



बसु बिज्ञान मन्दिर
BOSE INSTITUTE

Unified Academic Campus, Block EN 80, Sector V, Salt Lake, Kolkata 700 091, West Bengal, India
Ref : BI-K/E-TEND/14/2022-23



बसु बिज्ञान मन्दिर
BOSE INSTITUTE

Unified Academic Campus, Block EN, Sector V,
Kolkata 700091

BIDDING DOCUMENTS

For Tender Notice No.
BI-K/E-TEND/14/2022-23

To be addressed to:

Registrar (Officiating)

registrar_office@jcbose.ac.in, bipurchase@jcbose.ac.in



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INVITATION TO BIDS

Bose Institute, Kolkata, West Bengal, India invites **online** offers for supply and installation of Microsoft Cloud Campus License at Bose Institute subject to the following terms and conditions as integral parts of the contract for the tender :

Sl. No.	Name of the item	Part Code	Product Description	Qty	EMD
1	Supply and installation of Microsoft Cloud Campus License at Bose Institute	AAA-73019	Microsoft 365 A3 for faculty	50 users	Rs 8000/-
		AAA-73021	Microsoft 365 A3 for students use benefit	2000 users	

Details of specifications are enclosed in Annexure – I

Sl. No.	Particulars	Date & Time
1.	Date of uploading of NIT & other documents (Online) (Publishing date)	28-10-2022 at 14:00 hrs.
2.	Documents download start date (Online)	28-10-2022 at 14:30 hrs.
3.	Clarification Start date Queries to be sent to the mail id bipurchase@jcbose.ac.in)	28-10-2022 at 15:00 hrs.
4.	Clarification End date	04-11-2022 at 17:00 hrs.
5.	Amendment (if any) (On line)	11-11-2022 at 17:00 hrs.
6.	Bid submission start date (On line)	12-11-2022 at 17:00 hrs.
7.	Documents download end date (Online)	18-11-2022 at 17:00 hrs.
8.	Bid Submission closing (On line)	18-11-2022 at 17:00 hrs.
9.	Last date of submission of Earnest money deposit including the technical brochure, if any (off line) in the Purchase Cell	18-11-2022 at 17:00 hrs.
10.	Bid opening date for Technical Proposals (Online)	21-11-2022 at 13:00 hrs.
11.	Date of uploading list for Technically Qualified Bidder (online)	To be notified later
12.	Date for opening of Financial Proposal (Online)	To be notified later



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SECTION – A

INSTRUCTION TO BIDDERS

General guidance for e-Tendering: Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the vendors to participate in e-Tendering.

1	Registration of Vendors : Any vendor willing to take part in the process of e-Tendering will have to enroll and get registered in the Central Public Procurement (CPP) Portal, NIC, GOI through logging on to http://eprocure.gov.in/eprocure/app and the vendor is to click on the link for e-Tendering site as given on the above.
2	Digital Signature certificate (DSC): Each vendor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders as applicable from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause 1 above. DSC is given as a USB e-Token.
3	Submission of Tenders: Tenders are to be submitted through online in two folders at a time for each bid, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The uploaded documents are to be virus scanned and duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

4	Technical Proposal: Statutory Documents The tenderers are requested to submit the photocopies of following documents duly signed by the proprietors / authorized signatories along with the tender paper positively.
	i) NIT to be submitted by signed and stamped
	ii) PAN card of the owner
	iii) Income Tax clearance certificate for the last three financial years
	iv) Valid GST registration certificate
	v) Proper authentication of proprietorship / Partnership and Authorization, if quoted on behalf of any OEM
	vi) Valid Trade License
	vii) Experience certificates of at least carrying out two similar work for last three years, in any Govt. organizations/ PSU's/Autonomous Bodies



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5. Annexures :

- Annexure 1 : Bid Form
- Annexure 2 : Techno-Commercial Bid Form
- Annexure 3 : Manufacturer's Authorization Form
- Annexure 4 : Bidder's Performance Statement Form
- Annexure 5 : Service Support Details Form
- Annexure 6 : Technical Compliance Statement Form
- Annexure 7 : Fall Clause Certificate

