



# Maharshi Dayanand University, Rohtak

[Established in Act No. 25 of 1975 of the Haryana Legislative Assembly in 1976]

NAAC Accredited 'A' Grade

Advt.: MDU/PR/...

Dated:

## Short Tender Notice

Sealed Tenders superscribed as **Supply Microsoft Software** are invited from the OEM/ Authorized distributors/ Authorized Resellers for supply of Microsoft Software Licenses. The tender should reach latest by 20/3/2014 at 2:30PM in the office of In-charge, Purchase & Stores, MDU Rohtak. The tenders will be opened in the Office of the University Computer Centre, M.D. University, Rohtak on the same day at 3:30PM. Technical specifications along with DD of Rs 2000/- as processing fee and financial bid with earnest money @ 2% of the cost estimated by the bidder should be sealed separately in the covering envelope. Both the DD's should be drawn in favour of the Finance Officer, M. D. University, Rohtak. Tender document can be downloaded from <http://www.mdurohtak.ac.in>.

Registrar



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## **TENDER NOTICE**

**For**

### **Supply of Microsoft Software**

**Tender Processing Charges = Rs. 2000.00**

**Last Date of submission of Bids to the 20/3/2014 up to 2:30 PM.**

**In-Charge, Purchase & Stores, M.D. University, Rohtak.**

**Opening of Technical Bids : 20/3/2014 at 3:30 PM.**

**Director, University Computer Centre**



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- A.** Sealed Tenders are invited for **Supply of Microsoft Software** as per specifications and quantity in **Annexure-I**. University intends to purchase at least 600 license points of Microsoft in next two years apart from the current purchase.
- B.** The terms and conditions for the supply other important information are given below:
1. The tender, complete in all respects, must reach latest by due date and time in the office of Incharge, Purchase & Stores, MDU Rohtak. The tenders will be opened in the Office of the University Computer Centre, M.D. University, Rohtak on the prescribed date and time. The bidders or their authorized representative will be allowed at their own costs to be present at the time of opening of quotation.
  2. Tender document can be downloaded from the University website <http://www.mdurohtak.ac.in>. The copy of the tender document, duly attested by the bidder, must be attached with the bid.
  3. The tender must be submitted along with the demand draft of Rs. 2000/- as tender processing fee. The bank draft should be drawn **in favor of the Finance Officer, M.D. University, Rohtak, payable at Rohtak. Bank Draft payable at any other place shall not be accepted.**
  4. The tender received after due date and time, without tender fee or EMD or incomplete in any other respect or technically not qualifying tender shall be liable to be rejected.
  5. The tender must be valid for a period of at least three months from the date of its opening.
  6. All costs / charges must be quantified and spelt out in clear terms. Non-quantified costs/charges shall not be considered and paid.
  7. The University stands registered with the Department of Scientific and Industrial Research for availing exemption from Custom Duty and Central Excise Duty. The necessary documents will be provided by the University. Octroi, if any, shall be paid by the bidder. The rates may be quoted keeping these facts in view.
  8. The delivery of the material shall be FOR University Main Store, M.D. University, Rohtak.
  9. The security / earnest money equivalent to 2% (two percent) of the total value of the bid, in the shape of Demand Draft drawn in favour of the Finance Officer, M. D. University, Rohtak, is mandatory and must accompany the bid failing which the bid will be rejected. The security / earnest money in other shapes will not be accepted. Earnest money of the unsuccessful bidders will be returned as soon as the deal is finalized.

