

| | | |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  | <p>भारतीय प्रौद्योगिकीसंस्थानमद्रासचेनै 600 036 INDIAN INSTITUTE OF TECHNOLOGY MADRAS Chennai 600 036 भंडार एवं क्रय अनुभाग / STORES & PURCHASE SECTION Email: adstores@iitm.ac.in दूरभाष: (044) 2257 8285 / 8287 / 8288 / 8290 फ़ैक्स: (044) 2257 8082 Telephone : (044) 2257 8285/8287/8288/8290 FAX: (044) 2257 8082 GSTIN: 33AAAAI3615G1Z6</p> |  |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|

P.K. SHEBA SABARI
Assistant Registrar (Stores & Purchase)

Date: 07.03.2024

Tender No. IITM/SPS/ Google Workspace for Education Plus/052/2023-24/SPL

Due Date: 13.03.2024
Before 2.00 p.m.

Dear Sirs,

On behalf of the Indian Institute of Technology Madras, Tenders are invited in two bid system, namely technical and financial bids for:

“Google Workspace for Education Plus”

Conforming to the specifications enclosed.

Tender Documents may be downloaded from Central Public Procurement Portal <https://etenders.gov.in/e procure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll/register before participating through the website <https://etenders.gov.in/e procure/app>. The portal enrollment is free of cost. Bidders are advised to go through instructions provided at “Help for contractors”. [Special instructions to the bidders for the e-submission of the bids online through this e-Procurement Portal].

Tenderer can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type ‘IIT’. Thereafter, Click on “GO” button to view all IIT Madras tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <https://etenders.gov.in/e procure/app> as per the schedule attached.

No manual bids will be accepted. All tender documents including Pre-qualification, Technical and Financial bids should be submitted in the E-procurement portal.

| | | | |
|---------------------------------------------------------------------------------------------------|-------------------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | LAST DATE for receipt of Tender | : | 13.03.2024 before 02.00 p.m. |
| | Date & Time of opening of Tender | : | 14.03.2024 @ 3.00 p.m. |
| GUIDELINES FOR TENDER SUBMISSION IN CENTRAL PUBLIC PROCUREMENT PORTAL (E-PROCUREMENT MODE) | | | |
| A | निविदा की प्रस्तुति /Submission of Tender | : | As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal URL: https://etenders.gov.in/e procure/app The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal |

| | | |
|---|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <p>More information useful for submitting online bids on the CPP Portal may be obtained at: https://etenders.gov.in/eprocure/app</p> <p>All tender documents including Technical Bid & Financial Bid should be submitted separately in online CPP portal as per the specified format only. Right is reserved to ignore any tender which fails to comply with the above instructions. No manual bid submission will be entertained.</p> |
| B | <p>ऑनलाइन बोली जमा के अनुदेश / Instructions for online bid submission</p> | <p>REGISTRATION</p> <ul style="list-style-type: none"> Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal URL: https://etenders.gov.in/eprocure/app by clicking on “Online Bidder Enrolment”. Enrolment on the CPP Portal is free of charge. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.) https://eprocure.gov.in/eprocure/app with their profile. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse. Bidder then may log in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken. |
| C | <p>निविदा दस्तावेज़ की खोज / Searching for tender documents</p> | <ul style="list-style-type: none"> There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “My Tender” folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk. |
| D | <p>बोली की तैयारी / Preparation of bids</p> | <ul style="list-style-type: none"> Bidder should take into account any corrigendum published on the tender document before submitting their bids. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender document / schedule and generally shall be in PDF / XLS formats as the case may be. Bid documents may be scanned with 100 dpi with black and white option. |

