

Management Development Institute

Gurgaon

Ref. No.: MDI/CC/2025-26/MSCampus/01

Date: April 22, 2025

Sub: Invitation of sealed quotations for renewal of Microsoft Open Value Subscription Education Solutions (OVS ES) (Campus Agreement) for Three years

Tender Schedule

Bid System	Single Bid
Last Date of Bid Submission	April 30, 2025 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>

The bids should be addressed to:

Senior Systems Analyst
Computer Centre
Management Development Institute
Mehrauli Road, Sukhrali
Gurgaon - 122 007, Haryana (INDIA)

For any clarifications, write to Email- ittender@mdi.ac.in

The notice inviting bid along with instructions to bidders, Scope of Work, eligibility criteria, system of award of contract, etc. form part of the bid document containing 6 pages in all.

Sd/-
For MDI Gurgaon
(Sr. System Analyst)

Part-I

General Information

Sub: Invitation of sealed quotations for renewal of Microsoft Open Value Subscription Education Solutions (OVS ES) (Campus Agreement) for Three years

Management Development Institute invites sealed quotations for renewal of Microsoft Open Value Subscription Education Solutions (OVS ES) (Campus Agreement) for three years from original manufacturer of Microsoft or authorized Indian representatives or channel partners, on the terms and conditions mentioned below:

1. The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Noncompliance with specifications/instructions in this document may disqualify the bidders from the bid process.
2. The Institute reserves the right to accept or reject any quotations or to select the item or to reject the bidding process or any quotation wholly or partly without assigning any reason.
3. Incomplete bid or receiving the bid after closing date and time are liable to be ignored and rejected.
4. Please ensure that Tender document must be signed and stamped on all pages as a token of acceptance of all the terms and conditions.
5. No quotations would be accepted by e-mail and only hard copies will be accepted.
6. The bid should be submitted on company letter head and should be submitted duly signed by the authorized person.
7. 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.
8. For any other query relating to the tender, the bidders may write to ittender@mdi.ac.in.
9. MDI may, at its discretion, extend the date for submission and/or opening of the bid
10. Quotation received after the closing date/time will not be considered.
11. The quotations shall be submitted in a sealed envelope duly marked as "Tender for renewal of Microsoft Open Value Subscription Education Solutions (OVS ES) (Campus Agreement) for Three year".
- 12. PAYMENT TERMS:** Payment will be made on yearly basis will be released after successful online delivery of the e-licenses and their activation in the name of MDI Gurgaon and on submission of invoice.
- 13. Termination of contract-**
 - a. If performance of the vendor is not satisfactory during the period of contract and during the warranty period for the item supplied the standard OEM Warranty, then same will be informed in writing by MDI as warning letter and

if inspite of issue of warning letter the performance does not improve to the satisfactorily level as per expectation of MDI within a fortnight then second warning letter will be issued. If after issue of second warning letter also performance doesn't satisfy MDI expectation, then Institute reserves the right to terminate the contract by giving one-month notice in writing without assigning any further reason whatsoever. Decision of competent authority of MDI regarding determining the performance will be final.

14. Pre– Qualification Criteria:

- a. The supplier/firm must be either original equipment manufacturer (OEM) or authorized dealer/sole distributor/channel partner. The bidders are essentially required to submit valid authorization certificate from the OEM (Microsoft), failing which the bid shall be rejected.
- b. An undertaking from the OEM is also essentially required stating that they will facilitate the bidder on a regular basis with technology/product updates/hardware support and any kind of support necessary to ensure smooth functioning and security requirements for the entire duration of the contract.

15. Bid Rejection Criteria

- a. Bids not sealed would be rejected.
 - b. Bids without Profile and declaration on company's letterhead would be rejected.
 - c. Certificate on company's letter head that vendor is not blacklisted.
 - d. The bidders should have GST & PAN registration and copy of the same to be provided.
 - e. Conditional bids would be rejected.
 - f. Financial bid not as per the Format-2 (Financial Bid format)
16. 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 of Management Development Institute Gurgaon, whose decision shall be binding and final.
17. This tender document is not an offer and is issued with no commitment. MDI reserves the right to withdraw this notice inviting tender and or vary any part thereof at any stage. MDI further reserves the right to disqualify any bidder, should it be so necessary at any stage
18. At any time prior to the last date for receipt of tender, MDI may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the NIT document by an addendum.
- i. The addendum (if any) shall be posted online at <https://mdi.ac.in/infrastructure/tenders.html>.
 - b. Any such addendum shall be deemed to be incorporated into this NIT.
 - c. In order to provide prospective applicants reasonable time for taking the addendum into account, MDI may, at its discretion, extend the last date for the receipt of bids

which shall again be notified online through MDI portal www.mdi.ac.in

19. Laws of the Republic of India are applicable to this tender.

20. Delivery: Subscription and all licenses must be issued and activated within one week of placing Purchase Order in the name of MDI Gurgaon.

21. System for award of contract: The vendor offering lowest rates (L1) in total would be selected. In exceptional situation, the committee may negotiate price with the qualified bidder quoting the lowest price before awarding the contract.

Date :

(Signature)

Name of Vendor

Format-1
Profile of the Company
(To be furnished on letter head of the company)

S. No.	Description	Company Response											
1.	Name of the firm/company												
	Year of establishment												
	Number of employees												
	Annual Turnover for the last 3 Years. Attach certificate on company letter head.	<table border="1"> <thead> <tr> <th>Year</th><th>1</th><th>2</th><th>3</th></tr> </thead> <tbody> <tr> <td>Turnover</td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td></tr> </tbody> </table>	Year	1	2	3	Turnover						
Year	1	2	3										
Turnover													
2	Names & addresses of prestigious clients of reputed Institute/ University, at least Three where Microsoft Open Value Subscription Education Solutions (OVS ES) . Please provide photo copies of Purchase Order	1. 2. 3.											
3	Attached valid Authorization Certificate from Microsoft												
5	Contact details of the authorized person of the company. 1. Name : 2. Office Tel No.: 3. Mobile no.: 4. Official E-mail id:												
6	A declaration on company's letterhead that the Bidder has not been blacklisted must be submitted by Bidder.												
7	GST No												
8	PAN No.												

Enclose: -

1. Copy of Certificate of Incorporation or any other relevant document.
2. Copy of GST & PAN
3. Copy of valid Authorization Certificate from Microsoft
4. Undertaking in respect of 6 above.

Sign of bidder:- _____
Name of bidder:- _____
Firm's Name: _____

Date :

Format-2

Financial Bid

Sealed Quotation Microsoft Open Value Subscription Education Solutions (OVS ES) (Campus Agreement)

Sr. No.	Description of Item & Specification(Model no if any)	Part #	Qty.	Annual* Unit Price excl. of GST (in Rs.)	Annual* Total Price excl. of GST (in Rs.)	GST Value (in Rs)	Annual Price incl. of GST (in Rs.)
1.	DesktopEdu ALNG LSA OLV E 1Y Acdmc Ent Including – office Pro,Win Edu,Core Cal.	2UJ-00011	225 FTE				
2.	O 365 A3 Edu open Faculty ALng Sub OLV E 1M Acrd AP AO office Pro Plus 12 months	HVH-00001	225 FTE				
3.	PrjctPro ALNG LicSAPk OLV E 1Y Acdmc AP w1PrjctSvrCAL	H30-03427	30 Nos.				
	Total Price						

*Price excl. of GST must be Valid for Three years

- Annual Total Price (incl. of GST) in figures _____
- Annual Total Price (incl. of GST) in words _____

- Delivery Period:days.
- Quotation Validity Date: - 90 days from the last date of Submission of quotation/tender.
- The Annual Price quoted is valid for Three-year period.

Sign of bidder:- _____
Name of bidder:- _____
Firm's Name: _____

Date :