

**Guru Gobind Singh Indraprastha University**  
(“A State University established by Govt. of NCT of Delhi”)  
**Sector 16-C, Dwarka, New Delhi-110 078**  
**(Purchase Branch)**

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Dated:08.01.2026

**TENDER No.10/PUR/GGSIPU/2025-26**

**E-TENDER (NIT)**

Registrar, Guru Gobind Singh Indraprastha University invites e-tender from OEM and/or their authorized supplier/Distributors/Resellers under two bid systems (Technical & Financial) for the **Supply, Installation, Testing and Commissioning of Microsoft License(s) under Microsoft Campus Agreement for a period of 03 years for Guru Gobind Singh Indraprastha University, Sector-16C, Dwarka, New Delhi – 110078**. Tender document can also be downloaded from Delhi Govt. e-procurement website i.e. [www.govtprocurement.delhi.gov.in](http://www.govtprocurement.delhi.gov.in). The details of Tender document can also be viewed from University Website <http://www.ipu.ac.in>.

1.	Name of work	<b>Supply, Installation, Testing and Commissioning of Microsoft License(s) Under Microsoft Campus Agreement for a period of 03 years for Guru Gobind Singh Indraprastha University, Sector-16C, Dwarka, New Delhi – 110078.</b>
2.	The last date and time of uploading technical and financial bid on e-procurement website.	<b>28.01.2026 Upto 2.00 p.m.</b>
2.	Pre-bid meeting Date & Time	<b>15.01.2026 at Gobind Singh Indraprastha University, Sector-16c, Dwarka, New Delhi – 110078.</b>
3.	Date and time for opening of Technical bid	<b>28.01.2026 at 02.30 p.m.</b>
4.	Estimated Cost of Item	<b>Rs. 1,69,79,100/- (inclusive of GST)</b>
5.	Details of EMD	<b>Rs.5,09,373/- i.e. 3% of the estimated cost of the licenses.</b>
6.	The bids shall be submitted in two stages viz.(i) <i>Technical bid</i> (ii) <i>Financial bid</i> . Detailed specification of the license(s) to be supplied is placed at <b><u>Section-III Annexure-J</u></b> . The <b>Technical &amp; Financial bid should be uploaded on e-procurement website i.e. <a href="http://www.govtprocurement.delhi.gov.in">www.govtprocurement.delhi.gov.in</a> (No documents need to be submitted in hard copy)</b> . All the pages of the Technical Bid shall be numbered and indexed by the bidder failing which the Tender Evaluation Committee reserves the right to reject the bid.	

**(REGISTRAR)**



## **TENDER DOCUMENT**

**FOR**

**Supply, Installation, Testing and Commissioning of  
Microsoft License(s) under Microsoft Campus Agreement  
for a period of 03 years**

**AT**

**Guru Gobind Singh Indraprastha University  
[A state University under Govt. of NCT of Delhi]  
Sector-16C, Dwarka, New Delhi - 110078**

*Dy. Registrar (Purchase)  
Room No. L 010, Ground Floor, Library Block,  
GGSIPU, Sector 16C, Dwarka, New Delhi 110078  
Contact Nos. 011 25302149-150  
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## **NOTICE INVITING TENDER**

Registrar, Guru Gobind Singh Indraprastha University invites e-tender from OEM and or their authorized supplier/ Distributors/Resellers under two bid systems (Technical & Financial) for the following on Supply, Installation, Testing and Commissioning basis:

1. **Particulars of Items:** Details of the license(s) with specification is mentioned at **Annexure-J**.
2. **Completion period:** **Supply, Installation, Testing and Commissioning within 30 days** from the date of issue of award of the tender/issue of Purchase Order, whichever is later.
3. **Availability of Tender Document:** Tender Documents with detail terms & conditions can be downloaded from Delhi govt. e-procurement website.
4. **Qualification of the Tenderer:** The bidder must upload the documents on e-procurement website as per the **tender clause 13**.
5. **Validity Period of Offer:** The rates offered in Part II (Financial bid) should be valid for one hundred and eighty (180) days from the date of opening of Part I (Technical bid) of the Tender.
6. **Receipt and opening of Tenders:** The Technical Bid will be opened on the same day at **02.30 pm**.
7. GGSIPU reserve the right to accept or reject any or all the tenders wholly or partially without assigning any reason thereof.

## **DETAILED SCOPE OF WORK**

### **8.0 Scope & Work**

The work consists of:

- 8.1 Supply, Installation, Testing and Commissioning of Microsoft License(s) under Microsoft Campus Agreement for a period of 03 years for Guru Gobind Singh Indraprastha University, Sector-16C, Dwarka, New Delhi – 110078 as per specification in **Section-III (Annexure-J)** including supply of Software (licensed) for proper operation of the system, if any.
- 8.2 **24x7 Technical Support by OEM through phone and email and Web-based (Help center, user to user forum.) support for a period of three (03) years from the date of completion/ installation for all the supplied licenses as certified by the University.**
- 8.3 The training to the University officials, if required will be provided by the supplier itself or through the OEM.
- 8.4 **Safety and Security**  
Safety and Security of workers/staff, material, equipments, etc. will be the responsibility of the bidder. The university will not be held responsible on this account
- 8.5 The University reserves the right, without being liable for any damages or obligation to inform the bidder, to:
  - (a) Amend the scope and value of contract to the bidder.
  - (b) Reject any or all the applications without assigning any reason.
- 8.6 Any effort on the part of the bidder or his agent to exercise influence or to pressurize the University would result in rejection of his bid. Canvassing to any kind is prohibited.
- 8.6 The commissioning and complete installation of all the Licenses as per the setup finalized by the committee will be done by the supplier only.
- 8.7 The licenses shall be available on the OEM's website/portal alongwith the validity of the licenses. Any mis-match on this account will be treated as deficiency & shall make the licenses liable for rejection. The University will only accept the validity given by the OEM & not by the seller/ successful bidder.
- 8.7 In case of software items, the suppliers should ensure that:
  - a) Legal software is supplied in original sealed pouches/pkt.
  - b) A license agreement is enclosed with it
  - c) A registration card is available in software.

