

TENDER DOCUMENT

Tender No: DIS/A1/154/22(i) dated 05-08-2022

**Title – Supply of Open Value Subscription of Microsoft products,
Microsoft Server Standard 2019 and Microsoft SQL Server
Standard 2019 for KAU**



KERALA AGRICULTURAL UNIVERSITY
Directorate of Information Systems
KAU Main Campus, KAU P.O., Thrissur, Kerala, 680 656
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Introduction

Kerala Agricultural University (Herein as referred to as KAU) invites sealed tenders from experienced Service provider/firm/Supplier/OEM for “Supply of Open Value Subscription of Microsoft products, Microsoft Server Standard 2019 and Microsoft SQL Server Standard 2019 for KAU” to its Vellanikkara campus as per the schedule of requirements given in the BOQ, meeting the technical specifications, subject to the terms and conditions mentioned below.

Important Information

Tender Inviting Authority	Kerala Agricultural University
Tender Notification	Tender No: DIS/A1/154/2022(i) dated 05-08-2022
Contact Person	Director, Directorate of Information Systems, KAU Headquarters, Vellanikkara. KAU –PO, Thrissur – 680656 Ph: 0487-2438183
Mode of Tender Submission	Tender should be submitted to the Contact person by hand or post
Nonrefundable Tender document fee and Earnest Money Deposit (EMD) payable ***	Tender Document Fee: 5% of quoted amount + 12% GST EMD: 1% of quoted amount (to be remitted as separate DD drawn in favor of Director, DIS payable at SBI, Vellanikkara)
Last date & time for submitting the Bids	22-08-2022 at 05:00 pm
Opening of Bids	23-08-2022 at 11:00 am

*** Exceptions are allowed to MSME companies as per Govt. rules.

Scope of the tender

The scope of the tender includes the Supply of Open Value Subscriptions of Microsoft products and Microsoft Server OS for Academic purposes of KAU.

Terms & Conditions

1. General Conditions

- 1.1 Tender documents shall be available online only on the KAU site <http://www.kau.in/tenders> and shall not be available for sales elsewhere.
- 1.2 KAU reserves the right to amend or cancel the tender in part or in full without prior notice at any point in time.
- 1.3 If KAU deems it appropriate to revise any part of this tender or to issue additional data to clarify an interpretation of provisions of this tender, it may issue supplements to this tender. Any such supplement shall be deemed to be incorporated by this reference to this tender.
- 1.4 Offered rates and items should be available for a period of 180 days from the proposal due date (Proposal validity period). The validity of the quoted price should be mentioned in the offer.
- 1.5 Tender fee & EMD shall be remitted by Demand Draft payable at SBI, Vellanikkara.
- 1.6 Firms exempted from the payment of EMD should furnish a copy of the currently valid certificates issued from the Stores Purchase Department, Government of Kerala.

- 1.7 Timely execution is the core, and slippage in supply will lead to a penalty, cancellation of the Purchase Order and forfeiting of EMD.
- 1.8 The EMD/ Security Deposits furnished will be forfeited in case the contract is not fulfilled as per the terms and conditions mentioned in the tender notice and agreement.
- 1.9 The Vendor shall be responsible for the supply and warranty of the items supplied.
- 1.10 Vendor has to accept all terms & conditions in full. Any deviation will lead to the rejection of the bid.
- 1.11 All the rules and regulations applicable to Government tenders & store purchase rules will also be applicable to this tender.

2. Preparation of Bids (Document Comprising the bid)

- 2.1 The bid has to include the following documents
 - 2.1.1 Bidder Information Letter in Bidder's Original Letter Head in the Format listed as ANNEXURE-01.
 - 2.1.2 Bid Form in the Format listed as ANNEXURE-02.
 - 2.1.3 Certificate of Incorporation or Registration of the Firm
 - 2.1.4 Copies of GST Registration Certificates
 - 2.1.5 Copy of the Permanent Account Number
 - 2.1.6 Compliance statement as shown in ANNEXURE-03 shall be submitted with compliance noted against each item in detailed technical specification shown in ANNEXURE-05
 - 2.1.7 Commercial Bid for the Schedule of Items quoted in the prescribed BOQ format ANNEXURE-04
 - 2.1.8 Letter of undertaking as shown in ANNEXURE-06
 - 2.1.9 OEM Authorization letter from Microsoft.
 - 2.1.10 The tender should be accompanied by an Agreement in Kerala Stamp Paper worth Rs.200/- and format can be downloaded from the website <http://www.kau.in/tenders> under the menu **Tender related documents**.
 - 2.1.11 Valid documentary proofs for claiming exemptions in EMD, if any.
 - 2.1.12 Technical brochures/literature/ data sheets for all the products asked.