6. **Financial Proposal :**

- a. The financial bid should contain the Bill of Quantities (BOQ) corresponding to this tender, which is available on the tender webpage as an MS-Excel file.
- b. This file must be downloaded and opened with MS-Excel. The rate being quoted by the bidder must be entered in the space marked for this purpose in the file. **Quoted rate** will be encrypted under BOQ. **In case quoting any rate in Tender Form, the tender is liable to be summarily rejected.**
- c. All fields in the BOQ file other than those allocated for the name of the bidder and the rate(s) being quoted are non-editable.
- d. The BOQ file must be saved after this and should be uploaded using digital signature.
- e. Bidders are requested not to put any percentage (%) in any column of the BOQ.

7. **Earnest Money Deposit:**

Demand draft / Bankers cheque / Bank Guarantee / Insurance security bond / FDR towards Earnest Money (EMD) as prescribed in the NIT should in favour of "Bose Institute" payable at Kolkata alongwith a covering letter stating the bank details for releasing the said EMD online by the Institute, as per norms to be submitted to the Purchase Section

THE ABOVE STATED TECHNICAL DOCUMENTS AND ANNEXURES SHOULD BE ARRANGED IN THE FOLLOWING MANNER :

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Statutory Documents to send the selected documents to Statutory folder.

Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

N.B.: Failure of submission of any of the above mentioned documents as stated in Sl. No. 4 & 5 & 7 will render the bidder liable to be rejected.



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1. Tender Evaluation Committee (TEC) : Evaluation Committee constituted as per Order of the competent authority of Bose Institute, Kolkata.
2. Opening & evaluation of tender : If any vendor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished and uploaded in the portal as PDF file.
3. Bidders or their representative may wish to be present during tender opening, if they so desire.
4. Cover (folder) for Statutory Documents (Ref. Sl. No. 4) will be opened first and if found in order, cover (folder) for Sl. No. 5 & 7 will be opened. If there is any deficiency in the Statutory Documents the bid will summarily be rejected.
5. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
6. Pursuant to scrutiny & decision of the Tender Evaluation Committee, the summary list of eligible bidders will be uploaded in the web portals.
7. During evaluation the committee may summon of the bidders & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
8. **Financial Proposal :**
 - a). The vendor is required to quote the rate online in the designated field marked for quoting rate in the BOQ. For optional items as mentioned in the specifications may be quoted separately in the additional sheet as enclosed in the Financial Cover.
 - b). Only downloaded copies of the above documents are to be uploaded upon virus scanning & Digitally Signed by the vendor.
 - c). Penalty for suppression / distortion of facts:

If any bidder fails to produce the original hard copies of the documents on demand of the Tender Evaluation Committee within a specified time frame, or if any discrepancy is found between the hard and soft copies that amounts to material deviation, the tender inviting authority may treat such a case as submission of false documents by the bidder and action may be referred to the appropriate authority for prosecution as per relevant IT Act.
 - (d). Rejection of Bid:

Director, Bose Institute reserves the right to accept or reject any Bid or cancel the entire Bidding process at any time prior to the award of Contract without thereby incurring any liability to the Bidder or Bidders or any obligation to inform the Bidder or Bidders the ground for Institute's action.
 - (e). Award of Contract :

The Bidder whose bid has been accepted finally (both technical and financial), will be informed by the Institute authority for award of contract.
The notification of award will constitute the formation of the Contract.



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Scope of Work

- The bidder is required to Supply, installation Microsoft Cloud Campus License at Bose Institute as per the specifications and conditions specified in the different parts of this Tender document.
- The successful bidder shall give comprehensive hands on Training to the concerned persons as identified by the institute on operations, preventive maintenance, recording and retrieval of the software etc.
- The successful bidder shall carry out the work strictly as per specifications mentioned in various sections of this tender document to the satisfaction of the indenting department.
- Bids shall be considered only in those cases where the bidder has quoted for the entire scope of the work.
- Bidders shall quote only those products in the bid which are not obsolete in the market and has at least 1years residual market life i.e. the offered product shall not be declared end-of-life by the OEM before this period.



