

1. Tender Notification

The Registrar, Gujarat University, invites e-tender offers in 2-Bid form from eligible, reputed manufacturers and/or their authorized dealers/business partners/distributors for supply, installation and commissioning of computer software (Microsoft Campus Agreement) in various departments and buildings on the University campus at Ahmedabad as per the specifications mentioned in relevant Annexures.

e-Tender document may be downloaded from n-Procure website (www.nprocure.com) or Gujarat University website (www.gujaratuniversity.ac.in) by any interested eligible bidder.

COMMERCIAL RATES AND PRICES MUST BE SUBMITTED ONLINE THROUGH nPROCURE ONLY. It is also important to submit the duly filled-in tender document (WITHOUT COMMERCIAL PRICES) along with supporting documents in a sealed cover at Gujarat University.

Important dates and details are given below:

Tender Reference	GU099_2019_02
Name of the Project	Supply, Installation and Commissioning of Computer Software (Microsoft Campus Agreement) for various departments of the University (Retender)
Approximate Cost	Rs.70,00,000/- (Seventy Lakhs only)
Tender Processing Fee (Non-Refundable)	Rs. 10,000/- (Ten Thousand only)
Earnest Money Deposit (EMD)	Rs. 1,40,000/- (One Lac Forty Thousand only)
Delivery Period	60 Days
Publication and Downloading of tender document start from	06-Feb-2019
Last Date for downloading of tender documents	14-Feb-2019 17:00 hrs.
Last Date for online submission of prices through n-Procure	14-Feb-2019 17:00 hrs.
Last Date for submitting Tender document, DDs and other documents (without prices)	15-Feb-2019 17:00 hrs. at General Section, Room No. 38, First Floor, Main Building, Gujarat University, Ahmedabad-380009
Date and Time of Opening of Technical Bid and Commercial Bid	will be communicated later.
Validity of quoted Prices	120 Days
Gujarat University Website	www.gujaratuniversity.ac.in
Contact Numbers	Phone: (079) 26300164, 26300877

- Separate DDs in favour of “Registrar, Gujarat University” for Prescribed Tender Processing fee and Earnest Money Deposit (EMD) must be enclosed with the sealed envelope as mentioned in this tender document. Offers received without DDs will be rejected.
- Detailed Technical Specifications, Terms and Conditions, various format and proforma for submitting the tender are described in tender document and its **Annexures**.
- Do not change this tender document. Any change/s made in the tender document by the bidder will lead to disqualification. Such offers will be rejected.

2. Qualification Criteria

2.1 Eligibility of the Bidder

The bidder submitting the offers should be a Registered Company (Proprietor OR Partnership OR Private Limited OR Limited) having minimum turnover of Rs.1 Crore in each year in last three financial years. A copy of last three financial years' relevant audited balance sheets, PAN/TIN, GST Nos. must be submitted with the offer.

2.2 Educational Partner

The Bidder **MUST** be a **current Microsoft Authorized Education Partner (AEP)**. The company should be in business of supply & installation of Microsoft software for at least three years in India (a copy of purchase order of supply of Microsoft software to the Government Sector/Educational Sector during last three years must be submitted for every year).

2.3 Manufacturer’s Authorization Form

The bidders must submit a letter of authority from manufacturers as per the relevant annexure of this Tender Document that they have been authorized to quote on behalf of the manufacturer for this tender.

2.4 Tender Processing Fees and Earnest Money Deposit (EMD)

Bidders are required to submit the Tender Processing fee by way of a Demand Draft in favour of “Registrar, Gujarat University, Ahmedabad” for an amount as mentioned in the tender document as Tender Processing Fee (Non-refundable) along with their offer. The offers made without Tender Processing Fee will be rejected.

Bidders are also required to submit EMD by way of a **separate** Demand Draft in favour of “Registrar, Gujarat University, Ahmedabad” for an amount as mentioned in the tender document as Earnest Money Deposit (EMD) along with their offer. The offers made without E.M.D. will be rejected.

3.0 Instructions to bidders

3.1 Schedule of Requirements

Gujarat University campus is spread over 260 Acres of land comprising of several buildings (40+) to house various teaching departments and offices of the University Administration.

Gujarat University proposes to purchase –

1. Operating System and various application software (Microsoft Campus Agreement).

It may be noted that the requirements given in this tender are indicative only and Gujarat University may decide to vary the quantities as required.