3 Technical Criteria

- 3.1 Only the parties who quote for the entire supply will be considered for awarding the contract.
- 3.2 Vendor shall quote for all items. Partial quotes will summarily get rejected. The successful bidder will be selected on the Lowest Total Financial Quote (L1) basis for the overall quantity in the BOQ. The bidder with the lowest Total Financial Quote amongst the bidders shortlisted shall be treated as the successful bidder.
- 3.3 The specifications indicated in the Tender Notification are the minimum, and bids of the firms not complying with these minimum requirements or having deviations equivalent to the minimum requirements shall be rejected. However, higher than the minimum requirements shall be technically acceptable without any additional financial implication.
- 3.4 The Vendor shall provide/ supply any other items required for the successful completion of the procurement free of cost, if not mentioned in the attached BOQ.
- 3.5 Compliance statement for the quoted products shall be submitted as shown in ANNEXURE-03.
- 3.6 Bidder must attach required technical brochures/literature/data sheets for all the products asked in the tender to ensure that compliance to all the specifications given in the tender document can be verified. All the

brochures/literature/datasheets shall be countersigned and stamped by the vendor or authorized signatory. Non-availability of specifications (as mentioned in the tender document) in the brochure/literature will be treated as non-compliance, and no clarifications shall be asked in this regard. If the bidder fails to submit the required brochures/literature along with the tender document, it shall be treated as non-compliance and may lead to outright rejection of the bid submitted by the bidder. No clarifications in this regard shall be sought from the bidder.

- 3.7 Each specification sought shall be marked or highlighted in the attached brochures/literature/data sheets. The brochures/literature/data sheets shall be superscripted with the Item Number and arranged sequentially. The supporting documents shall carry all the required specifications and be marked.
- 3.8 The compliance statement submitted shall be duly supported by technical literature, equipment brochures & other related reports/documents from the OEM. The compliance statement not supported by the documentary evidence shall not be considered. Such bids shall be considered non-responsive and may result in rejection on technical grounds.

4 Bid Submission

- 4.1 The bidder shall submit the tender documents directly or through the post to the contact person's address before the prescribed time.

5 Bid Prices

- 5.1 Prices in the Commercial bid format shall be entered in the following manner:
The unit price includes all costs except the GST. All costs must be in rupees and shall be entered in the respective cell of the BOQ sheet.
- 5.2 The quoted price should include delivery, freight charges, warranty and all other charges.

6 Bid Evaluation

- 6.1 The financial proposal of only those bidders, who meet the minimum pre-qualification criteria, technical criteria and submit the EMD and tender fee, will be evaluated.
- 6.2 The Evaluation Committee's decision on evaluating tender responses shall be final. No correspondence will be entertained outside the process of negotiation/discussion with the Committee.
- 6.3 The Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their proposals.
- 6.4 KAU reserves the right to reject any or all proposals based on any deviations. Each response shall be evaluated per the criteria and requirements specified in this tender.

7 Right to Accept/Reject the Tenders

- 7.1 The undersigned reserves the authority to accept or reject any or all offers for any particular item without assigning any reason whatsoever.
- 7.2 Tenders not accompanied with prescribed information or incomplete in any respect and/or not meeting prescribed conditions shall be considered non-responsive and liable to be rejected.

- 7.3 The undersigned reserves the authority to accept or reject any bid or a part of the bid or to annul the bidding process and reject all bids, at any time before the award of the contract without assigning any reason whatsoever.
- 7.4 If the bidder gives wrong information in his tender, the undersigned reserves the right to reject such tender at any stage or to cancel the contract.
- 7.5 The quantities mentioned in Annexure-04 are approximate, and it may vary according to the customer requirements. KAU has the right to increase/decrease the quantity mentioned on demand, and the supplier is abode to supply the same. Billing will be done based on the actual quantities.
- 7.6 Complete deduction/reduction/increase in the number of any item listed, if necessary, at the time of purchase will be at the discretion of the undersigned.
- 7.7 If the procuring entity does not procure any subject matter of procurement specified in the bidding documents due to a change in circumstances, the bidder shall not be entitled to any claim or compensation.
- 7.8 The undersigned's decision in finalizing the tenders shall be final and binding.

