

Notice Inviting Tender



Management Development Institute Gurgaon

Ref. No.: MDI/CC/24-25/ZOOM/01

Date: May 07, 2024

Sub: Invitation of Sealed Quotation for 40 Nos. of Zoom Academic licenses with 1 TB of Pooled Cloud storage for MDI-Gurgaon Campus

Tender Schedule

Bid System	Single Bid
Last Date of Bid Submission	May 15, 2024 3:00 PM
Bid should be addressed to	Senior Systems Analyst Computer Centre MANAGEMENT DEVELOPMENT INSTITUTE Mehrauli Road, Sukhrali Gurgaon - 122 007, Haryana (INDIA)

The Complete Tender details and any updates on the Tender will be available on the MDI Website at the link:
<https://mdi.ac.in/infrastructure/tenders.html>

Checklist and Index of the Technical Bid Document in the Order indicated Below

S. No.	Document to be Attached	Whether Submitted
1.	Tender Document signed and stamped on each page	Yes <input type="checkbox"/> / No <input type="checkbox"/>
2.	Filled in and signed Financial Bid on company's letter head	Yes <input type="checkbox"/> / No <input type="checkbox"/>
3.	Profile of the Company	Yes <input type="checkbox"/> / No <input type="checkbox"/>
4.	CA Certificate regarding Company's Turnover for last three years 2020-21, 2021-22, 2022-23	Yes <input type="checkbox"/> / No <input type="checkbox"/>
5.	Confirmation that item specifications are as per Annexure I. Attach details of additional features offered	Yes <input type="checkbox"/> / No <input type="checkbox"/>
6.	Declaration on Company Letter Head as per Annexure-II (As per Format Attached)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
7.	PAN, TAN, GST along with the copy of registration	Yes <input type="checkbox"/> / No <input type="checkbox"/>
8.	Bank Account number with IFSC code, Bank name and Branch	Yes <input type="checkbox"/> / No <input type="checkbox"/>

Terms & Conditions are as under:

- 1) The bid should be submitted on company letter head and should be submitted duly signed by the authorized person.
- 2) The financial bid shall be valid for at least 90 Days. Institute will not entertain any request in respect of escalation of price due to any reason whatsoever.
- 3) The items will be supplied at MDI Campus, Gurgaon, nothing extra shall be paid towards the cartage, packing, forwarding, Octroi etc.
- 4) MDI reserve the right to accept or reject any or all the quotations or scrap the tender process without assigning any reason whatsoever.
- 5) MDI reserves the right to exclude any item or increase/decrease the number of items at the time of placing the order.
- 6) MDI reserves the right to allot/cancel the tenders invited as it may consider/deem fit and proper and to reject the tenders/applications without assigning any reasons at any stage.
- 7) No bid will be accepted on email. The bid must be submitted in hard copy in a sealed invoice superscribing **“Bid for 40 Nos. of Zoom Academic licenses with 1 TB of Pooled Cloud storage for MDI-Gurgaon Campus”**
- 8) **MDI may, at its discretion, extend the date for submission of the bid.**
- 9) **ACCEPTANCE AND WITHDRAWAL**

The final acceptance of the tender would entirely vest with MDI, who reserves the right to accept or reject any tender, without assigning any reason whatsoever. There is no obligation on the part of MDI to communicate in any way with rejected bidders. After acceptance of the tender by MDI, the bidder shall have no right to withdraw his tender or claim higher price.

- 10) Bids received with incomplete information is liable for rejection.
- 11) Any Bid received by MDI after the deadline for submission of bids will be summarily rejected.
- 12) Any dispute/ difference arising out or relating to this Tender: Matters regarding any dispute shall be referred for arbitration to any Officer appointed by the Director/Acting Director of Management Development Institute Gurgaon, whose decision shall be binding and final.
- 13) Eligibility Criteria
 - The bidder should be a Company registered in India, which should be in business of supplying similar items for last 5 years.
 - The bidder should have a good reputation in the market and their clientele shall preferably include reputed University/ Institute / PSU/ Govt. etc.
 - The bidder should be authorized service partner/ distributor/ reseller of Zoom Licenses
 - The bidder should have supplied similar items to at least three University/ Institute / PSU/ Govt. etc.
- 14) **Evaluation Procedure and Selection of Bidder**
 - The work would be awarded to the L1 Tender from among the technically qualified tenders.
 - **Bid Rejection Criteria:** The bid shall conform generally to the specifications and terms and conditions given in this document. Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected
 - ✓ Non submission of signed & stamped tender documents on each and every page

