

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

(A statutory body governed by the NIFT Act 2006 and set up by the Ministry of Textiles, Govt. of India)

1351 (01)/NIFT/Pur-HO/MS Office S/w /2017

TENDER DOCUMENT

FOR

THE SUPPLY OF MS OFFICE 365 CLOUD VERSION SOFTWARE (SUBSCRIPTION BASED) FOR UNLIMITED USES FOR ALL NIFT CAMPUSES ALONGWITH HEAD OFFICE

NIFT, HEAD OFFICE,

HAUZ KHAS, NEW DELHI

To be deposited in the Tender Box at 2nd Floor, B – Block.

Time Schedule for Tender Process:

Date of Publication of Tender notification on official website/e-Portal	5 th June, 2018 (Tuesday)
download of Tender Document Commence from	5 th June, 2018 (Tuesday)
Pre Bid Meeting	12 th June, 2018 ((Tuesday) at 11.00 AM to 1 P. M
Last Date of download of Tender Document	27 th June, 2018 (Wednesday)
Last Date for Receipt of Duly Filled in Tenders	27 th June, 2018 (Wednesday) at 10.30 A.M.
Date and Time of the Opening Technical Bids	27 th June, 2018 (Wednesday) at 11.00 A.M
Date and Time of the opening Financial Bids	will be notified to the technically qualified Tenderes

Note: This tender document contains 13 pages (Total no. of pages including Annexures) and Tenderers are requested to sign on all the pages.

I accept the above terms & conditions

(Full Signature & Stamp of the Tenderer)

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NATIONAL INSTITUTE OF FASHION TECHNOLOGY

HAUZ KHAS, NEW DELHI

Sub: Notice Inviting for Tender Enquiry for Supply of 1000 licenses of MS Office 365 Cloud Version Software (Subscription based) for all NIFT Campuses alongwith NIFT Head Office

1. ABOUT NIFT:

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology.

NIFT provides fashion business education across the country through its network of 16 campuses. It provides four years under graduate (UG) program in design and technology, two years post graduate (PG) program in design, fashion management & fashion technology and short duration education program to address the specialized needs of professional and students in the field of fashion.

NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raebareli, Shillong and Srinagar.

2. NOTICE INVITING TENDER:

- (a) Tenders are invited from registered vendors for Supply of **1000 licenses of MS Office 365 Cloud Version Software (Subscription based) for all NIFT Campuses alongwith NIFT Head Office** as detailed below:

SCOPE

1. Subscription to Microsoft office365 Solution contract duration is 3 years (as per Annexure – II):-

Sl.No	Name of the Item	Qty
1	Ms Office 365 Edu Cloud Version Software (Subscription based) as follows:- a. WINEDUE3 ALNG UpgradSAPk OLV E 1Y AcdmcEnt (Part No. KW5 – 00359) – 1 year OS Upgrade. b. O365ProPlusOpenFaculty ShrdSvr ALNG SubsVL OLV E 1Mth Acdmc AP (Part No: S3Y – 00001) – Office 365 Pro Plus for faculty c. IntuneOpenFcltyShrdSvr ALNG SubsVL OLV E 1Mth Acdmc AP (Part No.: FYS-00001) – Intune d. O365ProPlusOpenStudents ShrdSvr ALNG SubsVL OLV NL 1 YR AcdmcStdnt w/Faculty (Around 15,000 Students)	1000 FTE Cloud campus can be used Enterprise wide unlimited in all NIFT Campus & Head Office

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- a. Subscription to the following MS-Office365 Edu Cloud Version Software (Subscription based).
- b. Latest Antivirus Protection to protect PC by scanning for malware, virus and security threats
- c. Windows updates to help PC safe and protect it from threats
- d. File storage and sharing with 1TB/user is assigned via one Drive.
- e. 50 GB mailbox on Exchange is available per user.
- f. The price of Edu cloud agreement is for yearly subscription model and the agreement for 3 years. Price protection for 03 years agreement.
- g. Any other service/ features added to these plans by Microsoft during the contract period shall be delivered unconditionally and free of cost to NIFT
- h. Performance Requirements: Solution should provide an uptime of 99.9%
- i. MIS Report generation Requirements: The solution should be capable of generating standard MIS and customised reports for Administrators. Solution should also provide customisable dashboard for Administrators so as to view the real-time status of users, tickets, service health, utilisation and usage.