8 Issue of Letter of Intent/Supply Order

- 8.1 The acceptance of the tender will be intimated to the successful bidder by e-mail or post.
- 8.2 The issue of the Letter of Intent/ Purchase order shall constitute the intention of KAU to enter into the contract with the bidder.
- 8.3 The contractor shall execute an Agreement in Kerala stamp paper worth Rs.200/- with the KAU within a week of issuing the letter of Intent/ Purchase Order. The format can be downloaded from the website <http://www.kau.in/tenders> under the menu **Tender-related documents**.
- 8.4 The firm shall furnish a Security Deposit of an amount equivalent to 5% of the contract value in the form of a Term Deposit /Bank Guarantee/ Demand Draft drawn in favour of the Director, Directorate of Information Systems, KAU Main Campus, Thrissur – 680656 payable at the State Bank of India, Vellanikkara (Branch Code: 70670), Thrissur. The format of the Bank Guarantee can be downloaded from the website <http://www.kau.in/tenders> under the menu **Tender-related documents**. The validity of the Bank Guarantee shall be for a period of 12 months. The same shall be submitted along with the Agreement. 10% amount will be retained in KAU if the firm fails to submit Bank Guarantee or deposit in KAU

9 Supply/Work Completion

- 9.1 The successful bidder has to complete the supply within 15 days from the date of receipt of supply order
- 9.2 The item should be delivered at the site.
- 9.3 In the event of failure to deliver the materials as per the agreed delivery schedule, we should be entitled to recover a sum equivalent to 1% of the value of materials not supplied/uncompleted portion in time for everyday delay or part thereof subject to a maximum of 10% value. Also, if the supplies are not within control, the buyer is entitled to cancel the order and make necessary alternative immediate arrangements.
- 9.4 Furthermore, if the delay exceeds 21 days after the scheduled date of supply, such suppliers will not be considered for the subsequent tenders.
- 9.5 The supplier shall agree to supply strictly per the order terms regarding quantity and quality and will be free from defects.

- 9.6 KAU reserves the right not to receive material beyond the delivery date given in the order.
- 9.7 If the materials supplied are not as per the specification in the tender, it will be summarily rejected and may result in the blacklisting of the Vendor.

10 Warranty Conditions

- 10.1 The End to End support will be provided by the firm throughout the license validity period. It will be the scope of the bidder to ensure all measures for successful integration of the systems concerned.
- 10.2 All items supplied should have a 1-year OEM Warranty, and OEM shall ensure services during this period.

11 Payment Conditions

- 11.1 90% will be paid on delivery & acceptance of the complete solution of BOQ.
- 11.2 Remaining 10% will be paid after submitting a security deposit.
- 11.3 Payments will be made after the bills are duly verified and certified by KAU.

12 Contradiction & Clarifications

- 12.1 In case of any contradiction in or between the clauses above, the more stringent of the clauses shall prevail.
- 12.2 Any clarifications or information related to the conditions or specifications can be had from the Director, Directorate of Information Systems, KAU Main Campus, Thrissur - 680 656 on the phone Number 0487-2438183 during office hours.



Signature
Dr. P.O. NAMEER
DIRECTOR
Directorate of Information Systems
Kerala Agricultural University, Vellanikkara
Thrissur-680656

5.8.22
NN

ANNEXURE-01: BIDDER INFORMATION LETTER

BIDDER INFORMATION LETTER

(To be submitted in Letter Head)

To

Director,
Directorate of Information Systems,
Kerala Agricultural University,
Vellanikkara, Thrissur-680 656.

Sir,

Sub: - Tender for the Supply of Open Value Subscription of Microsoft products,
Microsoft Server Standard 2019 and Microsoft SQL Server Standard
2019 for KAU – Bidder information letter

Ref: - Tender no. DIS/A1/154/2022(i) dated 05/08/2022

I / We have downloaded tender documents from the website <http://kau.in> for the
Tender and furnishing the following details for your information.

My / our full address for communication (with e-Mail, Mobile, Telephone/ FAX Nos.)	My/our full address on which PO to be placed (with e-Mail, Mobile, Telephone/ FAX Nos.)

Signature of Bidder
(Seal)

BID FORM

(To be submitted in Letter Head)

To

Director,
Directorate of Information Systems,
Kerala Agricultural University,
Vellanikkara, Thrissur-680 656.

