



**IIM SIRMAUR**  
KNOWLEDGE . LEADERSHIP

Enquiry No.: IIMS/PUR/Microsoft Campus Agreement/12/2023-24 Date 25.09.2023

**LIMITED TENDER ENQUIRY FOR PROVIDING MICROSOFT  
CAMPUS AGREEMENT FOR INDIAN INSTITUTE OF  
MANAGEMENT, SIRMAUR (H.P).**

Purchase Office  
Indian Institute of Management Sirmaur,  
Rampur Ghat Road, Paonta Sahib, Distt. Sirmaur,  
Himachal Pradesh-173025.

Email: [purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in) Website: [www.iimsirmaur.ac.in](http://www.iimsirmaur.ac.in)

Signature of Bidder:.....

Date:.....

## GENERAL INSTRUCTIONS TO THE BIDDERS

The Indian Institute of Management Sirmaur (HP) is an Institute of National importance under the aegis of Ministry of Education, Government of India to provide management education of high quality and to promote allied areas of knowledge and inter-disciplinary studies.

IIM Sirmaur intends to procure **Microsoft Campus Agreement** as per this tender document initially for a period of one year from the date of purchase, implementation and extendable for another two more years' on same rates, terms & conditions subject to the satisfactory performance & requirement of the Institute. Kindly send us your quotation duly filled in Annexure-C with the most competitive rates, delivery period, validity of rates etc. within the date mentioned below in a password protected mode through email to **[purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in)** with subject line: **Limited Tender Enquiry for Providing Microsoft Campus Agreement for IIM Sirmaur** on or before 28.09.2023 by 01:00 PM. The quotations NEED not to be sent by Registered/Speed post/By Hand or Courier services. Only bids received by email with password protected quotations shall be considered. Quotations received after the due date/time shall not be considered for further processing.

### GENERAL TERMS AND CONDITIONS

1. A performance Security @ 3% of the quoted amount is required to be submitted by the successful bidder within 15 days from the date of award of the Purchase/ Supply Order.
2. The bidder must submit Registration Number of the bidder's firm i.e. GSTIN and the PAN number allotted by the concerned authorities.
3. **Terms and Conditions:**  
The bidder must ensure:
  - a. **Pricing:**
    - i. Quote only for the services specified in the tender. No changes in the description of services/items from the tender document will be permitted.
    - ii. Need not suggest any alternative service.
  - b. **Payment Terms:** Payments will be made after successful delivery and satisfactory report from the IT department, IIM Sirmaur.
  - c. **Procurement Rights:** IIM Sirmaur reserves the right to conclude the service with entire or partial as mentioned in the Tender Notice and validity of rates should for work completion.
4. The price quoted by the bidder should be inclusive of all i.e. GST, Service charges, Insurance, Software Subscription charges, Labour, Delivery on F.O.R. IIM Sirmaur, Paonta Sahib, Distt. Sirmaur, H.P-173025. The Institute will not pay any extra cost. The rate quoted by the bidders will be valid for a period of 90 days.

Signature of Bidder:.....

Date:.....

5. The format of price offer is attached as Annexure-C. The bidders are requested to quote their price as per the format given at Annexure-C in the end of this tender document.
6. Selection of successful bidder: In the Financial Bid, the bidder offering the lowest price in total will be declared as the successful vendor for subject work at IIM Sirmaur.
7. Inspection: Inspection shall be carried out at IIM, Sirmaur by the IT Department after activation of software Licenses and decision of the Institute in this regard shall be final.
8. Rejection and Replacement: Rejection, if any, shall be notified to the supplier within 10 days of receipt and inspection of Licenses. Rejected Licenses/Software is to be removed from IIM Sirmaur Campus by the supplier at his own risk and cost within 10 days of intimation of rejection. Defective Supplies are required to be replaced within 10 days of the removal of the rejected materials/work.
9. Bidder are required to submit OEM Authorization Certificate indicating the authorization to quote for this specific request. Any OEM such as **Microsoft** directly participating in this submission of Bid need not to submit any such certificate.
10. Bidder are required to submit a backend support commitment letter from the OEM specific to this request.
11. Submit proof of adequate facilities and manpower (technical staff) to ensure the necessary support to IIMS during the service /warranty period.
12. Conditional offers will not be accepted as well as Joint Ventures are not allowed to bid.
13. Any kind of advance or part payment will not be released. However, after successful delivery vendor may raise tax invoice for 100 % payment.
14. Payment will be released after satisfactory supply, inspection & acceptance of service by the IT Department, IIM Sirmaur on submission of undisputed Tax/GST invoice, delivery challan in duplicate along with copy of Purchase Order.
15. Last date for receipt/ opening of tenders are given in this tender document. In the event last date is a holiday/declared as a holiday, next working day will be the last date for submission/ opening of tender.
16. IIM Sirmaur reserves the right to accept or reject any or all the bids in part or in full without assigning any reason and does not bind himself to accept the lowest bid.
17. The successful vendor shall not sublet the work/contract or transfer the work contract to any other agency or person in any manner.
18. Any act on the part of the tenderer to influence anybody in the institute is liable to rejection of his/her tender.
19. Force Majeure: Any failure or delay by the agency or IIM Sirmaur in the performance of its obligations to the extent due to any failure or delay caused by fire, flood, earthquake or similar elements of nature, or Acts of God, War, Terrorism, Riots, Civil Disorders, Rebellions or Revolutions or other events beyond the reasonable control of non-performing party, is not a default or a ground for

Signature of Bidder:.....

Date:.....

termination of contract. The affected party shall notify the other party of the occurrence of a Force Majeure event forthwith.

**20. ARBITRATION**

In the event of any dispute arising between the contractor'(s) and the institute (IIM SIRMAUR) during the currency of the contract or after conclusion thereof the same shall be settled by arbitration in accordance with the provisions of the arbitration and conciliation act 1996 or any statutory amendments thereof or any statute enacted for replacement thereof and shall be referred to the sole arbitrator to be appointed by the Director, IIM SIRMAUR whose decision shall be final and legally binding on the parties. In the event of death, refusal, neglect, inability or incapability of the person so appointed to act as an arbitrator the Director IIM SIRMAUR may appoint a new arbitrator. The venue of arbitration shall be the respective office of the arbitrator or a place suitable to IIM SIRMAUR unless otherwise specified in the arbitral award the cost of such arbitration shall be borne by the contractor'(s) and there will be no objection to this effect by any of the parties.

**21. JURISDICTION**

All matters and disputes under this contract shall be subject to the jurisdiction of SIRMAUR District Courts only.

**22. IMPORTANT INSTRUCTIONS TO THE BIDDER WHILE SUBMITTING TECHNICAL & FINANCIAL BIDS:**

- a. The Bidders are requested to submit the both bids in separate single pdfs in password protected format:
  - i. **Technical Bid:** Technical bid in separate PDF documents containing the signed & stamped each page of this tender document, Technical Bid along with requisite documents as per Annexure-A & Bid forwarding letter as per Annexure-B. Each document must be signed & stamped by the authorized signatory.
  - ii. **Financial Bid:** Financial bid (Annexure-C) in Separate PDF containing the filled in rates along with signed & stamped.
  - iii. The bidders are requested to ensure to protect both Technical & Financial Bids with Password, failing which bids shall not be considered.
- b. The last date and time for submission of Technical & Financial bids (both bids should be submitted in a single email in separate pdfs with password protected mode) is **28.09.2023** up to **01:00 PM**.
- c. Both bids (Password Protected) should be sent by email to [purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in) with subject line: **Limited Tender Enquiry for Providing Microsoft License Agreement for IIM Sirmaur.**
- d. Bids (Technical & Financial) received without password protection shall not be considered & rejected straightway.

Signature of Bidder:.....

Date:.....

- e. The Passwords of both bids has to be shared by the bidders on the same day i.e. **28.09.2023** between **01:30 PM to 02:30 PM**.
- f. Late bids shall not be considered and hence would summarily rejected.
- g. Tender shall be Opened on **28.09.2023** at **03:00 PM** in the presence of Central Purchase Committee. Bidders and their representatives may join the bid opening process on the same date & time by giving an advance intimation to this office by email.
- h. For any clarification/query, the prospective bidders may ask by email/landline to [purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in) / 01704-277312 on or before 28.09.2023 up to 11:00 AM.
- i. **Bidder are requested to read & understand all the requirements, terms & conditions, instructions given in this tender document prior to submission of tender bids.**

Signature of Bidder:.....

