



SHRI RAM COLLEGE OF COMMERCE

University of Delhi, Maurice Nagar, Delhi - 110007
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March 10, 2016

REQUEST FOR PROPOSALS FOR PROCUREMENT OF LICENSED MS OFFICE

Shri Ram College of Commerce (SRCC) invites sealed Bids from Authorized Microsoft Partners/ Business Associates for supply of the following quantities of Certified Windows genuine products/ Licences for use in the college for academic purposes:

Sr. No.	Part No.	Product Name	Qty. required
1	79P-05537	MS Office Professional Plus 2016	110

Proposals along with the following documents must be submitted in a non-window sealed envelope superscribing 'RfP- Procurement of Licensed MS Office:

1. Certificate with respect to Microsoft Authorized Education Reseller/Microsoft Certified Gold Partner.
2. Certificate with respect to ISO Certification.
3. Certificate with respect to incorporation/registration of the company/firm under the relevant law.
4. Documents in support of supplies made to Govt. Research/ Academic Institutions/ Departments/ Ministries/ Delhi University or its colleges during the last 3 years.
5. EMD (to be remitted as detailed in Bid Information Sheet).
6. Details with respect to PAN/ TIN of the vendor.
7. Duly signed Undertaking as per Annexure-II.

Interested agencies/ vendors who fulfill the terms and conditions as stated in Annexure-I may submit proposals complete in all respect as stated above to **The Principal, Shri Ram College of Commerce (University of Delhi), Maurice Nagar, Delhi - 110007, latest by 1700 hrs March 31, 2016.**




PRINCIPAL


TERMS & CONDITIONS

1. Vendors/agencies who are Microsoft Authorized Education Reseller/Microsoft Certified Gold Partner are eligible to submit bids. The vendor/agency must have experience of supplying Microsoft certified and licensed products to Govt. Research/Academic Institutions/Departments/Ministries/Delhi University or its colleges.
2. The quoted rates/cost should be inclusive of all levies/taxes/charges etc. The proposal submitted against this RfP should remain valid till at least three months from the last date of submission.
3. An **Earnest Money Deposit (EMD)** of 3% of the total cost or Rs. 10,000/- (Rs. Ten Thousand Only), whichever is lower, is required to be submitted along with the Bid in the form of Demand Draft/Bankers' Cheque/Pay Order from any nationalized bank payable at Delhi, drawn in favour of the *Principal, Shri Ram College of Commerce*.
4. EMD will be adjusted against the full & final payment of the successful bidder and will be refunded (without interest) to the unsuccessful bidder within 90 days from the last date of receipt of tender document. Bids not accompanying the EMD, will be summarily rejected.
5. The successful bidder will have to deposit a sum of **5% of the amount of bid** as Performance Security to the college at the time at signing the contract. The Earnest Money paid by the bidder will be adjusted towards the performance security.
6. The Performance Security may be **FOREFEITED** in case the performance of the product is unsatisfactory or does not meet the specifications mentioned at the time of the bidding.
7. 100% payment after delivery of Microsoft Licenses & Certificates as per requirement, installation, training etc.
8. Vendors should submit the bids strictly in accordance with the information given in Bid Information Sheet.
9. Bids received within the stipulated time shall be opened as per schedule given in the Bid Information Sheet. The bidders may send their representatives on the stipulated date and time.
10. The successful bidder to whom the order shall be awarded will ensure delivery of the required products within 10 days of the award of order.
11. The college reserves the right to increase or decrease the quantity of required items.
12. The college reserves the right to reject any or all bids without assigning any reasons thereof.



13. Conditional bids are liable to be rejected.
14. The vendor/ agency will provide full support for installation besides training to the technical staff of the college with respect to related processes.
15. The media (CDs/ DVDs) through which delivery shall be made will be covered under warranty and defects arising out of faulty design, materials etc. shall be replaced by the vendor at its own cost.

BID INFORMATION SHEET

1	Bid reference	RfP- Procurement of Licensed MS Office
2	Purpose	Procurement of Microsoft Licensed and Certified MS Office
3	No. of envelope	One; containing covering letter, bid, documents in support as listed in the notice for RfP.
4	EMD	An Earnest Money Deposit (EMD) of 3% of the total cost or Rs. 10,000/- (Rs. Ten Thousand Only), whichever is lower, is required to be submitted along with the Bid in the form of Demand Draft/Bankers' Cheque/Pay Order from any nationalized bank payable at Delhi, drawn in favour of the Principal, Shri Ram College of Commerce.
5	Bid Submission starts	March 11, 2016 (1000 Hrs.)
6	Last date for submission of bid	March 31, 2016 (1700 Hrs.)
7	Venue, date and time for opening of bids	Committee Room of the college; April 4, 2016 (1100 Hrs.)
8	Bid validity period	3 months from the last date of submission
9	Address for submission of bids	The Principal Shri Ram College of Commerce (University of Delhi) Maurice Nagar, Delhi - 110007



UNDERTAKING

The Principal
Shri Ram College of Commerce,
Maurice Nagar,
Delhi-110 007

Sir,

I/We, the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender document and hereby undertake to agree and comply with them.

Date: _____

Place: _____



Signature of the Bidder _____

Name _____

Designation _____

Address _____