## SECTION-I

### **INSTRUCTIONS TO BIDDERS**

#### **9.0 Definitions:**

9.1 **GGSIPIU** means Guru Gobind Singh Indraprastha University, Delhi

9.2 **University** means Guru Gobind Singh Indraprastha University, Delhi

9.3 **Employer** means the Registrar, GGSIPIU and his successor

9.4 **Bidder** means Manufacturer, OEM and authorized supplier of OEM Manufacturer/Vendor/Firm. The tenderer must enclose adequate documents to provide their authorization claim.

9.5 **“Year”** means “Financial year” unless stated otherwise.

9.6 Partial bids shall be summarily rejected. All the bidders must apply for complete scope of work.

#### **10.0 Who can apply:**

10.1 If the bidder is a proprietary firm, the application shall be signed by the proprietor with his full typewritten name and the full name of his firm with its current address, Contact details etc.

10.2 If the bidder is a firm in partnership, the application shall be signed by all partners of the firm with their full typewritten names and current addresses, or alternatively, by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases, a certified copy of partnership deed and current address of all the partners of the firm should accompany the application.

10.3 If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a certified copy of the power of attorney. The bidder should also furnish a certified copy of the Memorandum and Articles of Association duly attested by a Public Notary.

10.4 **Joint Venture/ Consortiums are not accepted.**

#### **11.0 Sealing and Marking of Bids**

11.1 Technical bid must be submitted on e-procurement website of each item and the respective Bid-Securing Declaration form for EMD.

#### **12.0 Bid Submission:**

12.1 The document comprise of the technical bids alongwith Bid-Securing Declaration Form should be uploaded on e-procurement website i.e. [www.govtprocurement.delhi.gov.in](http://www.govtprocurement.delhi.gov.in) **only** (Not to be submitted in hard copy)

12.2 Technical bid must be uploaded on e-procurement website and EMD (with validity of 180 days i.e. bid validity period +45 days) in DD/online only should be submitted in the office.

- 12.3 (i) The prospective bidder may submit the EMD in the form of NEFT/RTGS/DD alongwith the prescribed format (**Annexure-I**) and upload the copy of the same alongwith Technical Bid documents.
- (ii) The bidder shall submit “**Earnest Money Deposit**” alongwith covering letter in original (No other documents need to be submit in hard copy) in an envelope addressed to Dy. Registrar (Purchase), Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi-110078 only in case of EMD is in shape of DD. The envelope should be super scribed “EMD for Tender of SITC of **Microsoft License(s)**”.
- (iii) EMD can also be deposited in online mode in University Bank Account as per details below:-

RTGS/ECS Details		
1.	Accounts Holder Name	Registrar, Guru Gobind Singh Indraprastha University
2.	Account No.	927860555
3.	IFSC Code	IDIB000G082
4.	Bank Name	Indian Bank
5.	MICR Code	110019071
6.	Account type	SB (Saving)
7.	CBS Code/ Branch Code	02029
8.	Branch Name & Address	GGSIPIU, Sector-16C, Dwarka, New Delhi - 110078
9.	Banker's Phone No.	011-28035244

- 12.4 The envelope containing EMD shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late or is declared non-responsive.
- 12.5 In case of submission of EMD Online (RTGS/ NEFT), there is no requirement of physical submission. A Declaration should be submitted with details of RTGS/ NEFT.
- 12.6 A **pre-bid meeting** shall be held on **15.01.2026 at 11:00 a.m. at Purchase Branch, Guru Gobind Singh Indraprastha University, Sector-16c, Dwarka, New Delhi – 110078** with the interested and prospective bidders to resolve their queries and issues clarification (if any).
- 12.7 The “**Financial Bid**” shall comprise of the price bids uploaded on e-tender website i.e. [www.govtprocurement.delhi.gov.in](http://www.govtprocurement.delhi.gov.in)
- 12.8 Each page of the Technical Bid, Tender Document must be signed by the authorized signatory of the bidder and shall be indexed properly. Incomplete tender bids or Bids without proper page numbering may be rejected as Technically Disqualified. No claim or requests shall be entertained later.
- 12.9 Conditions other than those laid down in the Tender document will not be entertained.

### 13.0 ELIGIBILITY CRITERIA FOR TECHNICAL BID

The formats/Annexure for the documents to be submitted, with Technical bids are placed at (Annexure– A, A1, A2 to Annexure I):

13.1	Letter of Transmittal	Annexure – A
	Declaration by Bidder	Annexure – A1
	Compliance to Bid Requirement	Annexure – A2
	A declaration by the bidder that the item for which we have quoted our price in the Financial Bid would not be an item used so far for demo/any other purposes and will be unused (brand new).	Annexure – A3
	Organizational Structure: - Legal status of the company/ organization with legal proof along with certified copies.	Annexure - B
13.2	Income Tax Registration (PAN No. ),	Attach certified copies
	GST Registration Number	
13.3	A certificate of valid authorization to sell licenses of Microsoft product instead of Bid specific MAF is required to be uploaded.	Attach certified copies
13.4	<b>Experience Criteria:</b> The Bidder is required to submit the duly prescribed certificate signed & stamped by a Chartered Accountant in support of minimum experience criteria of 03 Financial years.	Annexure C
13.5	Average financial turnover of Rs.1,69,79,100/- during the immediate last three consecutive financial years ending 31.03.2024, duly audited, signed & stamped by a Chartered Accountant. The bidder should not have incurred losses in more than two years in the last 3 consecutive financial years along with copies of audited profit and loss account and Income Tax return of last three years ending 31.03.2024.	Annexure D
13.6	Firm should have executed at least one of the following in the last three years:	Annexure E
	One single order of similar work having value of Rs.1,35,83,280/- (i.e. 80% of estimated value) <b>OR</b>	
	Two similar work having value of Rs.1,01,87,460/- (i.e. 60% of estimated value). <b>OR</b>	
	Three similar work having value of Rs.67,91,640/- each (i.e. 40% of estimated value).	
	<b>Explanation:</b> <ul style="list-style-type: none"><li>• Same and Similar nature of licenses means the work of supply and installation of similar or equivalent items mentioned at Annexure-J in public sector undertaking, Govt. department, Educational Institutions, Research Institutional or in reputed private sector.</li><li>• This should be certified by an authorized officer of the client organization on its letter-head. Work orders without proper completion certificate will not be considered.</li><li>• Bunching of work orders from same / one firm in a financial year or multiple financial years will not be considered for Clause 13.5.</li></ul>	