2. On boarding and User Training:-

- a. The bidder should provide on boarding Training in all NIFT Campus & Head Office.(Deployment and Configuration of all Online components under subscribed plans)
 - 1. Tenant/Portal Creation
 - 2. Domain verification
 - 3. User creation in O365 Porta
 - 4. Configuring Portal (assigning Licenses etc.)
 - 5. Basic Admin Portal Training
 - 6. Offline Installation Demo of O365
- b. The bidder/OEM should provide Training Workshop O365 technology Online / On premises in all NIFT Campus & Head Office
- c. The bidder should provide 24 hours Support for Troubleshooting

3. Ongoing Assisted Support:-

- a. The Service Provider should provide helpdesk support users during 9 hrs x 5 days (Monday to Friday)
- b. As and when required, need based help-desk support may be required on Saturday / holidays with no additional cost.

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- c. The Help Desk should be accessible to users as online support, Email and Telephonic Support.
- d. Service Provider shall have Back to back support arrangement with the Microsoft and it would be the responsibility of the Service Provider to co-ordinate with Microsoft for early resolution of issues.
- e. Any trouble shooting/problem in operation of software if requires on site supervision same should be made available free of cost across NIFT Campuses.
- (f) The interested vendors should apply online and submit their tender and the bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids – all duly signed – on the <https://nifttenders.eproc.in> from **5th June, 2018 to 27th June, 2018 (Wednesday) upto 10.30 A.M.** Tender documents is also available for viewing on the “tenders” link of the NIFT website i.e <https://nifttenders.eproc.in> / <http://www.nift.ac.in>.
- (g) Applications to this tender will be accepted only through the online mode through <https://nifttenders.eproc.in>. No other mode of application will be considered & application will not be accepted.
- (h) For applying online, the vendors should get itself registered at <https://nift.eproc.in> by paying
- **Annual Registration Charges of Rs. 2000/- + /- (18% GST) = 2,360/- (Two Thousand Three Hundred and Sixty Only - non-refundable).**
 - **Bid Processing Fee charges of Rs 2,516/- + 452/- (18% GST) = 2,968/- Two Thousand Nine Hundred Sixty Eight Only - non-refundable)** in the form of either

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- (i) The basic requirements for registration and applying for tender online are as under:
- Operating System should be atleast windows 7.
 - Java version : Java 8 update 25.
 - Use Internet Explorer 11.
 - All java add-ons must be enable in the system.
 - Always use Class III B Digital Signature Certificates (DSC) having Signing and Encryption both.
- (j). The bidder should ensure that it complies with the above requirements before applying for tender upto **27th June, 2018 (Wednesday) upto 10.30 A.M.**
- (k). EMD cost, tender cost (as per annexure – I) in form of DD in favouring of NIFT, payable at New Delhi shall be submitted in sealed envelope super scribing “**Supply of 1000 licenses of MS Office 365 Cloud Version Software (Subscription based)**” and addressed to Purchase Officer, **NATIONAL INSTITUTE OF FASHION TECHNOLOGY**, 2nd Floor, B Block, NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi – 110016. The sealed envelope must be dropped in the tender box at 2nd Floor, B Block, NIFT, New Delhi – 16, Head Office only, on or before **27th June, 2018 (Wednesday) upto 10.30 A.M.**
- The Technical Bid of the tender will be opened on the same day i.e. **27th June, 2018 (Wednesday) at 11.00 A.M.** in presence of such vendors who may wish to be present, either by themselves or through their authorized representatives.
- (l) On line submission of technical bid contain in prescribed Performa as per **Annexure - I** along with s canned copies of demand draft of **Rs. 94,350/- (Rupees Ninety Four Thousand Three Hundred Fifty only)** favoring in **NATIONAL INSTITUTE OF FASHION TECHNOLOGY** and payable at New Delhi towards Earnest Money Deposit (refundable but non-interest bearing) with all relevant documents. On line financial bid envelope may be submitted/filled only as per **Annexure – II.**
- (m) The online financial bid will be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.

