

TENDER FOR PURCHASE OF MICROSOFT OFFICE LICENSES

(Tender No. RSKSGNjha Campus/Purchase/IT/MS Office 2016 /2017-18)

INVITATION FOR BIDS

1. Rashtriya Sanskrit Sansthan (Deemed University) G. N. Jha Campus, Azad Park, Allahabad, U.P. invites sealed financial bids for purchase of Microsoft Office Licenses
2. Rs.10, 000/- (Rupees Ten Thousand only) as earnest money (EMD) must be deposited in the form of D.D in favor of Principal, Rashtriya Sanskrit Sansthan (Deemed University) G. N. Jha Campus, Azad Park, Allahabad. No interest shall be payable on the earnest money deposited by the bidders. Tender documents without earnest money will be rejected.
3. The document may be deposited in the campus. Bids received after 02:00 PM will not be accepted or considered under any circumstances. In this regard decision of the campus shall be final and no request in this regard will be entertained. Bid must be submitted in sealed envelope scribed with "M.S. Office 2016 Students (Paper based license)".
4. The last date for submission of bids is **05.01.2018 at 02:00 PM**. The tender document should be addressed to The Principal, Rashtriya Sanskrit Sansthan (Deemed University) G. N. Jha Campus, Azad Park, Allahabad, U.P. 211002
5. The bids shall be opened on the same day i.e. **05.01.2018 at 03:00 PM**.

Purchase of Microsoft Office Licenses as per details below:-

Sl. N.	Name of Item	Quantity	Validity	Remark
1	M. S. Office Home & Students 2016 (Paper based license)	50	Forever	

PRINCIPAL

Following information must accompany the financial bid:

A.	Name of the Agency/ firm/company	
B.	Date of establishment of the agency	
C.	Detailed office address of the Agency with office Tel. Number/Fax Number & Mobile Number and Name of the contact Person.	
D.	Whether the firm is registered Under Company Act, partnership or Proprietorship. (copies of all certificates of registration to be enclosed.)	
E.	Name of the Bank with address	
F.	Pan & GSTN (Attach Copy)	
G.	Attested copy of return for last month/quarter as the case may be submitted towards Central and State Sales Tax/VAT/Service Tax if applicable. (copy to be enclosed)	
H.	Attested copy of IT return for last three Years fled by agency.	
I.	Whether the firm is blacklisted by any Govt. Department or any criminal case is registered against the firm or its owner/partners any where in India. (If no, a certificate is to attached in this regard.)	
J.	Experience in dealing with Govt. Department attach copies of supply placed on the agency.	
K.	Details of DD towards EMD.	
L.	Valid self-certified copy of authorization from Microsoft.	

TERMS AND CONDITIONS

- A. The financial bid should be valid for a period of not less than 90 days from the date of opening of bid.
- B. The Microsoft office is to be supplied within a period of 4 weeks from the date of issue of Purchase Order (PO) by the campus. The campus shall forward one copy of the P.O. to the Microsoft Corporation for having placed the order with the reseller and to ensure that reseller honors the commitment to install the Operating System.
- C. The bidder should be Microsoft Authorized Education Reseller (AER). Certificate to this effect from Microsoft Corporation needs to be attached along with the bid.
- D. Bids will be opened in the presence of bidders' representatives, on the specified date and time.
- E. Sealed bid can be sent either by post or by messenger.
- F. Payment will rereleased after receipt of paper based license as certified by Officer in Charge of the Institute.
- G. In the event of dispute, Principal, R. S. S. G. N. Jha Campus, Allahabad shall be the sole arbitrator and his decision shall be final and binding on both the parties.
- H. Principal, does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.
- I. In case the reseller is not able to execute the Order, EMD amount of ₹ 10,000/- (Ten Thousand only) shall be forfeited. The bidder shall also be liable to be blacklisted at the sole discretion of the Institute.

PRINCIPAL

PROFORMA FOR FINANCIAL BID

SL	Name of Item	Quantity	Validity	Amount Rs. (Inclusive of all) (Price should be inclusive of all taxes/charges etc.)

- The discount, if any should be mentioned herein and nowhere else.
- Total Cost (all inclusive) of quantity mentioned above (in words) _____

We accept that the rate quoted above shall remain valid for a period of 90 days from the date mentioned below

Date :

(Signature and seal of the Bidder)