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Terms & Conditions

1	The quantities ordered may vary at the time of execution with approval of Competent Authority
2	The tender/offer should be clear and precise quoting the net price(s) per unit both in words as well as figures, with break -up of different elements, if asked for. The price(s) quoted should be inclusive of applicable taxes and G.S.T applicable to be quoted separately and paid accordingly
3	Time of completion of the work is within 30 days from date of receiving the Work Order.
4	The offer shall be valid for 90 days from the date of opening of the technical bid. No revision in price will be allowed after opening the quotation.
5	Time being the essence of the order, the vendor shall pay or allow the buyer the sum equivalent to 1% of the total cost of work awarded per week, subject to a limit of 10% of the order value or the final bill amount whichever is greater, as liquidated damages for the period during which the said works shall remain incomplete
6	Payment shall be made after satisfactory installation of systems and proper functioning.
7	Item prices once quoted will be firm and fixed. No price escalation will be entertained even for the works executed within the extended period, if any.
8	In case the order is cancelled due to non-compliance of the contractual terms and conditions, the Institute reserves the right to execute the job at its own cost and the differential amount, if any, on account of the alternative arrangement will be intimated to and recovered from him.
9	Warranty period: The vendor shall give warranty for a period of minimum one year from the date of final handover and shall remain liable for rectification of defects, if any arises, within the said period at free of cost. Onsite support laid for a period of one year during the warranty period.
10	100% payment will be made against the bill on the ordered value upon successful installation with certification issued by the competent authority of Bose Institute.
11	Incomplete tenders will be liable to cancellation
12	The tender/ offer shall remain valid for acceptance till 03 months from the scheduled date of its opening.
13	Bidders shall quote only those products in the bid which are not obsolete in the market and has at least 1 years residual market life i.e. the offered product shall not be declared end-of-life by the OEM before this period
14	Bose Institute reserves the right to reject any or all tenders without assigning any reasons thereof.



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General Technical Requirements

Part Code	Product Description	Qty
AAA-73019	Microsoft 365 A3 for faculty	50 users
AAA-73021	Microsoft 365 A3 for students use benefit	2000 users

1. Bidder should be Microsoft Channel Partner
2. Bidder should provide MAF (Manufacture Authorization Form) specific to this Tender.
3. Bidder should have executed minimum three similar supply orders of at least 300 users in the past.
4. The above software and support should include the following software's
 - A. O365 EDU A3 Open Fac1
 - B. Win Device Edu2
 - C. Intune Open Fac3
 - D. O365 EDU A3 Open StuUseBnft
5. Email migration from in house postfix server to A365 email server, user groups for sending group emails.
6. Domain setup
7. OS and office 365 installation guidance
8. Onsite support and basic tutorials
9. The bidder shall also be responsible for deputing qualified personnel for installation, testing, commissioning and other services under his scope of work as per this specification. All required tools and tackles for completing the scope of work as per the specification is also the responsibility of the bidder.

TECHNICAL SPECIFICATIONS:

Part Code	Product Description	Qty
AAA-73019	Microsoft 365 A3 for faculty	50 users
AAA-73021	Microsoft 365 A3 for students use benefit	2000 users



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Annexure- 1

BID FORM

(to be submitted on the official letterhead of the bidder)

The
Registrar(Officiating)
Bose Institute,
Unified Academic Campus, Block EN-80
Sector V, Kolkata - 700091
(W.B.) India

Sir,

Having examined the bidding documents the receipt of which is hereby duly acknowledged, I/We agree to furnish required supplies/services in conformity with the Techno-Commercial Bid or such portions thereof at the prices given in the Price Bid on receipt of order for the same.

I/We agree to hold this offer open until _____ and to supply, install and commission the equipment and complete the whole of the work and hand over to the purchaser within the period of _____ weeks, from the date of receipt of intimation from you regarding acceptance of this tender/receipt of supply order.

I/We agree to submit the bank guarantee as specified in the form prescribed by your goodself for the due performance of the contract, if our bid is accepted.

I/We understand that you are not bound to accept the lowest or any bid you may receive.

(_____)
Signature of Bidder
With Office Stamp
Name & Address

Telephone No.:

FAX No.:

E-mail address:

Name & Designation of the Contact Person:



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Annexure- 2

MANUFACTURERS' AUTHORIZATION FORM

No. _____

Dated _____

To
The Registrar(Officiating)
Bose Institute,
Unified Academic Campus, Block EN-80
Sector V, Kolkata - 700091
(W.B.) India

Dear Sir:

I/We _____ who are established and reputable manufacturers
of _____ having factories at _____
(address of factory) do hereby authorize M/s. _____ (Name and address of Agent) to
submit a bid, negotiate and receive the order from you against your tender enquiry.

No company or firm or individual other than M/s. _____ is authorized to
bid, and conclude the contract in regard to this business.

I/We hereby extend our full guarantee and warranty.

Yours faithfully,

(Name)

(Name of manufacturers)

Note: This letter of authority should be on the letterhead of the OEM and should be signed by a person competent and having the power of attorney to bind the manufacturer. It should be included by the Bidder in its techno-commercial unpriced bid.



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Annexure- 3

BIDDER'S PERFORMANCE STATEMENT FORM
(For a Period of Last 3 Years)

Name of the Firm.....

Order placed by (full address with Tel. No., Fax No. & e-mail address of purchaser)	Date	Description and quantity of ordered.	Date of completion of delivery as per Contract/ Actual	Remarks indicating reasons for late delivery, if any	Has the item been installed satisfactory? (Attach a certificate from the purchaser/ Consignee)

Place :

Signature :

Date :

Office stamp



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Annexure- 4

SERVICE SUPPORT DETAILS FORM

Sl. No.	Nature of training imparted	List of similar services offered in the past 3 years	Address, Telephone Nos., Fax and e mail address of the firm located in Kolkata, if any

Signature and Seal of the Bidder.....

Place :

Date :



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Annexure- 5

TECHNICAL COMPLIANCE STATEMENT FORM

An item-by-item commentary on the Purchaser's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

ITEM NAME			
Sl.No.	Tender Specifications	Bidder's Specifications	Deviation/ Remarks, if any Including justification

(Technical literature/brochures/manuals should be attached along with this format)

Please note:

1. Compliance/Deviation statement comparing the specifications offered with required specifications. This statement should also give the page number(s) of the technical literature where the relevant specification is mentioned.
2. Bids must have supporting documents (technical literature or copies of relevant pages from the service manual or factory test data) for all the points noted above, failure regarding which may result in rejection of bid.
3. In case the bidder furnishes wrong or false information wilfully in the technical compliance chart, such action shall be viewed strictly and the bidders may be blacklisted.
4. Where there is no deviation, the statement should be returned duly signed with an endorsement indicating "No Deviations".

Signature and Seal of the Bidder.....

Place :

Date :



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Annexure- 6

Quotation No.....

Date :

**PROFORMA OF FALL CLAUSE CERTIFICATE
(To be given on vendors letterhead)**

If on any subsequent date after submission of quotation or placing of supply order, the manufacturer (the term manufacturer will also include his authorized distributor / agent) reduces the sale price of such stores or sells such stores to any party at a price lower than the price charged / chargeable against supply order placed by Bose Institute, Kolkata, the manufacturer (including his authorized distributor / agent) as aforesaid in case the quotation is submitted by them and supply / service is also effected by them) will forth-with notify such reduction in sale price to Bose Institute, Kolkata and price payable for the stores to be supplied against the Supply Order after the date of such reduction in sale price coming into force shall reduced correspondingly and will be reimbursed to the Institute.

