



INDRAPRASTHA INSTITUTE *of*
INFORMATION TECHNOLOGY
DELHI

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

(Tender no. IIITD/S&P/IT/MS Office 2016 Std. Licenses/21/2017-18)

INVITATION FOR BIDS

1. Indraprastha Institute of Information Technology-Delhi (IIITD), a State University invites sealed financial bids for purchase of Microsoft Office Licenses for its permanent campus at Okhla Phase-III New Delhi-110020.
2. Rs.15, 000/- (Rupees Fifteen Thousand only) as earnest money (EMD) must be deposited in the form of demand draft in favor of IIIT-Delhi Collection Account, 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 document may be deposited in the Tender Box kept in the Store Room of the Service Block of the Institute. Bids received after 3:00 PM will not be accepted or considered under any circumstances. In this regard decision of the Institute shall be final and no request in this regard will be entertained. Bid must be submitted in sealed envelope super scribed with “Microsoft Office Std 2016 SNGL OLP NL Acdmc (Paper based license)”.
4. The last date for submission of bids is 30th November, 2017 at 3:00 PM. The tender document should be addressed to:

Registrar,
Indraprastha Institute of Information Technology, Delhi
Okhla Phase-III, New Delhi-110020

5. The bids shall be opened on the same day i.e. 30th November, 2017 at 3:30 PM.

SCOPE OF PURCHASE

Purchase of Microsoft Office Licenses as per details below:

Product Code	Item Name	Quantity	Validity
021-10539	Office Std 2016 SNGL OLP NL Acdmc (Paper based license)	100	Life Time

Following information must accompany the financial bid:

1	Name, address and telephone number of the firm/company	
2	Name of the contact person and contact details (mobile/telephone number etc.)	
3	Name of the Bank and full address	
4	Bank Account Number (please attach cancelled cheque)	
5	PAN & GSTN (please attach self-certified copy)	
6	Valid self-certified copy of authorization from Microsoft	
7	Copy of Partnership Deed/ Certificate of registration of company or any other document evidencing registration of the bidder	
8	Number of Years of Experience	
9	Details of DD towards EMD	
10	Provide the previous PO's of the same items sold during last three years (attested copies of the Orders to be enclosed)	
11	Turnover of the bidder in the financial years: 2014-15 2015-16 2016-17 Please attach CA certified copy of the turnover.	
13	ISO 9000 Certification (please attach certified copy)	

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 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 receipt of paper based license as certified by Officer in Charge of the Institute.
7. In the event of dispute, Director, IIIT, Delhi shall be the sole arbitrator and his decision shall be final and binding on both the parties.
8. IIIT, 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.15,000/- (Rupees Fifteen Thousand only) shall be forfeited. The bidder shall also be liable to be blacklisted at the sole discretion of the Institute.

PROFORMA FOR FINANCIAL BID

Product Code	Item Name	Quantity	Validity	Total Amount Rs. (Inclusive of all)
021-10539	Office Std 2016 SNGL OLP NL Acdmc (Paper based license)	100	Life Time	

Please note the price should be inclusive of all taxes/charges etc. The discount, if any should be mentioned herein and nowhere else.

Total Cost (all inclusive) of quantity mentioned above (in words):

We accept that the rate quoted above shall remain valid for a period of 60 days from the date mentioned below

(Signature and seal of the Bidder)

Date: 08.11.2017