



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16C, DWARKA, NEW DELHI – 110078

Phone No. 011-25302149
011-25302150

F.13.2 (1)/IPU/PUR/Computer/USICT/2013-14/1325

05th February, 2014

To,

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NOTICE INVITING QUOTATION

Sealed item rate quotations are invited on **behalf of the Registrar, Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi from eligible manufacturers/distributors/authorized dealers for Supply & Installation of Campus License of MS Office and Adobe Software as per details given below:**

Name of Work	Supply & Installation of Campus Level License for MS Office (Microsoft Product) and Adobe Software for various teaching and official work in Guru Gobind Singh Indraprastha University at Sector 16C, Dwarka, New Delhi – 110078	
Last date, time and venue for collection of quotation document	21.02.2014 (Friday) at 02:30 P.M. from the office of Dy. Registrar (Purchase), Room No. L010, Ground Floor, Library Block, GGSIP University, Sector 16C, Dwarka, New Delhi – 110078.	
Last date, time and venue for submission of quotation	21.02.2014 (Friday) at 03:00 P.M. in the office of Dy. Registrar (Purchase), Room No. L010, Ground Floor, Library Block, GGSIP University, Sector 16C, Dwarka, New Delhi – 110078.	
Date and time for opening of quotation in presence of the authorized representatives of bidders, if any.	21.02.2014 (Friday) at 3:30 P.M.	
Earnest Money Deposit	MS Office	Rs. 45,000/- (Rupees Fourty Five Thousand) in the form of DD in favour of Registrar, GGSIPU, Payable at Delhi
	Adobe	Rs. 25,000/- (Rupees Twenty Five Thousand) in the form of DD in favour of Registrar, GGSIPU, Payable at Delhi

The bids shall be submitted in two stages viz. (i) Technical bid (ii) Financial bid.

Eligibility:-

1. *Certificate of Authorized dealership/distributor/manufacturer. (in case of manufacturer, they will self certify so. Authorized dealers/distributor shall attach attested copies of dealership/distributorship certificates issued by the manufacturer)*
2. *Undertaking by the agency in its Letterhead that:-*
 - a. *that it has not been barred or blacklisted by any of the Central/State Government/Departments/Organizations/Central or State PSU.*
 - b. *that it will ensure fair trade practice.*

- c. *that the proprietor/partners of the agency have any relative employed with GGSIP University.*
3. *Should have valid registration with Income Tax, Service Tax, DVAT and TIN Number etc. (attach copies of the original documents)*
4. *That the item(s) supplied under this contract shall have on-site and comprehensive warranty for 12 months from the date of satisfactorily installation.*

Terms & Conditions:-

- (1) *The bidder shall place his bids in two separate envelopes marked "Technical Bid" and "Financial bid". All documents in support of eligibility as well as another envelope containing DD/Pay order for EMD shall be placed in the envelope marked "Technical Bid". The offered rates shall be placed in the envelope marked "Financial bid". Both these bids should be superscribed with name of work and shall be placed in a third envelope which shall be superscribed "Quotation for Supply & Installation of Campus Level License for MS Office (Microsoft Product) and Adobe Software".*
- (2) *Bids without EMD will be summarily rejected.*
- (3) *Conditional Bids will be summarily rejected.*
- (4) *Bids received after due date & time shall be summarily rejected.*
- (5) *The "Financial bid" of those bidders whose technical bids have qualified will only be opened.*
- (6) *Rate must be quoted in Indian Rupees only net in figures & words inclusive of taxes, levies, cartage handling, loading, unloading etc.*
- (7) *Delivery :- F.O.R. GGSIP University, Sector 16 C, Dwarka, New Delhi*
- (8) *University will provide the custom duty exemption certificate.*
- (9) *Delivery period: 15 (Fifteen) days from the date of supply order.*
- (10) *The EMD of unsuccessful bidders shall be refunded immediately.*
- (11) *The successful bidder have to submit a Performance Security Deposit @ 5% of the quoted value in the form of Demand Draft/Pay order drawn in favour of Registrar, GGSIPU, Delhi within 7(seven) days of the communication accepting the bid. EMD shall be adjusted toward Performance Security Deposit. The Performance Security Deposit shall be refunded without interest after completion of the guarantee period of 12 months.*
- (12) *In case the successful bidder fails to deposit the Performance Security within the stipulated 7 (seven) days of the communication accepting the bid, the EMD shall be forfeited to GGSIP University absolutely.*
- (13) *In case the successful bidder fails to supply the item(s) within the delivered period, a sum equal to 0.5% of the contract price per week or part thereof until the actual delivery subject to maximum of 10% of the value of supply order shall be deducted.*
- (14) *The payment will be made after delivery and satisfactory installation of the equipment.*
- (15) *Taxes etc., if any, leviable shall be deducted at source.*
- (16) *The validity of the bid will be 120 days from the date of opening of financial bids. During the validity period, the successful bidder shall not be allowed to withdraw. In case of withdrawal, the EMD shall be forfeited to GGSIP University absolutely and no claim shall be admitted in this regard. Such bidder shall not be allowed to participate in the re-quotationing process.*
- (17) *The rates of successful bidder will be valid for 12 months from the date of issue of letter of acceptance.*
- (18) *University reserves the right to reject any or all the bids or accept them in part or reject the lowest bid without assigning any reason.*
- (19) *Unauthorized substitution or materials 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 & risk.*

- (20) *The successful bidder shall make all arrangements towards safe and complete delivery at the designated location indicated in the supply order. Such responsibility on the part of the bidder will include taking care of insurance, freight, state level permits etc. as applicable.*
- (21) *In case of any dispute relating to meaning, scope, manufacturing, operation or effect of this contract or the validity or the breach thereof, University and the contractor shall make every effort to resolve amicably by direct discussion/negotiation.*
- (22) *In case the dispute cannot be settled amicably within 30 days of the raising of dispute by either party, either party may seek settlement of the dispute by arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on all the parties. The sole arbitrator shall be appointed by Vice Chancellor, GGS Indraprastha University.*
- (23) *The performance under this contract shall not be stopped for any reason whatsoever during the said dispute/proceedings unless the contractor is specifically directed to do so by the University.*
- (24) *The venue of arbitration proceedings 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 Jurisdiction of Delhi Courts only.*
- (25) *It is also a term of the contract that if any fee payable to the arbitrator, 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 in the reference on the date he/she issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.*
- (26) *Force Majeure.*
For purpose of this clause, 'Force Majeure' means an event beyond the control of the contractor and not involving the contractor's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the University either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargo.

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

This NIT has also been uploaded on University website (www.ipu.ac.in)

Annexure – A

TECHNICAL SPECIFICATIONS OF “MICROSOFT CAMPUS AGREEMENT” AND ADOBE SOFTWARE

1	<p>Microsoft Campus Agreement for 36 months (Supply, Installation etc.); [Windows upgrade, Microsoft Office Professional Plus 2013 and upgrade and Microsoft Core CAL Suite (Includes Windows Server Standard CAL, Exchange Server Standard CAL, Share Point Server Standard CAL, and System Center Configuration Manager CAL, SQL server)]</p> <p>Full-Time equivalent based licenses that cover all the PC's/Laptop/smartphone owned by the faculty/staff/students University Campus (Dwarka and Kashmere Gate Campus both)</p> <p>For counting FTE (the approx. number is counting)</p> <p>Full Time Faculty-175 Nos.</p> <p>Part Time Faculty-60 Nos.</p> <p>Full Time Staff- 310 Nos.</p> <p>Part Time Staff-60 Nos.</p> <p>The formula for FTE count is FTE=(Full time faculty) + (Part time faculty/3) + (Full time staff) + (Part time staff/2) 175+(60/3) +310 + (60/2) = 535</p> <p>Note: Employee such as maintenance, ground keeping and cafeteria staff is excluded from the faculty/Staff employee count because they do not use institutional devices.</p>
2.	<p>Adobe Software (Volume License for education) for following products family</p> <ol style="list-style-type: none"> 1. Adobe creative cloud (200 users) 2. Adobe Photoshop family (120 users) 3. Adobe Acrobat family (500 users) 4. Elements family (120 users)

Schedule of Quantity

S.No.	Name of items & Specifications	Qty.	Unit Price	Total Amt. (incl. Duties & taxes)	Total Amt. in words
1	<p>Microsoft Campus Agreement for 36 months (Supply, Installation etc.); [Windows upgrade, Microsoft Office Professional Plus 2013 and upgrade and Microsoft Core CAL Suite (Includes Windows Server Standard CAL, Exchange Server Standard CAL, Share Point Server Standard CAL, and System Center Configuration Manager CAL, SQL server)]</p> <p>Full-Time equivalent based licenses that cover all the PC's/Laptop/smartphone owned by the faculty/staff/students University Campus (Dwarka and Kashmere Gate Campus both)</p> <p>For counting FTE (the approx. number is counting)</p> <p>Full Time Faculty-175 Nos.</p> <p>Part Time Faculty-60 Nos.</p> <p>Full Time Staff- 310 Nos.</p> <p>Part Time Staff-60 Nos.</p> <p>The formula for FTE count is $FTE = (\text{Full time faculty}) + (\text{Part time faculty}/3) + (\text{Full time staff}) + (\text{Part time staff}/2)$ $175 + (60/3) + 310 + (60/2) = 535$</p> <p>Note: Employee such as maintenance, ground keeping and cafeteria staff is excluded from the faculty/Staff employee count because they do not use institutional devices.</p>	535			
2.	<p>Adobe Software (FTE) Adobe Software (Volume License for education) for following products family</p> <ol style="list-style-type: none"> 1. Adobe creative cloud (200 users) 2. Adobe Photoshop family (120 users) 3. Adobe Acrobat family (500 users) 4. Elements family (120 users) 	940			

[Dr. Abha Vermani]
Dy. Registrar [Purchase]