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- (n) **The interested bidders are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect will be summarily rejected.**
- (o) A pre-bid meeting to explain the scope of the work and to resolve queries of the participating vendors will be organized by NIFT on **12/06/2018** at **11.00 A.M.** in the chamber of **DD(F&A)-I, IInd Floor**, NIFT HO, Hauz Khas, New Delhi.
- (p) Any further clarifications can be sought from the office of Purchase Officer on Telephone No. 011-26542176/011-26542071, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi - 110016.

3. Selection Criteria of Bidder:

➤ **Technical Bid: (As per Annexure – I)**

The financial bids will be opened only of these bidders who will qualify technical bid.

➤ **Financial Bid : (As per Annexure – II)**

4. Documents Required:

Tender shall be accompanied by the relevant documents including the following (**Annexure – I**):-

- i) The proof of Annual turnover upto **Rs. 50 Lakhs** per year for the year 2015-2016 and 2016-2017 in the form of the Audited Financial Statement (Submitted Scanned copy online).
- ii) A list of organizations where the supplier has currently provided/ has supplied the items covered in the tender in the format (Submitted Scanned copy online).
- iii) Copy of Microsoft Authorization Form (MAF).
- iv) Copy of Authorized Educational Partner (AEP) atleast Gold Partners.
- v) Copy of Registration Certificate in support of GST Nos./TIN No. & Validity etc. (Submitted Scanned copy online).
- vi) The EMD of **Rs. 94,350/-** in the form of Demand Draft favoring in NIFT payable at New Delhi (Submitted Scanned copy online and hard copy also).
- vii) Those bidders exempted from to pay tender cost & EMD cost to submit the certificate issued by the concerned department (NSIC) (Submitted Scanned copy online).
- viii) The rates quoted should be inclusive of all taxes and on the basis of free delivery to the NIFT Campus (Submitted Scanned copy online).
- ix) The bidder shall have to declare that he has not been debarred from participation in tender anywhere in NIFT HO & its campuses (Submitted Scanned copy online).

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5. Terms & Conditions:

1. The Technically qualified bidders will be intimated through phone/e-mail.
2. The rates must be valid for 6 months from the date of the tender.
3. The tenderers must enclose adequate documents to prove their authorization claims and if not NIFT reserve the right to accept or reject tenders of those agencies. The decision of the NIFT will be final and shall be binding on tenderers.
4. Tenderers will also need to raise the invoices and deliver the software directly to Campus/destination based. The supply order will be issued by NIFT Head Office for procurement of **MS Office 365 Cloud Version Software (Subscription based)** for all 17 NIFT Campuses. The details of NIFT Campuses i.e. Number of Licenses to be issued, NIFT Address Number is placed at Annexure – III, accordingly, the payment would be released by the concern Campuses.
5. Tenderers will have to supply software products as per specifications.
6. Tenderer will be quoted the rate for MS Office latest version(as specified) which will be on subscription basis valid for three years on annual basis and regular upgrade will be there. Payment will be released on expiry of subscription period
7. In the absence of required EMD & tender cost, bid shall be deemed to be invalid & will be rejected by NIFT. Those bidders who are exempted from submission of EMD & tender cost, they have to submit scanned copy of requisite certificate issued by the concerned authority (NSIC). No interest shall accrue to this deposit which will be returned after completion of the work and after adjusting dues, if any.
8. The software will be supply as per the specifications within **15 days** after receipt of our supply order.
9. Bidder at the time of final order will have to furnish security deposit @ **6%** of supply order value (refundable) in form of DD in favour of NIFT at payable New Delhi.
10. The amount of security deposit (refundable) without any interest thereon will be returned to the bidder after successful supply/installation and training of the software.
11. The date of demand draft will be after the publication of this tender.
12. The bids should be valid in the case of all the tenders for atleast six months from the date of opening of the tender. In case of the successful bidder, rates quoted shall be valid for the entire period till the supplies are completed.
13. National Institute of Fashion Technology reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid.
14. NIFT will in no way be responsible for any default with regard to any statutory obligation and the supplier will indemnify NIFT in case of any damage or liability, which may arise on account of action of the supplier.

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15. Conditional Bids/Vague offers like “Duties as applicable” shall not be considered.
16. Free Delivery to all NIFT campuses is required to be completed within **15 days** from the date of issue of supply order and delivery should strictly be in accordance with the terms & conditions of the tender.
17. The **90%** payment will be made after delivery of said software in good condition and Satisfactory Installation Report received from the IT Department duly signed. Later on balance **10%** payment will be made after training of all NIFT Campuses including Head Office.
18. **A Penalty of Rs. 500/- per day subject to maximum of 10% of the bill on account of delayed supply of the material will be imposed.**
19. It is the responsibility of the bidder to read all terms & conditions of this tender carefully before filling the tender.
20. **Conciliation/Arbitration**
- If any dispute (S) or difference (S) of any kind whatsoever arise between the parties, the parties hereto shall negotiate with a view to its amicable resolution & settlement through a Committee appointed by DG – NIFT.
 - In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to & settled by the sole Arbitrator to be appointed by DG – NIFT.
 - The Arbitration proceedings shall be in accordance with the preventing Arbitration & Conciliation Act, 1996 & Laws of India as amended or enacted from time to time.
 - The venue of the Arbitration shall be New Delhi.
 - The Arbitrator will give the speaking & reasoned award.
21. **Applicable Law & Jurisdiction:**
All matters connected with this shall be governed by the Indian Law both substantive & procedural for the time being in force & shall be subject to the exclusive jurisdiction of Indian Court at Delhi.
22. NIFT reserves the right to annul the bidding process at any time period to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of NIFT action.

Yours faithfully

(Asha Rani)
Asstt. Director/Purchase Officer
Head Office
Ph: 011-26542071

Encl. As above.

I accept the above terms & conditions

(Full Signature with Stamp of the Tenderer)

Technical Bid for 1000 licenses of MS Office 365 Cloud Version Software (Subscription based) for unlimited uses at all NIFT Campuses alongwith Head Office

To be sealed in Envelope super scribing “Technical Bid”

1. **Name of the Company/Firm** :
2. **Name of Authorized Person**
(Who signs on the tender document) :
3. **Office Address** :
4. **Phone No.** :
5. **e-mail address** :
6. **Mobile No.** :
7. **Fax No.** :

Eligibility Criteria for Selection:-

S No.	Document to be submitted	Proof Required
1.	The proof of Annual turnover upto Rs. 50 Lakhs per year for the year 2015-2016 and 2016-2017 in the form of the Audited Balance Sheet.	(Submitted Scanned copy online)
2.	A list of organizations where the supplier has currently provided/ has supplied the items covered in the tender in the format.	(Submitted Scanned copy online)
3.	Copy of Microsoft Authorized Form (MAF)	(Submitted Scanned copy online)
4.	Copy of Authorized Education Partner (AEP) atleast Gold Partners.	(Submitted Scanned copy online)
5.	Copy of Registration Certificate in support of GST No./TIN No.& Validity etc.	(Submitted Scanned copy online)
6.	The EMD of Rs.94,350/- in the form of Demand Draft in favoring of NIFT, payable at New Delhi.	(Submitted Scanned copy online & hard original copy send in sealed envelope to addressed to Purchase Officer , NIFT - HO)
7.	Those bidders exempted from to pay tender cost, submit the certificate issued by the concerned department (NSIC).	(Submitted Scanned copy online)
8.	The rates quoted should be inclusive of all taxes and on the basis of free delivery to the NIFT.	(To be filled in the specified format as per Annexure – II online)
9.	The bidder shall have to declare that he has not been debarred from participation in tender anywhere in NIFT HO & its campuses.	(Submitted Scanned copy online)