10. Earnest Money shall be forfeited if the supplier backs out after the placement of order. The bidder can also be proceeded against for other actions such as blacklisting, recovery of loss, etc.
11. No advance payment will be made.
12. The successful bidder will supply, configure and install all the equipments within 60 days from the date of letter of intent/order. If delay is caused by the circumstances beyond the control of the successful bidder, the successful bidder may request the Purchase Committee for extension of date which may or may not be granted. The Purchase Committee may impose a penalty @ 1% (one per cent) per day subject to a maximum of 10% (ten percent) in all of the cost of the bid for the delay.
13. The payment terms shall be as under :
  - a. The Supplier shall raise the invoice after the supply of material and satisfactory installation. The University shall make the payment within 30 days from the date of submission of invoice, if the invoice(s) is/are found in order and inspection report found satisfactory.
  - b. Service Tax and any other statutory tax / cess / levy shall be deducted at source as per Rules prevalent at the time, and deposited with the quarter concerned.
  - c. Costs/charges not mentioned in the quotation/tender shall not be paid.
  - d. Bank charges, if any, shall be borne by the supplier.
14. The bidders must append the following documents with the bid:
  - a. Copies of PAN / TAN.
  - b. Copies of Sales Tax Number along with latest Sale Tax clearance certificate.
  - c. Copy of Service Tax Number
  - d. List of clients along with complete addresses and telephone numbers.
15. Quantity of items/equipment's, as given as **Annexure I**, can be increased or decreased or even deleted.
16. The equipment's, which are not found according to specifications, and are thus not accepted, shall be lifted back by the successful bidder at their own cost/risk.
17. Damage to goods or any other loss due to accident etc. during transit shall be the responsibility of the supplier.
18. Goods shall be accepted subject to satisfactory installation/assembly report of the Inspection Committee / Committee of Experts.
19. During evaluation of the tender, the Purchase Committee may, at its discretion, ask the bidder for clarification of bids. The request for clarification and the response shall be in writing, but no change in prices or substance of the tender shall be sought, offered or permitted.
20. Only OEM or their authorized dealers/resellers are permitted to participate in the bid. The bidders shall append the Certificate of Authorization in original issued by the OEM for participation in this bid failing which the bid will be rejected.
21. The authorized bidder must have a minimum annual turnover of Rs. 2.00 crores failing which the bid will be rejected. Proof of turn over may be appended with the bid.

22. The bidder must file rates for all the items. Partial bids are liable to be rejected.
23. The bidders must quote rates and other terms and conditions for all the equipment's/items failing which tender will be rejected. Total cost of the bid will be one of the important deciding factor while deciding the bid in favor or against any bidder.
24. The Purchase Committee constituted for the purpose reserves the right to accept or reject any or all the bids or negotiate on any of the tender conditions/ items and to annul the bidding process and reject all the bids at any time prior to placement of order without assigning any reason thereto and without any obligation to inform the affected bidders.
25. The bidder should possess minimum three years' experience in supply, installation and maintenance of servers and other related major equipment's. Proof of implementation of similar projects at the premises of minimum three customers similar to M.D. University in size and requirement may be attached with the bid. Certificate of completed projects should be issued by the customer.
26. The bidder shall append a certificate with the bid that the firm has not been debarred/ blacklisted for any reason / period by any Central/State Govt. Dept./ University/ PSU etc. If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the order, but may also warrant legal action.
27. The dispute, if any, shall be subject to the jurisdiction of Courts at Rohtak. Any other jurisdiction mentioned in the bid or invoices or any other document shall have no legal sanctity.
28. Terms and conditions printed on bid of the firm, if any, shall not be binding on the university, except those mentioned specifically on the order, and acceptance of the order shall be construed as the firm's complete agreement to all the terms and conditions contained in the order and the tender notice.
29. The bidder will provide 03-year on-site warranty on all the equipment's, and will also specify the post warranty comprehensive annual maintenance rates for another two years failing which bid will be liable to be rejected.
30. The technical bid will be evaluated on the basis of the following information to be supplied by the bidder:
  - Submission of tender in time;
  - (ii) Tender fee appended or not;
  - (iii) Technical specifications of items;
  - (iv) Certificate of not being debarred/blacklisted/credentials of suppliers;
  - (v) Proof of annual turnover in the form of audited balance sheet
  - (vi) Proof of supply of similar software to three universities/Institutes with details of contact person & phone numbers;
  - (vii) Copy of PAN/TAN;
  - (viii) Copy of Sales Tax Number along with latest Sale Tax clearance certificate;
  - (ix) Copy of Service Tax Number;
31. Kindly read the above terms and conditions and other information carefully before filing the bid. For any clarification/ other information contact Director, University Computer Center at Telephone No. 01262-393594/393597 on any working day (Monday to Friday) during office hours (9 a.m. to 5.00 p.m.).

Registrar

## Bill of Material

Item No	Description/Item Name	Quantity (May Increase or Decrease)
1.	MS Office (2013) Standard	550
2.	MS Office (2013) Professional	50
3.	MS Windows Server Std. 2012 (R2)	07
4.	MS Windows Server CAL 2012	100
5.	MSDN Academic Alliance (For CSA, Maths & Engg. Departments)	03
6.	MS Visio (Std.)	03