	<p>Further, escalation in cost due to any reason will not be considered.</p> <ul style="list-style-type: none"> <li>• Clear-cut completion certificate with work order meeting the criteria should be submitted failing which the Tender Evaluation Committee is authorized to reject the bid.</li> </ul>	
<b>13.7</b>	That the bidder/ organization has not been debarred or blacklisted by any of the Central/State Government/Departments /Organizations/Central or State PSU in last 3 years. In case the debarment or blacklisted has been revoked by the department or court then it shall not be considered as blacklisting or debarment. A declaration of fair business practice by the Bidder.	<b>Annexure – F</b>
<b>13.8</b>	The bidder shall provide an undertaking that the bidder will provide 24x7 Technical Support through OEM on phone and email and Web-based (Help center, user to user forum.) support for a period of three (03) years from the date of completion/ installation for all the supplied licenses as certified by the University. In case of physical support is required, the bidder shall provide the dedicated toll free number for service support.	Attach copy of proof
<b>13.9</b>	<b>Validity of licenses for a period of 36 months</b> from the last date of completion/ installation for all the licenses as certified by the University.	Certificate to be given

All the documents should be self attested by the bidder. University reserves the right to independently verify the documents submitted by the bidder form issuing authority.

#### **14.0 OPENING OF TECHNICAL BIDS & EVALUATION:-**

- 14.1 The details submitted by the bidders will be evaluated in the following manner:
- 14.2 The “initial eligibility criteria” prescribed in para **13.1 to 13.9 above** in respect of experience in similar class of works completed, financial turnover, profitability and valid registrations will first be scrutinized.
- 14.3 Examination of the specification of all the items will be done by specialized specification evaluation committee.
- 14.4 Even though any bidder may satisfy the above requirements, he/she would be liable to disqualification if he/she has:-
- 14.5 Misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document may lead to disqualification / rejection of the Bid at any stage or even after award of work and may lead to forfeiture of EMD/ Performance Guarantee as the case may be.
- 14.6 Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/weaknesses etc. may also lead to disqualification or rejection of Bid.

#### **15.0 Opening of Financial bid and evaluation:**

After the Technical evaluation of the bids and pre-inspection of the products, the University will open the ‘Financial Bids’ of all the bidders who have qualified in the Technical Eligibility Criteria as per Clause 13, at notified time, date and place, if any. **The lowest financial bidder total-wise for all the Microsoft License(s) shall only be considered for award of work.**

#### **16.0 Earnest Money Deposit:**

- 16.1 The Earnest Money Deposit (EMD) along with covering letter must be submitted in hard copy as per date and time mentioned above at **point No.12.3 to 12.5 and as per Annexure-I.**
- 16.2 Tenders with no earnest money deposit will summarily be rejected. In case of successful bidder of the financial bids, the earnest money will be returned after obtaining the required **5% Performance Security** in the form of BG (**BG should be valid for a period of 38 months**) from the date of installation.
- 16.3 In the case of unsuccessful bidders, the Earnest Money Deposit will be refunded without any interest.
- 16.4 Those firms/ suppliers which are registered with MSME /MSE for the items mentioned in the tender document, are exempted for submission of EMD only and are required to submit a copy of valid registration certificate in place of EMD as per GFR 170(i) and clause 12 (iii) of the tender document.

#### **17.0 Financial Bid:**

The bidder shall quote unit item rates in INR only. No alterations in the form of tender, in the schedule of quantities or additions (Financial Bid) etc. shall be permitted. In case of difference between the rates of items written in figures and in words, the rates of items written in words

shall be taken as correct. The rates quoted in schedule of quantity (Financial Bid) are for finished and completed items and no extra amount for cartage or transporting material, labour etc. shall be paid. The rates should be inclusive of all loads and lifts for all materials for the completed items and also include all taxes, insurance, royalties etc. as applicable. Indian Supplier has to quote the all inclusive of rate product i.e. freight, insurance, packing, handling, assembling, installation, commissioning upto the University or as given in the work order. Part bids or conditional bids shall be summarily rejected.

## **18.0 General:**

- 18.1 All information called for in the enclosed forms should be furnished against the relevant places in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against at the relevant place. Even if no information is to be provided in a column, a “Nil” or “No Such Case” entry should be made in that column. If any particular/query is not applicable in case of the bidder, it should be stated as “not applicable”. The bidders are cautioned that incomplete information called for in the tender document or deliberate suppression of any information may result in the bid being summarily disqualified. Bids received after the expiry of the stipulated date and time mentioned in the tender document will not be entertained.
- 18.2 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing with date and rewriting. Pages of the eligibility criteria document are to be numbered. Additional sheets, if any added by the bidder, should also be numbered. Bid should be submitted as a package with signed letter of transmittal.
- 18.3 References, information and certificates from the respective clients certifying suitability, technical knowledge or capability of the bidder should be signed by officer of the client organization with name & designation.
- 18.4 The bidder may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of tender document unless it is called for by the University.
- 18.5 Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of any work in GGSIPU **which may also result in forfeiture of performance security.**
- 18.6 The successful bidder shall have to work in co-ordination and co-operation with any other agencies appointed by the University to work simultaneously in the same or adjoining area. The decision of the University in case of any dispute between the different agencies appointed by the University shall be final and binding.
- 18.7 Income tax, Works Contract Tax and any other tax at the rates in force during the progress of contract / **award of work** that will be in force from time to time shall be recovered / deducted from the released payment amount.
- 18.8 GST or any other tax on licenses applicable on the date of submission of bid in respect of this contract shall be payable by the bidder and University will not entertain any claim whatsoever in respect of the same.

