



भारतीय समुद्री विश्वविद्यालय
INDIAN MARITIME UNIVERSITY
(Central University, Govt. of India)
HEADQUARTERS

Ref: IMU-HQ/R/71/93-B/2/2019-PUR

06-01-2021

To,

Sir,

Sub: Limited Tender for Supply and Installation of (a) Microsoft Office Professional 2019 Academic Licenses, (b) Microsoft Remote Desktop Client Access License (RDS-CAL) Licences and (c) Win Svr STD Core 2019 License - Reg

The Indian Maritime University-Headquarters, a Central University, Under Ministry of Ports, Shipping and Waterways is inviting sealed bids for supply of Licenses of the following Software. In this regard, **sealed Bids are invited from the Microsoft Authorised Dealers.**

The last date for submitting Bid is **19.01.2021** till 04:00 PM hours.

Details of Software Requirement:

S. No	Name of the Software	Required Quantity
1	Microsoft Office Professional 2019 - Academic Licenses PERPETUAL LICENCE	9 Users
2	Microsoft Remote Desktop Client Access License (RDS -CAL) Licences (Academic License) PERPETUAL LICENCE	30 Users
3	Win Svr STD Core 2019 License PERPETUAL LICENCE	One

Terms & Conditions:

- Price:** The Unit Price Quoted by Dealer in the price bid should be inclusive of all the charges except applicable GST. No additional charges will be accepted or payable by IMU on any reason. Authorised Dealers are requested to submit the bids for above mentioned licenses. For any clarification in this regard, Dealers are requested to contact IT-Section of IMU-HQ at it.hq@imu.ac.in with CC to dr.purchase@imu.ac.in & Purchase.hq@imu.ac.in before submission of bids. Authorised Dealer shall be responsible for successful delivery & installation of software as per guideline of IT-

Handwritten signature
6-1-21

Department of IMU-HQ and to the satisfaction of IMU. **In case of calculation errors/mistakes/differences in figures or words the final amount mentioned in words will be taken into account for evaluation and the bidder has to abide by the same figure.**

2. **Security Deposit:** The Successful Bidder has to deposit 3% of Work Order Value (Ex.GST) as Security Deposit within Seven Working days from the date of issue of work order. The Security Deposit will be refunded after 60 working days beyond the date of completion of all contractual obligations of the supplier for the period of one year from the date of award of the contract, including warranty obligations, if any. The Performance Security will be forfeited and credited to IMU (HQ) account in the event of a breach of contract by the contractor.

3. **Price Bid and Evaluation criteria:** Authorised Dealer should quote for the requirement given in the table above. The L1 offer will be arrived on the basis of FOR/FOT destination including all applicable taxes and duties (on the principle of the total outgo from Procuring Entity's pockets).

In case of tie in L-1 rate by two or more Bidders, the Purchase committee of IMU, selects bidder based on measures like having past experience in the relevant work with IMU, Aggregate of work orders carried out during the last three years with IMU or any other measure i.e Turnover etc. The Decision of IMU in this regard is final and no further correspondence will be considered on the same.

IMU-HQ will issue Purchase Order/s to the Successful Bidder/s for supply of respective Software based on L-1 Bid of Each Item wise.

4. **Offer validity:** The validity of bid is 120 days from the date of submission.

5. **Supply Order related:** Quoted Rates are valid till the completion of the stated work and Escalation of Rates shall not be accepted during the Work Order Period.

The above stated quantity is tentative, hence for any further fresh requirement, Authorised Dealer will be issued subsequent Work Orders within a period of One year from the date of issue of work Order on Mutual Consent with same rates and terms and conditions.

6. **Supply & Installation of Software:**

After issue of PO, Authorised Dealer has to co-ordinate with IT-Section of IMU-HQ **for supply and installation of Software.** In the event of Authorised Dealer handing over the Licenses to IT-Section of IMU, **the Authorised Dealer should provide assistance as and when required for successful installation of the Software.**

7. **Payment terms:** No advance/ part payment will be made. The payment will be made through RTGS after successful supply & installation at IMU-HQ. However, the payment of GST shall be made against submission of GST invoice. The Authorised Dealer/Service Provider should send scanned copy of Invoice by Email to dr.purchase@imu.ac.in & purchase.hq@imu.ac.in



besides sending hard copy of the Bill addressing to Registrar, INDIAN MARITIME UNIVERSITY-HQ, Semmencherry, East Coast Road, Chennai-600119. The Bill will be initiated for approval only after receiving the Hard Copy of the Bill at Purchase Section of IMU-HQ and IMU will make the payment within 15 days subject to full and satisfactory performance obligations.

The Bank details (Name of the Bank, Account No & IFSC Code) should be enclosed along with the Invoice as per Mandate form provided by IMU-HQ.

8. **TAXES AND DUTIES:** The Tax Invoice raised by the Authorised Dealer must be in compliance of relevant GST acts, rules & notifications made thereunder and should bear the IMU-HQ's GST Registration no. 33AAAI2610K2Z3. The rate and amount of CGST, SGST, IGST and GST (Compensation to state) cess, related to supply of goods, shall be shown separately in tax invoice for each item of supply. In case the bidder has opted for composition levy, the Bill of supply shall be raised by him in compliance of relevant GST Acts, rules & notifications made there-under. Bidders having GST Registration Certificate are required to indicate their GST Registration number and shall have to enclose a self-certified copy of GST Registration Certificate. If bidder has opted for composition scheme under GST ACT 2017, they have to declare themselves as "Composition Scheme" in the bid and indicate their Registration number in their quotation and shall have to enclose a self-certified copy of GST Registration Certificate. If the Bidder is unregistered i.e. exempted from GST registration, they have to declare themselves as "GST Unregistered Bidders" in their quotation and shall have to enclose a self-declaration for the same.

9. **Submission of Bids:**

- i) The Bids may be submitted in the prescribed format (as per Annexure-A) as enclosed here with in **sealed covers** at Purchase Section of IMU-HQ on or before **19.01.2021** till 04:00 PM. The quotation should be printed on letterhead of the Authorised Dealer duly signed by Authorised Dealer along with the valid Certificate from Microsoft for being Authorised Dealer as on date of submission of Bid.
- ii) It is IMU-HQ's prerogative for extension of the Bid submission time.
- iii) The Bids that are submitted or received after the prescribed time may not be considered for evaluation. IMU is not responsible for any LATE RECEIPT OF TENDERS AFTER THE DUE DATE/TIME.
- iv) The offered rates should be inclusive of delivery charges at IMU-HQ and any other charges but exclusive of applicable GST.
- v) The Offered rates should be valid for 120 days from the end date for submission of quotation.
- vi) The Bidders should be Authorised Dealer/ Owner for Microsoft as on date of submission of Bid and should submit self-attested copies of certificate validating the same.



vii) The bidders should submit proof of their authorised distributor certificate from Microsoft and being valid as on date of submission of bid.

10. The Envelope containing the Bids shall be properly sealed. Envelope stapled shall not be accepted. Further, the envelope shall be super scribed as "**Limited Tender for Supply and Installation of (a) Microsoft Office Professional 2019 Academic Licences, (b) Microsoft Remote Desktop Client Access License (RDS-CAL) Licences and (c) Win Svr STD Core 2019 License - Reg**" addressed to:

The Registrar,

Indian Maritime University-Head Quarters,

East Coast Road, Semmencherry,

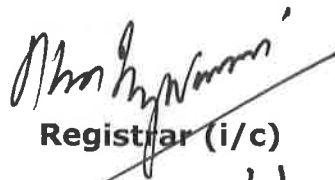
Sholinganallur Post, Chennai 600119.