Signature of Tenderer :-----

Name of the Authorized Signatory :-----

Name of the Company/Firm :-----

Seal of the Company/Firm :-----

Address :-----

Contact No.:-----

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(Full Signature & Stamp of the Tenderer)

**Financial Bid for 1000 licenses of MS Office 365 Cloud Version Software (Subscription based)
for Unlimited uses at all NIFT Campuses alongwith Head Office**

To be sealed in Envelope super scribing “Financial Bid”

NIFT Head Office GSTIN. - 07AAATN2067JIZI

S No.	Name of the item	Qty	Unit Price in Rs.	GST in %	Total Price in RS.
1.	Ms Office 365 Edu Cloud Version Software (Subscription based) as follows:- a. WINEDUE3 ALNG UpgradSAPk OLV E 1Y AcadmEnt (Part No. KW5 – 00359) – 1 year OS Upgrade. b. O365ProPlusOpenFaculty ShrdSvr ALNG SubsVL OLV E 1Mth Acadm AP (Part No: S3Y – 00001) – Office 365 Pro Plus for faculty. c. IntuneOpenFcltyShrdSvr ALNG SubsVL OLV E 1Mth Acadm AP (Part No.: FYS-00001) – Intune. d. O365ProPlusOpenStudents ShrdSvr ALNG SubsVL OLV NL 1 YR AcadmStdnt w/Faculty (Around 15,000 Students)	1000 FTE Cloud campus can be used Enterprise wide unlimited in all NIFT Campus & Head Office			
	Total Amount in words, in Rs.				

The rate for MS Office latest version(as specified) which will be on subscription basis valid for three years on annual basis and regular upgrade will be there. Payment will be released on expiry of subscription period

- Subscription to the following MS-Office365 Edu Cloud Version Software (Subscription based).
- Latest Antivirus Protection to protect PC by scanning for malware, virus and security threats
- Windows updates to help PC safe and protect it from threats
- File storage and sharing with 1TB/user is assigned via one Drive.
- 50 GB mailbox on Exchange is available per user.
- The price of Edu cloud agreement is for yearly subscription model and the agreement for 3 years. Price protection for 03 years agreement.
- Any other service/ features added to these plans by Microsoft during the contract period shall be delivered unconditionally and free of cost to NIFT
- Performance Requirements: Solution should provide an uptime of 99.9%

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- i. MIS Report generation Requirements: The solution should be capable of generating standard MIS and customised reports for Administrators. Solution should also provide customisable dashboard for Administrators so as to view the real-time status of users, tickets, service health, utilisation and usage.

i. On boarding and User Training:-

a. The bidder should provide on boarding Training in all NIFT Campus & Head Office.(Deployment and Configuration of all Online components under subscribed plans)

- 1. Tenant/Portal Creation
- 2. Domain verification
- 3. User creation in O365 Porta
- 4. Configuring Portal (assigning Licenses etc.)
- 5. Basic Admin Portal Training
- 6. Offline Installation Demo of O365

j. The bidder/OEM should provide Training Workshop O365 technology Online / On premises in all NIFT Campus & Head Office

k. The bidder should provide 24 hours Support for Troubleshooting

3. Ongoing Assisted Support:-

- f. The Service Provider should provide helpdesk support users during 9 hrs x 5 days (Monday to Friday)
- g. As and when required, need based help-desk support may be required on Saturday / holidays with no additional cost.
- h. The Help Desk should be accessible to users as online support, Email and Telephonic Support.
- l. Service Provider shall have Back to back support arrangement with the Microsoft and it would be the responsibility of the Service Provider to co-ordinate with Microsoft for early resolution of issues.

Signature of Tenderer :-----

Name of the Authorized Signatory :-----

Name of the Company/Firm :-----

Seal of the Company/Firm :-----

Address :-----

Contact No.:-----

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(Full Signature & Stamp of the Tenderer)

Annexure – III (NIFT Addresses and Qty of the Software

SNo.	Name of the Campus & Address	Qty of Licenses
1.	BENGALURU NIFT Campus, No. 21st, 16th Cross Street, 27th Main Road, Sector I, HSR Layout, Bengaluru - 560 102, Karnataka T; (080) 22552550 to 55, F: (080) 22552566	58 Nos.
2.	GANDHINAGAR NIFT Campus, GH – O Road, Behind Info City, Near DAIICT, Gandhinagar-382007, Gujarat Tel: (079) 23265000, 23240832, 23240834, Fax: (079) 23240772.	58 Nos.
3.	BHOPAL NIFT Campus, MP Bhoj (Open) University Campus, Kolar Road, Bhopal- 462016, Madhya Pradesh Tel: (0755) 2493636/736, Fax: (0755) 2493635	58 Nos.
4.	HYDERABAD NIFT Campus, Opposite Hi-tech City, Cyberabad Post, Madhapur, Hyderabad-500 081 Andhra Pradesh Tel: (040) 23110841/42/43, 23110630. Fax: (040) 23114536	58 Nos.
5.	BHUBNESHWAR NIFT Campus, IDCO Plot No-24, opp. Kiit School of Mgmt, Chandaka Industrial Estate, Bhubaneswar - 751024, Odisha Tel: (0674) 2305700, 2305701, Fax: (0674) 2305710	58 Nos.
6.	JODHPUR NIFT Campus, Karwar, Jodhpur -342 037, Rajasthan, Tel: (0291)- 2659558, 2659556, Fax: (0291) 2659556	58 Nos.
7.	CHENNAI NIFT Campus, Rajiv Gandhi Saiai, Taramani, Chennai.-600113,Tamil Nadu, Tel: (044) 22542759, Fax: (044) 22542769	58 Nos.
8.	KANGRA NIFT Campus, Chheb, Kangra-176001, Himachal Pradesh, Tel: (01892) 263872, Fax: (01892) 260871	58 Nos.
9.	KANNUR NIFT Campus, Dharmasala, Mangattuparamba, Kannur - 670 562, Kerala Tel: (0497) 2784785	58 Nos.
10.	PATNA NIFT Campus, Mithapur Farms, Patna-800001, Bihar, Tel: (0612) 2340032/64/54, Fax: (0612) 2360078, 2366835	58 Nos.
11.	KOLKATA NIFT Campus, Plot No. 3B, Block-LA, SEC-III, SALT LAKE CITY, Kolkata-700098, West Bengal, Tel: (033) 23358351, 23358872,23357332 Fax: (033) 23358351, 23355734	58 Nos.
12.	RAEBARELI NIFT Campus, Doorbhash Nagar, Sector - II, Raebareli - 229 010, Uttar Pradesh, Tel: (0535) 2702422/31, Fax: (0535) 2702423/24/29	58 Nos.
13.	MUMBAI NIFT Campus, Plot no 15, Sector 4, Kharghar, Navi Mumbai- 410210, Maharashtra, Tel: (022) 27745549, 27747000, 27747100, Fax : (022) 27745386	58 Nos.
14.	SHILLONG NIFT Campus, Old NEIGRIHMS Campus, C Block, Pasteur Hills, Lawmali, Polo, Shillong - 793 001, Meghalaya Tel: (0364) 2590240, 2591492, Fax: (0364) 2590676	58 Nos.
15.	NEW DELHI NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi-110016 Tel: (011) 26867704,26542148/49/59, Fax: (011) 26542151	58 Nos.
16.	SRINAGAR NIFT Campus, SIDCO, Electronic Complex, Rangereth, Srinagar-191132, Jammu & Kashmir, Tel:0914 2300994/95	58 Nos.
17.	NIFT Head Office NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi-110016 Tel: (011) 26867704, 26542148/49/59	72 Nos.

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