Gujarat University reserves its right to place an additional order for any / all of the components covered in this tender at the same price and terms within the validity period of quotation. The University reserves the right to place the order for a single item or more items from one supplier as it may deem fit.

All items quoted and supplied should conform to the latest prevailing industry standard. For software, the latest version available should be quoted.

3.2 Terms and Conditions

Terms and conditions for bidders who participate in this tender are specified in the section named "Terms and Conditions". These terms and conditions are binding on all the bidders. These terms and conditions will form part of the purchase order.

The bidder should be agreeable to ALL the terms and conditions specified in the tender document. Conditional offers are liable for outright rejection.

3.3 Offer validity Period:

The offer should hold good for a period as mentioned in this tender document from the last date of submission of the tender.

3.4 Address for Communication:

General Section, Room No. 38,
First Floor, Main Building,
Gujarat University, Ahmedabad-380009
Phone: (079) 26300164, 26300877

3.5 No Commitment to Accept the Lowest or Any Offer:

Gujarat University is under no obligation to accept the lowest or any other offer received in response to this tender and reserves its right to reject any or all the offers (part/full) including incomplete offers without assigning any reason whatsoever.

Gujarat University will not be obliged to meet and have discussions with any bidder and / or to entertain any representations.

3.6 Tender Submission:

This entire tender document should be part of your tender offer with all Annexures duly filled-in with bidder's seal and signature of authorized person on each page.

3.7 Costs & Currency:

The software required are for educational purpose and the rates applicable for such use only must be quoted in Indian Rupees.

Your offer should include all taxes/GST. The University will not provide "C Form".

The installation, commissioning and warranty maintenance service including Transport, Freight and Insurance will be the responsibility of the bidder.

The prices quoted must include:

- (i) Cost of the equipment/product
- (ii) Installation and commissioning
- (iii) Three years' on-site warranty support.
- (iv) Transportation, freight and Insurance on door delivery basis.

3.8 Fixed Price:

The commercial offer shall be on a fixed price basis in Indian Rupees. Exchange rate variation during the validity period would not be considered in any case.

3.9 Negotiation:

It is absolutely essential for the bidders to quote the lowest price at the time of making the offer in their own interest, as the University may not enter into any further price negotiations.

3.10 Security Deposit

The bidder who is awarded the order for Software will have to provide a Security Deposit in form of Bank Guarantee (Banks as per the GR of Gujarat Government) of **5% of the order value** to Gujarat University along with the acceptance of the order. It will remain with the University for the entire period of 3 years warranty support.

4.0 Terms and Conditions:

4.1 Payment Terms

The University will make the payment after delivery and successful installation, commissioning and acceptance of items. The order will be placed for 3 (three) years but the bidder will raise invoices every year and the University will make payment year wise.

4.2 Delivery, Installation and Commissioning

The bidder shall be responsible for Shipment, delivery, and installation & commissioning at the site and for making them fully operational within the period specified in this tender from the date of the purchase order or the period as agreed upon at the time of placing the order at no additional charges.

If the Bidder fails to deliver the items ordered within the stipulated time schedule or if serious discrepancy noticed during the inspection, the same shall be treated as a breach of contract. In such case, the University reserves its right to cancel the purchase order and forfeit the EMD amount paid by the bidder without any notice.

Appropriate insurance to cover all the items up to delivery and installation shall be taken by the Bidder.

4.3 Warranty by the Bidder

The bidder should be responsible to provide **three years'** on-site support (Next working day) including redeployment as and when required at no additional charge.

The bidder should guarantee that the software supplied to the University is licensed and legally obtained.

4.4 Security Deposit

The bidder who is awarded the order for Software will have to provide a Security Deposit in form of Bank Guarantee (Banks as per the GR of Gujarat Government) of **5% of the order value** to Gujarat University along with the acceptance of the order. It will remain with the University for the entire period of 3 years warranty support.

4.5 Indemnity

The bidder shall indemnify, protect and save Gujarat University against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from infringement of any patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the items supplied by him.

4.6 Jurisdiction

In the event of any dispute not resolved amicably as enumerated in the above clause, Ahmedabad shall be considered as the place of execution of this contract arrangement and only courts in Ahmedabad alone shall have jurisdiction in the matter.

5.0 Annexures

5.1 Annexure – A (Software)

Notes:

- (i) Rates are to be quoted as applicable for Educational purposes, for latest versions and whenever the available pack is for more than one user, the same should be specified. Please specify the deliverables (media/doc/box), if any.
- (ii) Following item codes are the codes for **Microsoft Products**.
- (iii) The rates are to be quoted INCLUDING ALL TAXES/GST etc. in total Rupees for 3 (Three) years (except for perpetual licenses) for unit quantity.
- (iv) For Microsoft Campus Agreement, the University will purchase Microsoft licenses for 3 (three) years. However, the University will make payment in three installments i.e. year wise after the invoices are raised by the bidder every year.

Item	Item Code	Item Description/Specification	Approx. Quantity
A-1	KW5-00359	WINEDUE3 ALNG UpgrdSAPk OLV E 1Y Acdmc Ent (Please quote prices for 3 years)	429
A-2	FYS-00001	IntuneOpenFcilty ShrdSvr ALNG SubsVL OLV E 1Mth Acdmc AP (Please quote prices for 3 years)	429
A-3	HVH-00007	O365EDUA3OpnFac ShrdSvr ALNG SubsVL OLV E 1Mth Acdmc AP (Please quote prices for 3 years)	429
A-4	9EM-00292	WinSvrSTDCore ALNG LicSAPk OLV 16Lic E 1Y Acdmc AP CoreLic (Please quote prices for 3 years)	30
A-5	R18-03497	WinSvrCAL ALNG LicSAPk OLV E 1Y Acdmc Ent DvcCAL (Please quote prices for 3 years)	500
A-6	6VC-01522	WinRmtDsktpSrvcsCAL ALNG LicSAPk OLV E 1Y Acdmc AP DvcCAL (Please quote prices for 3 years)	100
A-7	77D-00161	VSPProSubMSDN ALNG LicSAPk OLV E 1Y Acdmc AP (Please quote prices for 3 years)	5
A-8	7NQ-00050	SQLSvrStdCore ALNG LicSAPk OLV 2Lic E 1Y Acdmc AP CoreLic (Please quote prices for 3 years)	5

5.2 Annexure B - Details of the Bidder

Details filled in this form must be accompanied by sufficient documentary evidence, in order for Gujarat University to verify the correctness of the information.

No.	Item	Details
1	Name of Company	
2	Mailing Address	
3	Telephone and Fax numbers	
4	Constitution of the Company with documentary proof.	
5	Name and designation of the person authorized to make commitments to Gujarat University	
6	Email Address	
7	Year of commencement of Business	
8	Turn over of the company (not of group) (Enclose audited three years' Balance-Sheet)	2015-16 2016-17 2017-18
9	Sales Tax / GST Number	
10	Income Tax (PAN/TIN) Number (Attach a copy)	
11	Whether direct manufacturer or authorized Education Partner (Attach supporting document)	
12	Brief Description of after sales service facilities available with the Bidder (Attach a separate sheet if required)	
13	Office Address with Phone and Fax no. Name and contact details of person in charge	
14	Valid ISO Certificate, if any, (Attach a copy)	
15	Attach a list of major Educational/Government/Corporate clients and purchase orders. (a copy of minimum one purchase order of supply of Microsoft software to the Government Sector/Educational Sector during last three years must be submitted for every year).	
16	Attach a Certificate on the letterhead of the bidder for not black listed in Government/PSU/Educational Organizations	

Tender Processing Fee:

DD No.: Date: Bank: Amount:Rs.....

E. M. D.:

DD No.: Date: Bank: Amount:Rs.....

Date: _____

Place: _____

Signature of the Bidder
Stamp/Seal

5.3 Annexure C – Manufacturer’s Authorization Form (MAF)

No. _____ dated.

To

The Registrar
Gujarat University
Navrangpura
Ahmedabad - 380009

Tender Reference No.: **GU099_2019_02**

Dear Sir,

We who are established and reputed manufactures of having manufacturing facility at (Address) do hereby authorize M/s (Name and address of Educational Partner/Agent/Dealer) to offer their quotation, negotiate and conclude the contract with you against the above tender.

We hereby extend our full guarantee and warranty for 3 (Three) Years as per terms and conditions of the tender and the contract for the components and services offered against this tender by the above firm.

Yours faithfully,

(Name)
For and on behalf of

(Name)
For and on behalf of

M/s _____
(Name of manufacturer)
(Seal)

M/s _____
(Name of Bidder)
(Seal)

Note:

(a) This letter of authority should be on the letterhead of the manufacturer and should be signed by a competent authority of the manufacturer & Bidder.