Sir,

Sub: - Tender for the Supply of Open Value Subscription of Microsoft products,
Microsoft Server Standard 2019 and Microsoft SQL Server Standard
2019 for KAU – Bidder Form

Ref: - Tender no. DIS/A1/154/2022(i) dated 05/08/2022

1. Having examined the conditions of the tender contract, the receipt of which is hereby duly acknowledged, I/We, undersigned, offer to execute the supply in conformity with tender specifications referred above and also to the said terms & conditions of contract for the sum shown in the BOQ attached herewith and made part of this bid.
2. I/We undertake, if our Bid is accepted, to complete supplies within 15 days from the date of confirmed P.O.
3. I/We agree to abide by this Bid up to 180 days from the date of confirmed P.O., and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. We understand that you are not bound to accept the lowest or any bid you may receive.
5. I/We affirm that I/We have enclosed the acceptance of all terms and conditions and all brochures detailing the technical specification of the items quoted by me/us.
6. I/We have read the terms and conditions of the tender document, which shall form part of the contract agreement, and I/We shall abide by the conditions/clauses contained therein.
7. I/We hereby unconditionally accept the conditions of the tender document in its entirety for the above supplies.

Dated thisday of..... 2022

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of

Witness 1. -----
Signature

Name & Address

Witness 2. -----
Signature

Name & Address

ANNEXURE-03: COMPLIANCE STATEMENT

COMPLIANCE STATEMENT

Sub: - Tender for the Supply of Open Value Subscription of Microsoft products,
Microsoft Server Standard 2019 and Microsoft SQL Server Standard
2019 for KAU – Compliance Statement

Ref: - Tender no. DIS/A1/154/2022(i) dated 05/08/2022

No.	Name of the product offered	Specification as per tender	Specification of the item offered	Variation	Cross-reference to attached brochures /documents

Name & Address of Company

Signature of Bidder
(Seal)

ANNEXURE-04: BILL OF QUANTITIES

BILL OF QUANTITIES (BOQ)

Sub: - Tender for the Supply of Open Value Subscription of Microsoft products,
Microsoft Server Standard 2019 and Microsoft SQL Server Standard
2019 for KAU – Bill of Quantities

Ref: - Tender no. DIS/A1/154/20229(i) dated 05/08/2022

Item	Quantity	Unit Price (Rs)	GST (%) and GST amount (Rs)	Amount (Rs)
Microsoft Open Value Subscription for one year	90			
Microsoft Windows Server Standard 2019 – licensed for 28 Cores	1			
Microsoft SQL Server Standard 2019 – licensed for 10 cores	1			

ANNEXURE-05: DETAILED TECHNICAL SPECIFICATION

DETAILED TECHNICAL SPECIFICATION

Sub: - Tender for the Supply of Open Value Subscription of Microsoft products,
Microsoft Server Standard 2019 and Microsoft SQL Server Standard
2019 for KAU – Detailed Technical Specification

Ref: - Tender no. DIS/A1/154/2022(i) dated 05/08/2022

Specification
1. Microsoft Open Value Subscription Academic for one year DsktpEdu ALNG LicSAPk OLV E 1Y Acdmc Ent
2. License Period : One Year
Microsoft Windows Server Standard 2019 – licensed for 28 Cores
Microsoft SQL Server Standard 2019 – licensed for 10 cores

ANNEXURE-06: UNDERTAKING ON THE FINANCIAL BID

UNDERTAKING OF THE FINANCIAL BID

(To be submitted in Letter Head)

To

Director,
Directorate of Information Systems,
Kerala Agricultural University,
Vellanikkara, Thrissur-680 656.

Sir,

Sub: - Tender for the Supply of Open Value Subscription of Microsoft products,
Microsoft Server Standard 2019 and Microsoft SQL Server Standard
2019 for KAU – Undertaking of the financial bid

Ref: - Tender no. DIS/A1/154/2022(i) dated 05/08/2022

With reference to the above tender, we hereby submit our undertaking for the Supply of items .

1. I/We read and agree to all points given in this undertaking.
2. I/We confirm that Mr./Ms is authorized personnel to sign the tender document on behalf of <Full name of Company>
3. Unit price quoted in the BOQ includes the basic price and excluding GST at prevailing rates.
4. L1 will be computed based on the amount excluding GST as given in the BOQ.
5. Any additional liability towards tax other than GST shall be borne by the bidder without any additional price overheads to KAU.

Signature with seal:

Name and contact no: