

# NATIONAL INSURANCE ACADEMY , Pune

February 22, 2018

NIA/CC/Enq/17-18/005

## Sub: Tender for Renewal of “Microsoft Volume Licensing (MVL)” at NIA, Pune

The National Insurance Academy (NIA), Pune, invites sealed bids for renewal of “Microsoft Volume Licensing (MVL)” as per the details given in the Annexure-A.

The National Insurance Academy, Pune is an educational institution established by the Life Insurance Corporation of India, General Insurance Corporation of India ,the four Public Sector Insurance Companies - NIACL, NICTL, OICL and UIICL and Govt. of India, (Ministry of Finance, Insurance Division).

NIA had purchased following licenses which are due for renewal as per the table given below.

### Existing Agreement details:

Program:	Open Value Subscription
Customer Name:	National Insurance Academy
Agreement Number:	V2227672
Start Effective Date:	2017-03-22
End Effective Date:	2020-03-31

Part Number	Product Description	Quantity Ordered	Coverage Period
R18-03499	WinSvrCAL ALNG LicSAPk OLV E 1Y Acdmc Ent UsrCAL	300	2017-04-01 - 2018-03-31
KW5-00359	MicrosoftWINEDUE3 AllLng Upgrade/SoftwareAssurancePack Academic OLV 1License LevelE Enterprise 1Year	300	2017-04-01 - 2018-03-31

S3Y-00001	MicrosoftO365ProPlusOpenforFaculty ShrdSvr AllLng MonthlySubscriptions-VolumeLicense Academic OLV 1License LevelE AdditionalProduct 1Month	300	2017-04-01 - 2018-03-31
3LN-00001	MicrosoftIntuneOpen ShrdSvr AllLng MonthlySubscriptions-VolumeLicense Academic OLV 1License LevelE AdditionalProduct Faculty 1Month	300	2017-04-01 - 2018-03-31
S2Y-00002	MicrosoftO365ProPlusOpenforStudents ShrdSvr AllLng MonthlySubscriptions-VolumeLicense Academic OLV 1License NoLevel Student withFaculty 1Month	300	2017-04-01 - 2018-03-31

**Important Dates:**

**Last date for Submission of bids: March 8, 2018 before 5.30 p.m.**

Bids received beyond this date and time will be rejected and will have to be taken back by the respective Bidder.

**Date of opening of Pre-Qualification bid :** will be intimated later

**Date of opening of Commercial Bid :** Will be intimated later

**1. SUBMISSION OF TENDER**

**The sealed bids** (As per format given in Annexure-A,B) from bidders may be submitted in one sealed envelope super scribed “Tender for Renewal of Microsoft Volume Licensing (MVL)”

Pre-Qualification bid	Envelope ‘A’
Commercial bid	Envelope ‘B’

The Pre-Qualification and Commercial bids have to be submitted as per the prescribed formats annexed to this tender document and each page of the bid has to be initialed by authorized official along with the Company seal.

**Envelope ‘A’**

This envelope should contain Pre-Qualification Bid as per the format given in Annexure-A and DD of **Rs.50,000/-** (Rupees Fifty Thousand only) towards EMD.

Please note that the Pre-Qualification component of the Proposal should not contain any pricing information whatsoever on the services offered. The Pre-Qualification bid should contain the details as given in Annexure-A.

Please note that bidder will be disqualified if DD submitted is with wrong name or amount.

### **Envelope 'B'**

This envelope should contain the Commercial bid as given in Annexure B.. Failure to separate technical and financial information will result in immediate disqualification.

Please note that the Commercial component of the Proposal –should be submitted in Envelope 'B'.

The bids should reach **The Director, National Insurance Academy, 25, Balewadi, Baner Road, Pune 411045** before the stipulated date and time.

## **2. QUALIFICATION CRITERIA OF THE BIDDER**

- a) The bidder should have a minimum Annual Turn-over of Rs. 25 lakhs (Rupees Twenty Five Lakhs) in the last three financial years (2014-15, 2015-16, 2016-17) with profit in any two of these three financial years. CA certificate in support to be enclosed in the Pre-Qualification bid.
- b) Bidder can be a proprietary or Partnership Firm or Pvt. Ltd. or limited company. (Deed of constitution/ registration certificate to be enclosed in pre-qualification bid)
- c) The Bidder should preferably be established and functioning in and around Pune city having valid licenses/sanctions and experience in this field for a minimum period of five years.
- d) The bidder should have supplied and maintained Microsoft Cloud Campus with Office 365 of at least 3 organisations and handled all components of office 365 ( Exchange Online, E-mail, Skype, InTune, OneNote etc.). Licenses supplied to Educational Institutes will be an added advantage.
- e) The Bidder should be Microsoft Authorised Education Partner.( Microsoft Authorised Education Partner Certificate and Authorisation letter from Microsoft to be enclosed)
- f) Bidder should have at least 5 Microsoft certified resources on their rolls.

Supporting documents for fulfilling the qualification criteria will have to be submitted in Pre-Qualification envelope A.

### 3. EARNEST MONEY DEPOSIT (EMD) and Performance Security

- a) Bidders are required to submit **Rs.50,000/-** (Rupees Fifty Thousand only) as EMD for the bids in form of Demand Draft of Nationalized or Scheduled Bank / Pay Order drawn in favour of '**National Insurance Academy**' payable at Pune.
- b) EMD Demand Drafts / Pay Orders should be part of Envelope A.
- c) The EMD is non-interest bearing and is refundable to unsuccessful bidders after signing of the Contract by the successful bidder. No exemption will be granted
- d) The Successful bidder has to submit Bank Guarantee of 10% of the price from Commercial bank which should be valid for a period of 60 days beyond the completion of all contractual obligations of the supplier including warranty. Performance security is to be forfeited and credited to the Academy in the event of breach of contractual obligation by the supplier, in terms of relevant contract.
- e) The successful Bidders EMD will be returned after getting the Bank Guarantee.
- f) The EMD will be forfeited if a bidder withdraws his bid during the period of validity.

### 4. GENERAL TERMS AND CONDITIONS

- a) **Cost Details and Validity:** Prices quoted shall be in Indian Rupees, shall be firm and shall not be subject to exchange rate variations, fluctuations in price, labour conditions and freights or any conditions whatsoever. The quoted Rate / Cost should be as per Annexure - C. The Bidder shall make note of the latest amendment to the excise / VAT / GST/ Service TAX / WCT / Octroi Act /LBT and shall include the tax as applicable. The validity of the proposal against this Request for Proposal (RFP) should be valid for a period of 90 days from date of submission of bid.
- b) Tax Deducted at Source (TDS) towards income tax calculated at the rate prescribed from time to time under the relevant sections of the Income Tax Act, shall be made from the bills of the Bidder and the amount so deducted shall be deposited with the Income Tax Department.
- c) Any downward revision in the market prices of the software should be passed on to NIA.

- d) NIA reserve the right to accept or reject any bid and to suspend this process and reject all bids at any time prior to the award of contract, without thereby incurring any liability to the affected Bidders on the grounds of the purchasers inaction.
- e) NIA reserves the right to alter the software requirements as also the quantity to be purchased.
- f) All erasures and alterations made while filling the bids must be attested by initials of the tenderer. Overwriting of figure is not permitted. Failure to comply with any of these conditions will render the bids void. No advice of any change in rate or conditions after the opening of the bids will be entertained.
- g) The Academy reserves the right to accept or reject any or more bid(s) without assigning any reasons or cancel the tendering process and reject all bids at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).
- h) The Academy reserves the right to amend or withdraw any of the terms and conditions contained in the tender document before accepting the tender or to reject any or all the tenders without giving any notice or assigning any reason and it shall not be bound to accept the lowest tender. The decision of the academy in this regard shall be final and binding on all.

## **5. PAYMENT TERMS:**

- a) No advance payments shall be made. Full payments will be made to the Bidder after delivery and proper installation of the software.
- b) 100% payment within 30 days after supplying all items as per PO at NIA office and after receiving the invoice.
- c) **Penalty for Default in Services:** If the Bidder fails to deliver the items within stipulated time, NIA will impose a penalty of 1% of the order value for the late delivered items for each weeks delay or part thereof, subject to maximum of 5% of value of the late delivered items. In case the delay exceeds five weeks, NIA reserves the right to cancel the order.

## **6. BID SUBMISSION:**

Bidders should submit the Bids strictly in accordance with the information given in the Annexure – A and Annexure-B.

## **7. OPENING\_OF COMMERCIAL BIDS:**

Commercial Bids of only bidders who have been found to meet the pre-qualification criteria will be opened.

#### **8. DELIVERY SCHEDULE:**

The contracted Bidder shall ensure to deliver the Microsoft Volume Licenses within 7 days after receiving the purchase order, with Original CD/DVD.

The contracted Bidder has to supply the volume licensing media with keys and agreement.

#### **9. DELIVERY LOCATION:**

Delivery of Microsoft Volume Licenses with Media are to be made at the address given below:

National Insurance Academy,  
25, Balewadi, Baner Road,  
Pune 411045

#### **10. RIGHT TO MAKE A COPY OF MASTER CD/DVD:**

NIA should have a right to make duplicate copies of the master media to keep backup.

#### **11. INDEMNITY:**

The Bidder will indemnify NIA to the extent of direct damages against all claims, demands, costs, charges, expenses, award, compensations etc. due to Bidder's violation of any patents and copy rights.

#### **12. MISCELLANEOUS:**

- a) In case the Bidder is not able to accept the contract after it is awarded to him or if he is not able to do the job after accepting the contract, he will be liable to pay the damage to NIA including the extra rate, which NIA will have to pay to any other party for getting such work done.
- b) The above act of backing out would automatically debar the Bidder from any further dealing with NIA.
- c) Bids should be in clear words, categorically mentioning each and every terms specifying the rates, etc. Any kind of ambiguous/obscure/unclear terms would lead the firm's bid being disqualified.
- d) NIA reserves the right to Add, Modify, Relax or waive any of the conditions stipulated in the bid document wherever deemed necessary.

- e) Any publicity by you in which the name of NIA is associated should be only with the written permission of NIA.
- f) All Bidders will have to submit the Bid only if they agree to all the terms and conditions mentioned in the bid document. Any other requests for the change in the specifications of software, terms and conditions of the bid document, will not be accepted. Conditional Bids shall be rejected.
- g) Each page of the Application / Bid Document shall be signed by person/s on behalf of the organization having necessary authorisation/ Power of Attorney to do so.
- h) Any query kindly e-mail to [contactus@niapune.org.in](mailto:contactus@niapune.org.in) and mention in the subject **Tender For “Renewal of Microsoft Volume Licensing (MVL)”**.

**FORMAT OF PRE-QUALIFICATION BID  
(To be submitted on the letter head of Bidder)**

<b>TENDER PROFORMA TO BE FILLED IN BY THE TENDERER ON THEIR LETTER HEAD</b>															
1	Name and Address of Bidder	:													
2	PAN/TAN Service Tax Registration Cert.	:													
3	MST No.	:													
4	GSTIN Details	:													
5	Central Excise Regn. No.	:													
6	Registered Address	:													
7	Phone No. with STD Code	:													
8	Fax No.	:													
9	Address for all communications during the execution of project	:													
10	Name of Contact Person(s) with contact numbers and e-mail ID	:													
11	Annual Turn-over and Profitability ( PQ-1) CA certificate in support to be enclosed	:	<table border="1"> <thead> <tr> <th></th> <th>2014-2015</th> <th>2015-2016</th> <th>2016-2017</th> </tr> </thead> <tbody> <tr> <td>Turn-over</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Profit</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		2014-2015	2015-2016	2016-2017	Turn-over				Profit			
	2014-2015	2015-2016	2016-2017												
Turn-over															
Profit															
12	Type of Firm Deed of constitution/ registration certificate to be enclosed	:													
13	No. of years in existence	:													
14	Experience in supplying and maintaining MVL. <b>Work Orders copies to be enclosed.</b>	:													
15	Whether authorized education partner of Microsoft for MVL. <b>Please enclose authorized education partner certificate and authorization letter from Microsoft</b>	:													
16	No. of Microsoft certified resources. ( Enclose Name	:													



	of engineers and certification details )		
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I /We declare that I/We have examined the terms and conditions mentioned in the Bid document and accordingly agree and accept the same for tender/bid filing.

Seal of the firm/company  
Authorized

Signature of the  
Representative of Bidder

Tenderer  
Date:

The above tender cum bid format should be typed on the official letter head of the bidder. Separate sheet is to be enclosed if the space provided is not sufficient for the data to be provided. List of enclosures should be attached with the bid form.

**FORMAT FOR COMMERCIAL BID  
FOR MICROSOFT EDU Cloud Agreement**

<b>Part Number</b>	<b>Item Name</b>	<b>Quantity</b>	<b>Rate for one year 01/04/2018 to 31/03/2019</b>	<b>Price</b>
R18-03499	WinSvrCAL ALNG LicSAPk OLV E 1Y Acdmc Ent UsrCAL	300		
KW5-00359	MicrosoftWINEDUE3 AllLng Upgrade/SoftwareAssurancePack Academic OLV 1License LevelE Enterprise 1Year	300		
S3Y-00001	MicrosoftO365ProPlusOpenforFaculty ShrdSvr AllLng MonthlySubscriptions- VolumeLicense Academic OLV 1License LevelE AdditionalProduct 1Month	300		
3LN-00001	MicrosoftIntuneOpen ShrdSvr AllLng MonthlySubscriptions-VolumeLicense Academic OLV 1License LevelE AdditionalProduct Faculty 1Month	300		
S2Y-00002	MicrosoftO365ProPlusOpenforStudents ShrdSvr AllLng MonthlySubscriptions- VolumeLicense Academic OLV 1License NoLevel Student withFaculty 1Month	300		
	GST ( %)			
	Annual Support charges for one year ( if applicable) including taxes			
	<b>Total Price</b>			

(Grand Total in words: \_\_\_\_\_)

Date:

Seal and  
Signature

PROPOSAL FORM  
(to be included in Proposal Envelope on Letterhead of the Company)

Date :.....

To  
The Director,  
National Insurance Academy,  
25, Balewadi, Baner Road,  
Pune - 411045

Dear Sir,

**SUB: TENDER FOR RENEWAL OF “MICROSOFT VOLUME LICENSING (MVL)” at NIA, Pune**

I/We have read and understood the terms and conditions for TENDER FOR RENEWAL OF “MICROSOFT VOLUME LICENSING (MVL)” - at NIA, Pune and hereby accept all the terms and conditions. I/We hereby declare that the information furnished in the annexure to this application is correct to the best of my/our knowledge and belief.

Yours faithfully,

Signature\_\_\_\_\_

Name\_\_\_\_\_

Designation\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

Date\_\_\_\_\_

Seal\_\_\_\_\_