- ✓ Submission of unsigned financial bid.
- ✓ Bid(s) not complying with Delivery, installation & commissioning, warranty, penalty, etc clauses will be rejected.
- ✓ The bidder should quote for all the items mentioned in the tender, failing which, their offer will be rejected.
- ✓ The bidder should have supplied similar items to at least three University/ Institute / PSU/ Govt. etc.
- ✓ Non submission of authorization certification from Zoom for supplying the item.
- ✓ Bids submitted on email would be rejected.

15) PAYMENT TERMS:

- 100% of the total bill value will be made on delivery of licenses, storage and submission of invoice.

16) **Delivery Time:** One week from the date of Purchase Order

Date :

(Signature)

Name of Vendor

Format-1

**Sealed Quotation for 40 Nos. of Zoom Academic licenses with 1 TB of Pooled Cloud storage for
MDI-Gurgaon Campus.**

S. No.	Description	Company Response				Remarks
1.	Profile of your firm/company	Yes <input type="checkbox"/> / No <input type="checkbox"/>				
	Year of establishment					
	Number of employees					
	Annual Turnover for the last 3 Years. (2020-21, 2021-22, 2022-23)	Year	1	2	3	
	Turnover					
2	Contact details of the authorized person of the company. 1. Name : 2. Office Tel No.: 3. Mobile no.: 4. Official E-mail id:	Yes <input type="checkbox"/> / No <input type="checkbox"/>				
3	A declaration on company's letterhead that the Bidder has not been blacklisted must be submitted by Bidder (as per Annexure-1)	Yes <input type="checkbox"/> / No <input type="checkbox"/>				
4	40 Nos. Zoom Academic Licenses with 1 TB Space quoted	Yes <input type="checkbox"/> / No <input type="checkbox"/>				
6.	Payment Terms : <ul style="list-style-type: none"> 100% of the total bill value will be made on delivery of licenses, storage and submission of invoice. 	Yes <input type="checkbox"/> / No <input type="checkbox"/>				
7.	17) Delivery Time : One week from the date of Purchase Order	Immediate (Please mention the time period required) -----				

DECLARATION ON COMPANY LETTER HEAD

I/we _____ Partner(s)/legal Attorney/ Proprietor(s)/ Accredited Representative(s) of
M/s _____ solemnly declare that:

2. I/we are submitting tender for ----- against Tender Notice No. _____
dated _____.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria and information given in this tender is complete, correct and true. All documents/credentials submitted along with this tender are genuine, true and valid.
4. My/our bid shall remain valid for a period of 60 days from the last date fixed for the bid submission in accordance with the Bidding Documents and shall be binding upon us and maybe accepted at any time before the expiry of the period.
5. The Price-Bid submitted by me/us is "WITHOUT ANY CONDITION".
6. If any information or document submitted is found to be false/incorrect, MDI may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money (EMD) and blacklisting of my/our firm and all partners of the firm etc.
7. I/we also declare that the Government of India or any other Government body has not issued any show-cause notice or declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
8. I/We understand that MDI decision will be final for the evaluation of Technical Bids.
9. I/We have gone through all terms & conditions of the tender documents before submitting the same and accept the same along with the technical specification and all other conditions mentioned in the documents; including the condition that MDI is not bound to accept the lowest bid.

(Signature of the Tenderer with Seal)

Date:

Financial Bid

Sealed Quotation for Zoom Academic license at MDI-Gurgaon Campus

Sr. No.	Description of Item & Specification (Model no if any)	Qty.* in Units	Unit Price in Rs.	GST (%)	Total Price excluding GST in Rs.	Total Price including GST in Rs.
1.	Zoom Academic license	40				
2.	Zoom Cloud Storage	1 TB				
3.	Total					

*Items may increase / decrease at the time of placing the order.

- **Delivery Mode:** Delivery at MDI Gurgaon, at site only
- Total bid price should be inclusive of all taxes and levies, transport, loading, unloading etc.
- Delivery Period: Within One Week.
- Installation Period: Immediately on delivery
- **Quotation Validity Date:** 90 days from the last date of Submission of quotation/tender.
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Sign of bidder: - _____
Name of bidder: - _____
Firm's Name: _____

Date: