



The Business School
UNIVERSITY OF JAMMU, JAMMU



SHORT TERM TENDER NOTICE FOR THE SUPPLY OF
MICROSOFT OFFICE

Sealed tenders are invited in two way format (Technical & Financial Bids separately) from **AUTHORISED PARTNER(S) of MICROSOFT COMPANY** for supply of **Microsoft Office Proplus 2019 Single OLP NL Academic (Part No 79P-05717)** for **The Business School, University of Jammu, Jammu**. Terms and conditions are attached as Annexure – I in technical bid and with tender Notice on the University Website: www.jammuuniversity.in. The interested parties may apply and submit their sealed tenders addressed to **THE DIRECTOR, THE BUSINESS SCHOOL, UNIVERSITY OF JAMMU** within 21 days of issuance of tender through registered /speed post.

Ref. No. *TBS/JO/19/2616*
Dated: *06-12-2019*

DIRECTOR (T.B.S)

Amal
Alu Sharma
Rachna Mahajan
Subodh
VARA

SCHEDULE OF REQUIREMENTS

Brief Description	Quantity	Delivery and Installation schedule
Supply and installation of MS OFFICE	70(Approx)	1 Month from award letter.

DETAILED SCOPE OF WORK, SPECIFICATIONS & DELIVERABLES

Terms and Conditions:-

1. Supplier should have valid have **AUTHORISED PARTNERS CERTIFICATE** of **MICROSOFT Company**. Quotation without the authorization from the company will not be accepted.
2. The filled quotations should be submitted in sealed envelopes with the cover titles as **"Microsoft Office Proplus 2019 Single OLP NL Academic (Part No 79P-05717)"** with **separate technical and financial bid**.
3. The License has to be generated on the Name of **Director, The Business School, University of Jammu, Jammu**
4. Firm shall be required to submit complete information/brochure/catalogue of the product along with the offer (if any).
5. In case company/firm is registered with GeM/ any other Government organization/ undertaking; should be clearly mentioned.
6. The quotation should be on the letter head of the firm duly signed with reference no. and date.
7. **ON-SITE Installation charges** should be mentioned separately in the financial bid. The installation has to be done by the firm in person at Jammu in the premises of The **BUSINESS SCHOOL, UNIVERSITY OF JAMMU, JAMMU**.
8. Quotation must be in accordance with our specifications otherwise it will not be accepted.
9. Quotation should be only for the items and specification mentioned in the tender document only.
10. The delivery period of Product/items should be as per the schedule i.e. One Month from award letter.
11. Prices are to be quoted only in Indian currency only (whole numbers)
12. The rates finalized shall be valid for the current financial year only (ie, 2019-2020).
13. The supply shall be made F.O.R. TBS, Jammu University.
14. Quotation received after due date will not be considered.
15. All taxes/duties should be clearly mentioned in the Financial Bid.
16. Payments to the company shall be made only after the verification of product/Material is found genuine by the verification committee constituted by the university.
17. TBS, University of Jammu reserves the right to accept or reject any or all proposals either in part or in full without assigning reasons whatsoever.
18. Copy of GST registration and authorized partners certificate of the Microsoft Company should

[Handwritten signatures and initials]
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be attached with the offer.

19. Best and final offer (rates/catalogues) along with requisite information should reach aforementioned address on or before 21 days of issuance of tender to T.B.S. University of Jammu through Regd /Speed post only. In case of holiday on the last day of submission of offer, next working day will be taken into consideration.
20. Any dispute arising out of this purchase shall be subject to Jammu (J&K) jurisdiction”.

QUALIFICATION CRITERIA

This tender is open to all companies from within India, who are eligible to do business in India under relevant Indian laws as in force at the time of bidding and who fulfil the minimum qualification criteria as hereinafter laid down.

Bidder's Qualification Criterion:

Following qualifications and criteria shall be adopted by the university to securitize and evaluate the technical bids received from the prospective bidders. Bidders who are not meeting any of the below mentioned general, technical or commercial criteria and not furnishing the requisite documents along with their bid shall be disqualified straightway and their bids shall not be considered for award of work.

1. TECHNICAL ELIGIBILITY CRITERIA

#	Criteria	Documents to be submitted
1.1	The Bidder must have a valid GST and PAN/TIN numbers allotted by respective authorities.	Copy of GST Registration Certificate and PAN Card as Annexure - 1.
1.2	The Bidder must have at least 03 years of prior experience of similar nature as on the date of submission	Proof of bidder working in the relevant domain or business should be enclosed as Annexure - 2.
1.3	The Bidder should not have been blacklisted/ debarred by the Government of India or their undertakings, any State Governments or their undertakings during last 3 years. In such cases the bid will be summarily rejected and no correspondence in this matter shall be replied by the University.	Undertakings from the Bidder(s) in this regard should be enclosed as Annexure - 3.
1.4	The Bidder must be AUTHORISED PARTNER of MICROSOFT which should be evidenced by relevant documents.	Authorization Certificate Annexure - 4.

Alu Sharma
Rachin Malik
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Sharma
Sharma

COMMERCIAL ELIGIBILITY CRITERIA

#	Criteria	Documents to be submitted
2.1	The Bidder should have been posting profits for last three financial years and should have a net positive worth.	Duly certified and signed statement by the authorized CA be enclosed as Annexure - 5 indicating that the firm is having positive net worth.
2.2	The Bidder(s) should not be involved in any Bankruptcy or for protection from it.	Undertakings from the Bidder(s) in this regard should be enclosed as Annexure - 6 .

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Rachna Mahajan

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