(Signature & Date of Bidders with Rubber Stamp)

*** This certificate should be uploaded on the letter head of the company / firm / agency*



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PERFORMANCE SECURITY FORM

(To be executed by a scheduled Bank in India on non-judicial stamp paper)

To
Bose Institute,
Unified Academic Campus, Block EN-80
Sector V, Kolkata - 700091
(W.B.) India

Dear Sir,

Sub: Your Order No. -----dated -----for

1. You have entered into a contract with reference no as given above with _____ (herein after referred to as the contractor) for the supply, installation of _____ (herein after referred to as stores) for the price and on the terms and conditions contained in the said contract.
2. In accordance with the terms of said contract, the contractor has undertaken to produce a bank guarantee for Rs. _____ (Rupees _____ only) being 3% of the total value of the said supplied to you, for the due fulfilment of its obligations to you for due performance as per the contract during warranty period.
3. In consideration thereof, we hereby expressly, irrevocably and unconditionally undertake and guarantee as principal obligator on behalf of the contractor that in the event you submit a written demand to us that the contractor has not performed according to the contractual obligations included in the said contract, we will pay you on written demand, without demur and without reference to the contractor any sum up to a maximum amount of Rs _____ (Rupees _____ only). Your demand shall be conclusive evidence to us that such payment is due under the terms of the said contract. Payment by us to you will be made within thirty (30) days from receipt of your request making reference to this guarantee and on demand.
4. This guarantee shall not be revoked without your express consent and shall not be affected by your granting any indulgence to the contractor, which shall include but not be limited to postponement from time to time of the exercise of any powers vested in you or any right which you may have against the contractor and to exercise the same in any manner at any time and either to forbear or to enforce any covenant contained or implied in the said contract or any other course or remedy or security available to you, and our Bank shall not be released from its obligations under this guarantee by your exercising any of your rights with reference to matters aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on your part or any other indulgence shown by you or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving our Bank from its obligation under this guarantee.



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5. Notwithstanding anything herein contained, our liability under this guarantee is restricted to Rs _____ (Rupees _____ only) and the guarantee shall remain in force up to and including the _____ day of being reported to us by you and returned to us duly discharged.
6. Unless a demand or claim under this guarantee is made on us in writing on or before the aforesaid expiry date as provided above or unless this guarantee is extended by us all your rights under this guarantee shall be proscribed and we shall be discharged from the liabilities hereunder.
7. This guarantee shall not be affected by any change in the constitution of our Bank or of the contractor or for any other reason whatsoever.

Date:

Signature.....

Place:

Seal of Bankers

(Complete Address/Contact Details with Tel./Fax/email etc)

Witness:

1.

2.



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BID SECURITY FORM

(To be executed by a scheduled Bank in India on non-judicial stamp paper)

To
Bose Institute,
Unified Academic Campus,
Block EN 80, Sector V, Salt Lake
Kolkata 700 091

Dear Sir,

Whereas (Name and address of Bidder) (hereinafter called "the Bidder") in response to your Tender Notification No. ----- dated ----- is submitting its bid for the supply of (Name and/or description of the goods) (Hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that WE (Name of bank) of (Name of country), having our registered office at (Address of bank) (Hereinafter called "the Bank"), are bound unto Director, Bose Institute, Kolkata, INDIA (Hereinafter called "the Purchaser") for the sum of (Amount of the Guarantee in Words and Figures) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of _____ 20 ____.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form;
2. Or If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity;
3. Fails or refuses to execute the Contract Form if required; or
4. Fails or refuses to furnish the performance security, in accordance with the Instruction to Bidders
5. This guarantee is valid up to(six months from date).

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force up to and including forty-five (45) days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

Date:

Signature.....

Place: Seal of Bankers
(Complete Address/Contact Details with Tel./Fax/email etc)

Witness: 1.
2.