11. Bids received after the due date and at the time of opening of tender will be out rightly rejected. Bids which are not as per prescribed format will be rejected.
12. The University reserves the right to accept in part or in full any quote(s) or reject any one or more Bids/quote(s) without assigning any reason. The University also reserves the right to postpone the date of receipt and opening of Bids or to cancel the tenders without assigning any reason whatsoever.
13. The Requirement is tentative and the actual quantity may vary depending upon the requirements. The initial contract is for the above mentioned quantity, however, if any additional quantity is required by the IMU HQ, the Service Provider/Contractor must supply at the same rate and terms and conditions.
14. **Delay in Delivery:**
In the event of delay beyond the prescribed period by IT-Section of IMU-HQ, the Authorised Dealer shall be liable to pay penalty @ 0.5% of the value of the unexecuted work (i.e. Licenses pending or yet to be installed) per day for the first 5 days and at 1% of the value of the unexecuted work per day for the next 5 days. Beyond this, the work order is liable to be summarily cancelled and the security deposit of the Authorised Dealer is liable to be forfeited, and the unexecuted work may be allotted to another Authorised Dealer at the risk and cost of the defaulting Authorised Dealer.
15. **Liquidation Damage:** In the event of in-ordinate delay and unsatisfactory services, the Authorised Dealer shall be liable to pay penalty @ 0.5% of the value of the unexecuted work per day for the first 5-10 days and at 1% of the value of the unexecuted work per day for the next 5-10 days. Beyond this, the Purchase order is liable to be summarily cancelled and the security deposit of the Authorised Dealer is liable to be forfeited, and the unexecuted work may be allotted to another Authorised Dealer at the risk and cost of the defaulting Authorised Dealer.



16. The proceeds of the Security Deposit shall be payable to the IMU as compensation for any loss(es) resulting from the failure of the Authorised Dealer to meet out its obligations under the Contract. This shall be in addition to any other action/penalty taken by IMU for delays/default/failure on the part of the Authorised Dealer.
17. **RESOLUTION OF DISPUTES:** Should any dispute arise between the Bidder and the IMU which cannot be resolved amicably through mutual negotiations, the same shall first be resolved through arbitration, failing which in a Court of competent jurisdiction based in Chennai irrespective of the locus of the dispute.

Please read all instructions before submitting the Bid.


Registrar (i/c)
6-1-21

Format for Submission of Bid

(Should be printed on letter head and duly signed by the Bidder)

To
The Registrar
INDIAN MARITIME UNIVERSITY-HQ
ECR Road, Semmencherry,
Shollinganallur Post,
Chennai-600119

Sub: Limited Tender for Supply and Installation of (a) Microsoft Office Professional 2019 Academic Licenses, (b) Microsoft Remote Desktop Client Access License (RDS-CAL) Licences and (c) Win Server STD Core 2019 License - Reg

Ref: IMU's Tender with ref.no: IMU-HQ/R/71/93-B/2/2019-PUR, Dt.06-01-2021. ✓

We hereby submit the following rates for the below mentioned Licenses in response to above cited Tender reference:

Sl. No	Item	Qty	Unit Price (Ex.GST)	Total Cost (Excl. GST)
1	Microsoft Office Professional 2019 - Academic Licenses License Type - PERPETUAL	9 Users		
Total amount in words (Excl. GST):				
2	Microsoft Remote Desktop Client Access License (RDS -CAL) Licences (Academic License) License Type - PERPETUAL	30 Users		
Total amount in words (Excl. GST):				
3	Win Server STD Core 2019 License. License Type - PERPETUAL	One		
Total amount in words (Excl. GST):				

Signature with Seal

Designation:

Name & Contact No:



P.T.O.

Statement of Declaration

(to be submitted in continuation to the Price Bid)

I/We hereby declare that we have read and agreed for terms & conditions in the referred Tender. I/ We are authorised dealer/ seller of M/s Microsoft and are enclosing copy of in support of the same along with this Bid.

A handwritten signature in black ink, appearing to read "Mr. Jayaraman", is written over a horizontal line.

Signature with Seal

Designation:

Name & Contact No:

