

Management Development Institute Murshidabad (MDIM)

**Limited Tender Enquiry (LTE)**

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**Tender No.** 2022-23/MDIM/IT/MS VLSC/29

**Date:** 23/08/2022

**Limited Tender document for procurement of Microsoft Volume License (MS Campus Agreement) for one year**

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MDI Murshidabad

Kulori, PO – Uttar Ramna, Dist. – Murshidabad, PIN-742235, West Bengal

*Emplo*



Tender No. 2022-23/MDIM/IT/MS VLSC/29

Date: 23/08/2022

**Sub: Limited Tender for procurement of Microsoft Volume License (MS Campus Agreement) for one year.**

Management Development Institute Murshidabad (MDIM) invites quotations (in digital format) from reputed Original Software Developer (OSD) or their authorized partners for procurement of Microsoft Volume License (MS Campus Agreement) for one year as per the scope of work and terms & conditions mentioned in the enclosed document.

Bids are to be submitted in the following manner:

- The quotation along with other required documents to be created in a single PDF file format and the said file must be password protected and to be sent at [etender@mdim.ac.in](mailto:etender@mdim.ac.in) along with password. The subject line of the email should be as "Limited Tender for procurement of Microsoft Volume License (MS Campus Agreement) for one year" on or before **03/09/2022** up to **17:30 Hrs.**
- While submitting, the bid documents must be signed and stamped as a token of acceptance of all terms and conditions.

**IMPORTANT DATES: -**

**Last Date for Submission of Bids: 03/09/2022 up to 17:30 Hrs.**

The bidders are requested to read the tender documents carefully and ensure compliance with all terms & conditions and specifications herein. Non-compliance with specifications and terms & conditions in this document may disqualify the bidders from the bidding process.

Quotations received after the due date and time will not be considered or accepted and no request or appeal will be entertained in this regard. MDIM authority reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Please refer to our website (<https://www.mdim.ac.in/tender>) for Addendum, if any.

Encl. –

- 1) Annexure-I (Terms & Conditions)
- 2) Annexure-II (Financial Bid)

*Emph*  
23/8/22  
Registrar



**Sub: Limited Tender for procurement of Microsoft Volume License (MS Campus Agreement) for one year**

**ANNEXURE – I**  
**(TERMS & CONDITIONS)**

- 1) The quotation along with the required documents as per the prescribed format & one set of this tender document, duly signed and stamped by the bidder along with other required documents to be created in a single PDF file format. The said file must be password protected and to be sent at [etender@mdim.ac.in](mailto:etender@mdim.ac.in) along with password. The subject line of the email should be as "Limited Tender for procurement of Microsoft Volume License (MS Campus Agreement) for one year" on or before **03/09/2022** up to **17:30 Hrs.**
- 2) All bids in which any of the prescribed conditions is not fulfilled or any condition is put forth or conditional bids by the bidder(s) shall be summarily rejected.
- 3) **Payment Terms:** 100% payment to be released within 15 days after satisfactory completion of work and submission of tax invoice & license document.
- 4) **Performance Security Deposit:**
  - a. The agency will be required to deposit security money equivalent to 5% of the total order value (incl. of all) in the form of Term Deposit within 21 days from the data of award of order.
  - b. The security money deposited by the agency will be retained by the Institute till completion of the contract and will be released thereafter on claim subject to adjustment, if any, by the Institute. Performance Security should remain valid for a period of 30 days beyond the date of completion of all contractual obligations incl. warranty obligations. No interest will be payable on the Performance Security Deposit.
    - **Beneficiary Name:** Management Development Institute Murshidabad
    - **Bank & Branch:** State Bank of India, Omarpur Branch (12355)
    - **Account No:** 33987582978
    - **IFSC Code:** SBIN0012355
    - **Type of Account:** Current Account
- 5) **Bidder's Criteria:** The bidders must be either original software developer (OSD) or its authorized partner. A valid authorization or partner certificate from Microsoft to be submitted.
- 6) **Validity:** The quoted price of the bidders should valid up to 30 days from the date of opening of bids.
- 7) **Delivery:** The above licenses in whole must be issued and activated within 15 (fifteen) days w.e.f. the order issue date.
- 8) **Liquidated Damage (LD):** The successful bidder is required to supply and install all the items within 15 (fifteen) days w.e.f. the issue date of Purchase Order (PO). Delay in delivery will attract a penalty @1% of PO value (excluding GST) per week subject to a max. of 10%. Alternatively, the order will be cancelled.

*[Handwritten Signature]*



- 9) The bidder must have a valid PAN & GST Certificate. (Copies to be attached)
- 10) The bidder should not be blacklisted/ debarred or involved in any corrupt & fraudulent practices in any Central/ State Govt./ PSUs/ Quasi-Govt. Organisations/ Autonomous Body/ Private Organisation in India.
- 11) Contract will be awarded to the vendor who quoted lowest subject to fulfilment of all the conditions mentioned in Annex-I.
- 12) Support services to be received through the L1 bidder during the contract period for the software services mentioned in Annexure-II.
- 13) Sub contract is strictly not allowed, if found that sub-contracting have been done then the order will be summarily cancelled and no payment will be made to the vendor.
- 14) Any legal disputes will be subject to local court of Murshidabad district, West Bengal.
- 15) Institute reserve the right to accept or reject any or all the quotations without assigning any reason whatsoever.

**Declaration:**

I/We do hereby confirm that I/We have the necessary authority and approval to accept the above stated clauses(1-15 mentioned in Annex-I) for procurement of Microsoft Volume License (MS Campus Agreement) for one year to be used at MDI Murshidabad campus and also, hereby, agree and accepts the terms & conditions mentioned in clause 1-15 mentioned in Annex-I without any conditions.

Date :-

(Signature)

Place:-

(Name of Authorised Signatory)

(Designation of Authorised Signatory)

(Name of Vendor)



**Sub: Limited Tender for procurement of Microsoft Volume License (MS Campus Agreement) for one year****ANNEXURE – II**  
**(FINANCIAL BID)**

Part Code	Part-Description	FTE (Qty.)	Unit Price (Rs.)	Total (Rs.)
KW5-00359	Microsoft® Win Device Edu All Languages Upgrade SA Open Value Level E 1 Year Academic Enterprise	35		
S3Y-00001	Microsoft® M365 Apps Enterprise Open Faculty All Languages Subscription Open Value Level E 1 Month Academic AP	35		
3LN-00001	Microsoft® Intune Open All Languages Subscription Open Value Level E 1 Month Academic Additional Product Faculty	35		
228-09538	Microsoft® SQL Server Standard All Languages License & Software Assurance Open Value Level E 1 Year Academic AP	1		
Grand Total without GST				
Add: GST .....%				
Grand Total incl. GST				
Grand Total incl. GST in Word				

- Note:**If there is mismatch of amount in number and word then MDIM will only consider that one which will be less cost among the two.
- Delivery Mode : ONLINE
- Delivery Period \_\_\_\_\_ days/weeks.
- Quotation Validity Date: - The quoted price of the bidders should valid up to 30 days from the date of opening of bids.

Date :-

(Signature)

Place:-

(Name of Authorised Signatory)

(Designation of Authorised Signatory)

(Name of Vendor)