Date:.....

**TECHNICAL BID**

(Information to be provided by the bidding firm as per this format only)

Name of the Bidder: -

Correspondence address: -

Mob No.: -

Email Id: -

Sr. No.	Technical Eligibility Criteria	Tick Mark (✓)	
		Yes	No
1.	Copy of the tender document duly signed and stamped.		
2.	Registration Number of the bidder firm along with the GST/LST/CST/WCT Number.		
3.	PAN Card/number allotted by the concerned authorities.		
4.	The bidder has to quote for all the items in the tender as a package and the comparative statement will be made as per package only and L-1 will be selected accordingly.		
5.	The bidder has to quote for all the items in the tender as per the given tender specification. Bidder who do not quote for all the items as per the given tender specification are liable to be disqualified.		
6.	Technical bid & Financial bid to be submitted before the due date & time of this tender.		
7.	OEM Authorization Certificate		
Eligibility			

**DECLARATION**

I/We (**Name of the Partners or Authorized Representative of Bidder**) of (**Name of the firm**) do hereby declare that the entries made here are true to the best of y/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Signature of Bidder:.....

Date:.....

**BID FORWARDING LETTER**

(To be submitted on letterhead of the bidding firm as per this format only)

To,

Senior Consultant (Administration),  
Indian Institute of Management, Sirmaur,  
Paonta Sahib, Distt. Sirmaur, H.P-173025.

Subject: Enquiry No. IIMS/PUR/Microsoft Campus agreement/12/2023-24 Dated 25.09.2023.

Limited Tender Enquiry for Providing Microsoft Campus agreement for Indian Institute of Management, Sirmaur (H.P)

Sir/Madam,

I/ We hereby confirm and declare that I/We have carefully studied the tender documents therein and undertake myself/ ourselves to abide by the terms and conditions laid down in the tender document.

I will submit the Performance Security @ 3% of the quoted amount in the event of award of tender in our favour.

We also keep the offer open for 90 (Ninety) days from the date of opening of bid,

Yours faithfully,

(Name & signature with stamp of the bidder)

Signature of Bidder:.....

Date:.....

**ANNEXURE-C**

**FINANCIAL BID**

(To be submitted on letterhead of the bidding firm as per this format only)

Tender for Providing Microsoft Campus Agreement for Indian Institute of Management, Sirmaur (H.P)

Enquiry No. IIMS/PUR/Microsoft Campus Agreement/12/2023-24 Dated 25.09.2023

Name of the Bidder:

Correspondence Address:

Mob No.:

Email ID:

<b>Sl. No.</b>	<b>Licensing Programme</b>	<b>Product Description</b>	<b>Qty.</b>	<b>Amount Quoted Inclusive of all (In Rs.)</b>
1	OVS ES	Win Server Standard Core ALng LSA OLV 16L E 1Y Acad AP	7	
2	OVS ES	Core CAL ALng LSA OLV NL 1Y Acad Student DCAL	5	
3	OVS ES	Exchange Server Standard ALng LSA OLV E 1Y Acad AP	1	
4	OVS ES	Project Professional ALng LSA OLV E 1Y Acad Ent 1 Server CAL	100	
5	OVS ES	System Center Standard Core ALng LSA OLV 16L E 1Y Acad AP	3	
6	CSP Subscription	Microsoft 365 A3 for faculty/staff	70	
7	CSP Subscription	Microsoft 365 A3 for students use benefit	800	
	Grand Total Amount (Incl. all)			

Signature of Bidder:.....

Date:.....



Abbreviation: OVS ES (Open Value Subscription Agreement for Education Solutions), CSP (Cloud Solution Provider).

**Notes:**

1. Delivery on F.O.R. at IIM Sirmaur, Paonta Sahib, Distt. Sirmaur, H.P-173025. No any extra cost will be paid on and above quoted rate. The rate quoted by the bidders will be valid for a period of 90 days. GST should also be inclusive in the price offer.
2. **The validity/duration of above mentioned items/service/package is for a period of one year which may be further extendable for another period (maximum 3 years) subject to the same rates, terms & conditions, mutual consent, requirement & satisfactory performance.**
3. The selection of the bidder shall be made on the basis of L-1 in Grand Total.

Authorized Signatory with stamp

Signature of Bidder:.....

Date:.....