- 18.9 The bidder shall have to make his own arrangement at no extra cost to the University for Supply & Installation at the site of work.
- 18.10 On acceptance of the tender, the name of the accredited representative(s) of the bidder who would be responsible for taking instructions from the University shall be communicated in writing to the Registrar.
- 18.11 If the bidder shall obtain a contract with GGSIPU as a result of wrong tendering or other non-bonafide methods of competitive tendering, the University reserves the right to terminate the contract may also forfeit the performance security.
- 18.12 Without prejudice to any of the rights or remedies under this contract if the bidder dies, the University shall have the option of terminating the contract without compensation to the legal heir of the bidder.
- 18.13 Escalation: Increase in rates of material / Labour shall not be payable on any account. Price quoted shall be firm and no escalation will be allowed on any account.
- 18.14 A bidder's bid security will be forfeited if the bidder: i) withdraws or amends its/ his tender; ii) impairs or derogates from the tender in any respect within the period of validity of the tender; iii) If the bidder does not accept the correction of his bid price during evaluation; and iv) If the successful bidder fails to sign the contract or furnish the required performance security within the specified period.

**19.0 Final decision making authority**

The University reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained / paid by the university to the bidder (s).

**20.0 Summary Rejection of tender:**

- 02.1 The tenders submitted without the form for Bid-Securing Declaration for EMD (**Annexure-H**) shall be summarily rejected. Similarly, if the bidder proposes any alternation in or additions to the prescribed form of tender or decline to carry out any work of the tender document; or any conditions mentioned, etc., his tender is liable to be rejected.

**21.0 Particular provisions**

- 21.1 The University reserves the right to execute the work or reject the tender without assigning any reason or incurring any liability to the bidder.
- 21.2 The University has the power to make alteration in, omission from, addition of or substitution for the original specifications, drawings, designs.

**22.0 Amendment of tender document:**

- 22.1 Before the deadline for submission of tender, the University may modify the tender document by issuing addenda.
- 22.2 Any addendum thus issued shall be a part of the tender document and shall be uploaded on the e-procurement website ([www.govtprocurement.delhi.gov.in](http://www.govtprocurement.delhi.gov.in)). Prospective bidders must visit the website before filling and submission of Tender Document for such information.

**23.0 Validity of Tender:**

**One Eighty days** from the date of opening of **Technical Bid** of the tender. During this period no bidder shall be allowed to modify/ withdraw his tender.

## 24.0 Performance Guarantee:

- 24.1 The successful bidder shall be required to furnish a **Performance Guarantee of 5%** after successfully installation of the product at site. Performance Security should remain valid for a period of 60 days beyond contractual obligations of the supplier including validity obligations i.e. **36 months**. The Performance Guarantee shall be accepted in the following form and shall be in favour of “Registrar, GGSIPU”, payable at Delhi with a validity of months as under:-
- i. Fixed deposit receipt (FDR) of a nationalized bank
  - ii. Bank Guarantee (As per **Annexure-G**)
- 24.2 Performance Guarantee will be refunded after completion of the validity period i.e. 36 months + 02 months beyond contractual obligations of the supplier including validity obligations.
- 24.3 In case of non submission of Performance Guarantee a week from the installation of **License(s)**, the University shall deduct the same value from the Bill and process the release of remaining payment subject to the other conditions being satisfied.
- 24.4 In case a fixed deposit receipt/ Bank Guarantee of any bank is furnished by the bidder to the University as part of the Performance Guarantee and the Bank is unable to make payment against the said item. The loss caused thereby shall fall on the supplier and the supplier shall forthwith on demand furnish additional security to the University to make good the deficit.

## 25.0 Validity

- 25.1 The bidder shall provide **24 x 7 Technical Support through OEM by phone and email and Web-based (Help center, user to user forum.) support** for a period of three (03) years from the date of completion/ installation for all the supplied licenses as certified by the University and shall be responsible for any issues for non-functioning of the licenses. They shall provide immediate support without any exception and recourse, free of cost.
- 25.2 The bidder is responsible for supply and installation of the licenses. The bidder will test the licenses and accomplish the adjustments necessary for successful and continuous operation of the licenses supplied/ installed in the University and shall ensure maintenance of the supplied products during the validity period. All the maintenance/ solution to the issues that arises thereof shall be done by the bidder totally free of cost.
- 25.3 The Bidder will also depute Service Engineer/ Trained Personnel to carryout the services / problem resolution within the time period specified as per the Clause 30 of the tender and **Annexure-J** (Additional Terms and Conditions).

## 26.0 Duration

The Supply, Installation, Testing and Commissioning under this tender are required to be completed **within 30 days** at GGSIP University, Sector-16C, Dwarka, New Delhi – 110078.

## 27.0 Payment Terms

- 27.1 **The rate/ plan shall be fixed for a term of three (03) years but the payment shall be made on Annual Basis (Base rate + GST)** and will be released after satisfactory installation & commissioning / renewal of the Licenses **and receipt of Performance Guarantee of the licenses.**
- 27.2 Each invoice should be submitted in duplicate clearly specifying contact no, goods description, quantity, unit price, total amount, bank details along with validity certificate, etc.

27.3 No advance payment will be made under any circumstances.

27.4 The Bidder shall at all times indemnify the University from any claims or liabilities which may arise or occur. Further, the bidder shall pay the personnel deployed salary as per their norms meeting all the statutory requirements under applicable laws. There shall be no employer-employee relationship between the University & the personnel deployed by the successful bidder.

### **28.0 Delay and Non Conformance**

28.1 If the bidder fails to Install the **Licenses** within the period specified in the Purchase Order, University shall without prejudice to its other remedies under the Purchase Order, deduct from the contract price, as liquidated damages, a sum equivalent to 1% (one percent) of the contract price of the delayed goods weekly or part thereof of delay until actual delivery. The penalties will be maximum of 10% of the contract amount / awarded value.

28.2 In case of extraordinary delay or beyond 90 days of stipulated delivery period, University reserves the right to terminate the contract, without any liability to cancellation charges, forfeit/en-cash the submitted Performance Guarantee and blacklist/debarred the defaulting firm.

### **29.0 Services during validity period**

29.1 After having been notified of the defects/ service requirement during validity period, Seller has to complete the required Service / Rectification within **02 days time limit**.

29.2 If the Seller fails to complete service / rectification with defined time limit, a penalty of 0.5% of Unit Price of the product shall be charged as penalty for each week of delay from the seller. Seller can deposit the penalty with the Buyer directly else the Buyer shall have a right to recover all such penalty amount from the Performance Security.

### **30.0 Substitution and Wrong Supplies**

Unauthorized substitution or licenses delivered in error of wrong description or quality or supplied in excess quantity or rejected goods shall be returned to the bidder at bidder's cost and risk.

### **31.0 Insurance, Freight and Deliveries**

31.1 The supplier shall make his own arrangements towards safe and complete delivery including insurance, freight, state level permits etc. as applicable at the designated locations indicated by University in the Purchase Order.

31.2 The bidder will keep University informed about changes, if any, in various stages of deliveries, installation.

### **32.0 Arbitration and Settlement of Disputes:**

32.1 University and the bidder shall make every effort to resolve amicably by direct information negotiation by difference or dispute arising between them under or in connection with the University order.

- 32.2 If after thirty (30) days from the commencement of such informal negotiations, University and the supplier are unable to resolve amicably the dispute, either party may require that the dispute be referred for resolution to the formal mechanisms as specified hereunder:
- 32.2.1 Any dispute or differences whatsoever arising between the parties out of or relating to the manufacturing, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on the parties. The sole arbitrator shall be appointed by the Vice Chancellor, GGS Indraprastha University.
- 32.2.2 The performance under this contract shall not stop for any reason whatsoever during the said dispute/proceedings, unless the bidder is specifically directed by University to desist from working in this behalf.
- 32.2.3 The venue of arbitration shall be Delhi/ New Delhi. The language of proceedings shall be English. The Law governing the substantive issues between the parties shall be the Laws of India. All disputes are subject to the jurisdiction of the Delhi Courts only
- 32.2.4 It is also a term of that if any fees are payable to the arbitrator, these shall be paid equally by both the parties. It is also a term of the contract that the arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.

**33.0 Force Majeure** For purpose of this Clause, Force Majeure shall mean fires, floods, natural disasters or other acts, that are unanticipated or unforeseeable, and not brought about at the instance of the party claiming to be affected by such event, or which, if anticipated or foreseeable, could not be avoided or provided for, and which has caused the non-performance or delay in performance, such as war, turmoil, strikes, sabotage, explosions, quarantine restriction beyond the control of either party. A party claiming Force Majeure shall exercise reasonable diligence to seek to overcome the Force Majeure event and to mitigate the effects thereof on the performance of its obligations under this Supply Order.

If a Force Majeure situation arises, the supplier shall promptly notify the University in writing of such conditions and the cause thereof. Unless otherwise directed by the University in writing, the Supplier shall continue to perform its obligations under the Purchase Order as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**SECTION II**  
**INFORMATION REGARDING TECHNICAL ELIGIBILITY**  
**(Annexure A to J)**



**INDEX/ CHECK LIST**  
**(To be filled by the Bidder)**

Clause No.	Documents required	Annexures	Page Nos.
<b>13.1</b>	Letter of Transmittal	<b>Annexure – A</b>	
	Declaration by Bidder	<b>Annexure – A1</b>	
	Compliance to Bid Requirement	<b>Annexure – A2</b>	
	A declaration by the bidder that the licenses for which we have quoted our price in the Financial Bid would not be an licenses used so far for demo/any other purposes and will be unused (brand new).	<b>Annexure – A3</b>	
	Organizational Structure: - Legal status of the company/ organization with legal proof along with certified copies.	<b>Annexure - B</b>	
<b>13.2</b>	Income Tax Registration (PAN No. ),	<b>Attach certified copies</b>	
	GST Registration Number		
<b>13.3</b>	A certificate of valid authorization to sell licenses of Microsoft product instead of Bid specific MAF is required to be uploaded.	<b>Attach certified copies</b>	
<b>13.4</b>	<b>Experience Criteria:</b> The Bidder is required to submit the duly prescribed certificate signed & stamped by a Chartered Accountant in support of minimum experience criteria of <b>03 Financial years.</b>	<b>Annexure C</b>	
<b>13.5</b>	Average financial turnover of Rs.1,69,79,100/- during the immediate last three consecutive financial years ending 31.03.2024, duly audited, signed & stamped by a Chartered Accountant. The bidder should not have incurred losses in more than two years in the last 3 consecutive financial years along with copies of audited profit and loss account and Income Tax return of last three years ending 31.03.2024.	<b>Annexure D</b>	
<b>13.6</b>	Firm should have executed at least one of the following in the last three years:	<b>Annexure E</b>	
	One single order of similar work having value Rs.1,35,83,280/- (i.e. 80% of estimated value) <b>OR</b>		
	Two similar work having value of Rs.1,01,87,460/- (i.e. 60 estimated value). <b>OR</b>		
	Three similar work having value Rs.67,91,640/- each (i.e. 40% of estimated value).		
	<b>Explanation:</b> <ul style="list-style-type: none"> <li>Same and Similar nature of licenses means the work of supply and installation of similar or equivalent items mentioned at <b>Annexure-J</b> in public sector undertaking, Govt. department, Educational Institutions, Research</li> </ul>		

	<p>Institutional or in reputed private sector.</p> <ul style="list-style-type: none"> <li>• This should be certified by an authorized officer of the client organization on its letter-head. Work orders without proper completion certificate will not be considered.</li> <li>• Bunching of work orders from same / one firm in a financial year or multiple financial years will not be considered for Clause 13.5. Further, escalation in cost due to any reason will not be considered.</li> <li>• Clear-cut completion certificate with work order meeting the criteria should be submitted failing which the Tender Evaluation Committee is authorized to reject the bid.</li> </ul>		
<b>13.7</b>	That the bidder/ organization has not been debarred or blacklisted by any of the Central/State Government/Departments /Organizations/Central or State PSU in last 3 years. In case the debarment or blacklisted has been revoked by the department or court then it shall not be considered as blacklisting or debarment. A declaration of fair business practice by the Bidder.	<b>Annexure – F</b>	
<b>13.8</b>	The bidder shall provide an undertaking that the bidder will provide 24x7 Technical Support through OEM on phone and email and Web-based (Help center, user to user forum.) support for a period of three (03) years from the date of completion/ installation for all the supplied licenses as certified by the University. In case of physical support is required, the bidder shall provide the dedicated toll free number for service support.	Attach copy of proof	
<b>13.9</b>	<b>Validity of licenses for a period of 36 months</b> from the last date of completion/ installation for all the licenses as certified by the University.	Certificate to be given	
	BID SECURING DECLARATION	<b>Annexure-H</b>	
	FORMAT FOR DETAILS OF EMD	<b>Annexure-J</b>	
	TECHNICAL SPECIFICATIONS	<b>Annexure-K</b>	

LETTER OF TRANSMITTAL

From:

\_\_\_\_\_  
\_\_\_\_\_

To

**The Registrar**

GGSIU  
Sector 16C, Dwarka,  
Delhi

Sub:Submission of Tender Document for “**Supply, Installation, Testing and Commissioning of Microsoft License(s) Under Microsoft Campus Agreement for a period of 03 years for Guru Gobind Singh Indraprastha University, Sector-16C, Dwarka, New Delhi – 110078.**”  
Tender

Sir,

Having examined the details given in Tender document for the above work, I/we hereby submit the relevant information:-

1. I/we hereby certify that all the statement made and information supplied in the enclosed annexure / forms accompanying statement are true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to Supply, Installation, Testing and Commissioning.
3. I/we submit the requisite certified solvency certificate and authorize the Registrar, GGSIU to approach Bank issuing the solvency certificate to confirm the correctness thereof. I/we also authorize the GGSIU to approach individuals, employers, firms and corporation to verify our competence and general reputation.

Name & Signature(s) of Bidder(s) with seal

**DECLARATION BY THE BIDDER**

We \_\_\_\_\_ (Name of the Bidder) hereby represent that we have gone through and understood the Bidding Document (which in two parts) in Part-I (Commercial Section & Technical Section) and Part-II (Schedule of Quantities) and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.

We are submitting a copy of Bidding Document marked “Original” as part of our Bid duly signed and stamped on each page in token of our acceptance. We undertake that Part-I and Part-II of the Bidding Document shall be deemed to form part of our bid and in the event of award of work to us, the same shall be considered for constitution of Contract Agreement. Further, we shall sign and stamp each page of this Part-I and Part-II as a token of Acceptance and as a part of the Contract in the event of award of Contract to us.

We further confirm that we have indicated prices in Schedule of Quantities and submitted in Price Bid in separately sealed envelope. We confirm that rate quoted by us includes price for all works/activities/supply etc. as mentioned in item description of the items in Schedule of Quantities.

**SIGNATURE OF BIDDER** : \_\_\_\_\_

**NAME OF BIDDER** : \_\_\_\_\_

**COMPANY SEAL** : \_\_\_\_\_

**Note :** This declaration should be signed by the Bidder’s representative who is signing the Bid.

**COMPLIANCE TO BID REQUIREMENT**

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other conditions whatsoever of the Bidding Documents and Addendum to the Bidding Documents, if any, for subject work issued by GGSIPU.

We hereby further confirm that any terms and conditions if mentioned in our bid (Un-priced as well as Priced Part) shall not be recognized and shall be treated as null and void.

**SIGNATURE OF BIDDER** : \_\_\_\_\_

**NAME OF BIDDER** : \_\_\_\_\_

**COMPANY SEAL** : \_\_\_\_\_

**DECLARATION BY THE BIDDER**

We \_\_\_\_\_ (Name of the Bidder) hereby declare that the item for which we have quoted our price in the Financial Bid would not be an item used so far for demo/any other purposes and will be unused (brand new).

**SIGNATURE OF BIDDER** : \_\_\_\_\_

**NAME OF BIDDER** : \_\_\_\_\_

**COMPANY SEAL** : \_\_\_\_\_

**Note:** This declaration should be signed by the Bidder's representative who is signing the Bid.

## ORGANISATION STRUCTURE

1. Name & Address of the Bidder :
2. Telephone No./Fax No./ e-mail :
3. Legal status of the Bidder (attach copies of original document defining the legal status)
  - a) An Individual
  - b) A proprietary firm
  - c) A firm in partnership
  - d) A limited company or Corporation
  - e) A Public Sector Undertaking
4. Particulars of registration with various Government Bodies (Attach attested Photo Copy)

Organization /Place of registration	Registration No
-------------------------------------	-----------------
5. A. PAN No. -----  
B. GST No. -----
6. Names and Titles of Directors & Officers with designation to be concerned with this work. :
7. Name & Designation of individuals authorized to act for the organization :  
(Pl attach power of attorney in favour of authorized representative duly signed by authorized signatory)
8. Has the Bidder ever required to suspend work for a period of more than six months continuously after you commenced the business? If so, give the name of the project and reasons of suspension of work. :
9. Has the Bidder, or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment. :
10. Has the Bidder, or any constituent partner in case of partnership firm, ever been debarred/ black listed for tendering in any organization at any time? If so, give details. :
11. Has the Bidder, or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details. :
13. Any other information considered necessary but not included above. :

(Stamp, Name & Signature of Bidder)

**Annexure – C**

**DETAILS OF SUPPLY OF LICENSES (AS PER SPECIFICATION GIVEN IN  
SECTION III BELOW) IN LAST 03 (THREE) YEARS i.e.  
Financial Year 2022-23, 2023-24 and 2024-25**

<b>(I) S. No.</b>	<b>(ii) Details of Items</b>	<b>(iii) Work Order Value</b>	<b>(iii) Year</b>	<b>(iv) Name of the Organisation issued Work Order</b>	<b>(v) Any other information</b>

**Signature & stamp of Chartered Accountant**

**(Stamp, Name & Signature of Bidder)**



**DETAILS OF ANNUAL TURNOVER**

**A. FINANCIAL DETAILS**

<b>Financial Years</b>	<b>Gross Annual Turnover (In Lakhs)</b>	<b>Profit/Loss (In Lakhs)</b>
2022-2023		
2023-2024		
2024-2025		

In case the audited turnover details for the Financial year 2024-2025 is not available with the bidder, the gross annual turnover of preceding year may be furnished.

**B. Audited balance sheet and profit & loss account for above three years to be submitted.  
Must be attested by the Chartered Accountant.**

**Signature & stamp by Chartered Accountant**

**(Stamp, Name & Signature of Bidder)**

**DETAILS OF WORK COMPLETION**

<b>Sl. No.</b>	<b>Order No./dated</b>	<b>Name of the Organization</b>	<b>Description of Item</b>	<b>Order / Quantity</b>	<b>Total value Amount</b>	<b>Date of start</b>	<b>Date of completion</b>	<b>Attach work completion certificate on the letter head of the client Organisation</b>	<b>Performance Assessment for last 05 years.</b>

**(Stamp, Name and Signature of Bidder)**

**PERFORMANCE REPORT OF EACH WORK REFERRED IN ANNEXURE-C**

1. Name of work / Project & Location :
2. Name of Client and Address with contact details :
3. Agreement No./Work Order No. :
4. Value of work as per work order/ Award : **Rs.**
5. Total value of actual work done : **Rs.**
6. Date of start :
7. Date of completion :
8. Performance Report (Pls. tick one) :  

---

**(Outstanding/ Very Good/Good Satisfactory /Unsatisfactory/ Poor)**

(Signature & Stamp of Director/Registrar/Admin.Officer/Ex. Engineer or Equivalent)  
With Phone No./Mob.No. & E-mail address

(Stamp & Signature of Bidder)

**Dated:**

**Note:**

1. This Annexure should be submitted separately for each work completed by the Bidder and the works indicated in the **Annexure-C**.
2. This ANNEXURE shall be signed & stamped by the Bidder's client not below the rank of Asstt. Registrar / Admn. Officer/ Executive or equivalent.
3. The Name, Address, Contact details (Mobile, Fax, E-mail, and Landline Phones) of Client should be indicated to facilitate confirmation of work.

**DECLARATION FOR FAIR BUSINESS BY THE BIDDER**

This is to certify that We, M/s \_\_\_\_\_ in submission of this offer confirm that:-

- i) We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;
- ii) We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
- iii) Business has not been banned with us by any Central / State Government Department/ Public Sector Undertaking or Enterprise of Central / State Government.
- iv) We have submitted all the supporting documents and furnished the relevant details as per prescribed format.
- v) The information and documents submitted with the tender by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.
- vi) We understood that in case of any statement/information/document furnished by us or to be furnished by us in connection with this offer is found to be incorrect or false, our EMD in full will be forfeited and business dealings will be banned.
- vii) We have not been punished / penalized by way of imprisonment in last three years.
- viii) We have not been blacklisted/ debarred by any of the Government/Public Sector Agency in last three years.
- ix) The proprietor/partners of the agency do not have any relative employee in the University.

SEAL, SIGNATURE & NAME OF THE BIDDER

Signing this document

**Form of Performance Guarantee  
Bank Guarantee Bond**

1. In consideration of the GGSIPU (hereinafter called “The University”) having offered to accept the terms and conditions of the proposed agreement between ----- and ----- (hereinafter called “the said bidder(s)”) for the work ----- (hereinafter called “the said agreement”) having agreed to production of a irrevocable Bank Guarantee for Rs.----- (Rupees ----- only) as a security/guarantee from the bidder (s) for compliance of his obligations in accordance with the terms and condition in the said agreement.

We, ----- (indicate the name of the Bank) ----- (hereinafter referred as “the Bank”) hereby undertake to pay to the University an amount not exceeding Rs.----- (Rupees ----- only) on demand by the University.

2. We, ----- (indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the University stating that the amount claimed is required to meet the recoveries due or likely to be due from the said bidder (s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.----- (Rupees ----- only).
3. We, the said bank further undertake to pay the University any money so demanded notwithstanding any dispute or disputes raised by the bidder(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the bidder(s) shall have no claim against us for making such payment.

4. We, ----- (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the University under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Project-in-Charge on behalf of the University certified that the terms and conditions of the said agreement have been fully and properly carried out by the said bidder(s) and accordingly discharges this guarantee.
5. We, ----- (indicate the name of the Bank) further agree with the University that the University shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said bidder(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the University against the said bidder(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said bidder(s) or for any forbearance, act of omission on the part of the University or any indulgence by the University to the said bidder(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the bidder(s).
7. We, -----(indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the University in writing.
8. This guarantee shall be valid upto ----- unless extended on demand by the University. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs.----- (Rupees ----- only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the ----- day of ----- for ----- (indicate the name of the Bank)

**BID SECURING DECLARATION**

I.....(Name of the Bidder)..... Designation, of  
..... (Name of the Company) do hereby submit this Bid Securing  
Undertaking that, if I withdraw or modify my Bid during the validity or, if I am awarded the  
contract and failed to sign the contract or to submit the Performance security before the  
deadline defined in the tender document, I shall be **suspended** for the period specified in the  
tender document from being eligible to submit Bids for contract with the entity that invited the  
Bids.

Name of the Bidder

Name of the Company

Dated

**FORMAT FOR DETAILS OF EMD**

Details of EMD applied by M/s. \_\_\_\_\_ as per E-Tender No. \_\_\_\_\_

Sl.No.	Description	Qty.	Please Tick Applied (/) Not applied (x)	EMD Amount	Mode of Payment (DD/NEFT /RTGS)
1.					

**(SEAL, SIGNATURE & NAME OF THE BIDDER)**



SECTION IIITECHNICAL SPECIFICATIONS

Sl.No.	SPECIFICATIONS	Quantity	EMD (Rs.)@3%
1.	Visio Professional UNDER MICROSOFT CAMPUS AGREEMENT	30	Rs. 5,09,373
2.	Intune for Faculty, UNDER MICROSOFT CAMPUS AGREEMENT	500	
3.	Project Professional, UNDER MICROSOFT CAMPUS AGREEMENT	30	
4.	O365 Edu A3 Open Faculty, UNDER MICROSOFT CAMPUS AGREEMENT	500	
5.	SQL Server Enterprise core UNDER MICROSOFT CAMPUS AGREEMENT	10	
6.	O365 Edu A3 Open student use benefit, UNDER MICROSOFT CAMPUS AGREEMENT	10000	
7.	Windows Server DC core, UNDER MICROSOFT CAMPUS AGREEMENT	10	
8.	Win Edu per DVC, UNDER MICROSOFT CAMPUS AGREEMENT	500	
9.	Visual Studio Pro Sub MSDN,UNDER MICROSOFT CAMPUS AGREEMENT	100	

Additional Terms and Conditions

1. The estimated value for bidding shall be Rs. 1,69,79,100/- for 3 [years@Rs.56,59,700/-](#) per year (inclusive of GST) with price commitment plan and the payment to the successful bidder shall be made on yearly basis subject to satisfactory report from the UITs Branch.
2. The Bidder must provide O365 Edu A3 Open student use benefit (Part No.JNN-00001) free of cost.
3. The validity of licenses must be updated on Microsoft website / portal.
4. The OEM is required to conduct a minimum of five training and demonstration sessions annually for the designated staff and faculty of the University.
5. The bidder shall provide **24 x 7 Technical Support through OME on phone and email and Web-based (Help center, user to user forum.) support during the entire Contract period of 36 months** on all the licenses items from the last date of installation and shall be responsible for any issues/ problems that develop in functioning of the software licenses.
6. The University reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

SECTION IVFINANCIAL BIDSupply, Installation, Testing and Commissioning of Microsoft License(s) under Microsoft Campus Agreement for a period of 03 years for Guru Gobind Singh Indraprastha University, Sector-16C, Dwarka, New Delhi – 110078

(I) S. No.	(II) Description	(III) Qty.	(IV) Unit Cost (in Rs.)	(V) GST	(V) Unit Cost with GST	(VI) Total Cost with GST (in Rs.)
1.	Visio Professional UNDER MICROSOFT CAMPUS AGREEMENT	30				
2.	Intune for Faculty, UNDER MICROSOFT CAMPUS AGREEMENT	500				
3.	Project Professional, UNDER MICROSOFT CAMPUS AGREEMENT	30				
4.	O365 Edu A3 Open Faculty, UNDER MICROSOFT CAMPUS AGREEMENT	500				
5.	SQL Server Enterprise core UNDER MICROSOFT CAMPUS AGREEMENT	10				
6.	O365 Edu A3 Open student use benefit, UNDER MICROSOFT CAMPUS AGREEMENT	10000				
7.	Windows Server DC core, UNDER MICROSOFT CAMPUS AGREEMENT	10				
8.	Win Edu per DVC, UNDER MICROSOFT CAMPUS AGREEMENT	500				
9.	Visual Studio Pro Sub MSDN, UNDER MICROSOFT CAMPUS AGREEMENT	100				
<b>Total cost (without GST)</b>						
<b>GST</b>						
<b>Total (with GST)</b>						

Note:-

1. The lowest financial bidder shall only be considered for award of work.
2. The rates quoted in the financial bid are not more than the rates charged from any Central/ State Govt. Deptt./PSU / University/Institution/GeM.

3. The bidder shall provide **24 x 7 Technical Support through OEM on phone and email and Web-based (Help center, user to user forum.) support during the entire Contract period of three years** on all the items from the last date of installation and shall be responsible for any issues/problems that develop in functioning of the software licenses.
4. The rate of item should be inclusive of all taxes, packing forwarding, transit etc.
5. The rates of the items supplied by the bidder through local market/India must be quoted in INR only.

**(SEAL, SIGNATURE & NAME OF THE BIDDER)**