delhi
Okhla Phase-III
(Behind Govind Puri Metro Station)
New Delhi-110020.

4. The bids shall be opened on the same day i.e. 15th April, 2013 at 3:30 PM.

SCOPE OF WORK

Purchase and installation of Microsoft Office Licenses as per details below:

Product Code	Item Name	Quantity
021-10234	OfficeStd 2013 SNGL OLP NL Acdmc	60

TERMS AND CONDITIONS

1. The financial bid should be valid for a period of not less than 60 days from the date of opening of bid.
2. The Microsoft office license is to be supplied within a period of 4 weeks from the date of issue of Purchase Order (PO) by the Institute. The Institute shall forward one copy of the PO to the Microsoft Corporation for having placed the order with the reseller and to ensure that reseller honors the commitment to install the OS.
3. The bidder should be Microsoft Authorized Education Reseller (AER). Certificate to this effect from Microsoft Corporation needs to be attached along with the bid.
4. Bids will be opened in the presence of bidders' representatives, who choose to attend on the specified date and time.
5. Sealed bid can be sent either by post or by messenger.
6. Payment will rereleased after successful delivery as certified by Officer in Charge of the Institute.
7. In the event of dispute, Director, IIT, Delhi shall be the sole arbitrator and his decision shall be final and binding on both the parties.
8. IIT, Delhi does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.
9. In case the reseller is not able to execute the Order, EMD amount of Rs.5,000/- (Rupees Five Thousand only) shall be forfeited.

PROFORMA FOR FINANCIAL BID

Product Code	Item Name	Quantity	All Inclusive Cost of 60 Licensees (in INR)
021-10234	OfficeStd 2013 SNGL OLP NL Acdmc	60	