| | | |
|---|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <ul style="list-style-type: none"> To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GSTIN Details, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process. |
| E | बोली की प्रस्तुति / Submission of bids | <ul style="list-style-type: none"> Bidder should log into the site well in advance for bid submission so that he/she can upload the bid in time i.e. on or before the bid submission date and time. Bidder will be responsible for any delay due to other issues. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document. A standard BOQ format has been provided in Annexure-C with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the detail with their respective financial quotes and other details (such as name of the bidder). If the BOQ file is found to be modified by the bidder, the bid will be rejected. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues. The uploaded tender documents become readable only after the tender opening by the authorized bid openers. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet. |
| F | बोलीदाताओं के लिए सहायता / Assistance to bidders | <ul style="list-style-type: none"> Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is [0120-4200462, 0120-4001002, 0120-4001005] |
| G | बोलीदाताओं के लिए सामान्य अनुदेश / General Instructions to the Bidders | <ul style="list-style-type: none"> The tenders will be received online through portal https://etenders.gov.in/eprocure/app. In the Technical Bids, the bidders are required to upload all the documents in single pdf file. Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through https://etenders.gov.in/eprocure/app Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site |

| | | | |
|---|--------------------------------------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | https://etenders.gov.in/eprocure/app under the "Information about DSC". |
| H | बयाना जमा (ईएमडी) / Earnest Money Deposit (EMD) | : | <p>I. EMD of INR 1,86,912/- (Rupees One Lakh Eighty Six Thousand Nine Hundred and Twelve only) should be transferred through NEFT/RTGS to the following bank account on or before due date 13.03.2024 before 2:00 p.m.</p> <p>a. Name : Registrar IIT Madras b. Bank : State Bank of India c. Account No. : 10620824305 d. Branch : IIT MADRAS e. IFSC CODE : SBIN0001055</p> <p>II. The EMD will be returned to unsuccessful Bidder(s), after finalization of the tender. The EMD shall be forfeited if any Bidder withdraws the offer before finalization of the tender.</p> <p>III. The EMD amount should not be sent through DD.</p> <p>IV. Non-submission of EMD details on or before the due date and time will result in rejection of the e-bid.</p> <p>V. As per Rule 170 of GFR 2017, exemption of EMD will be given subject to submission of undertaking by the firm seeking such exemption. Copies of relevant orders/ documents regarding such exemption should be submitted along with the tender document.</p> <p>VI. The successful bidder shall submit a Performance Guarantee of 3% of the purchase order value by way of DD/Bank Guarantee (including e bank guarantee) / FDR/Insurance surety bonds in favour of "The Registrar, IIT Madras" to be obtained from any commercial bank within 14 (Fourteen) days from the date of issue of Order by IIT Madras, which shall be released 60 days after the successful completion of the warranty period after adjustment dues, if any without any interest.</p> <p>VII. In case of successful bidder, the EMD will be adjusted towards the Performance Security Deposit on request, subject to validity.</p> <p>VIII. The amount of EMD is liable to be forfeited, if the bidder withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Security Deposit.</p> |
| I | तकनीकी बोली पर मार्किंग / Marking on Technical Bid | : | <p>i. The bidder Eligibility Criteria I & II , technical specification of the item for this tender is given in Annexure A. The Bidders shall go through the bidder eligibility criteria, technical specification and submit the technical bid in the proforma given in Annexure B in the tender document along with the supporting documents.</p> <p>ii. The Technical bid should be submitted in pdf format only through online (e-tender). No manual submission of bid will be entertained.</p> <p>iii. The technical bid should have the page-wise heading as "Technical Bid" and page no. in all pages with seal and signature of authorized signatory. The total no. of pages should be mentioned at the last page of the documents.</p> <p>iv. The technical bid should consist of a) Document proof for EMD payment b) Technical Compliance sheet as per proforma given in Annexure -B c) Document proof for bidder eligibility criteria, technical details along with catalogue / brochure and other technical, commercial terms and conditions.</p> |
| J | वित्तीय बोली पर मार्किंग / Marking on Financial Bid | : | Financial bid (BOQ) should be submitted in the prescribed format given in Annexure- C in xls format through e-tender only. No manual or other form of submission of Financial Bid will be entertained. |

| TERMS AND CONDITIONS OF TENDER | |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <p>निविदा की तैयारी / Preparation of Tender:</p> <ul style="list-style-type: none"> The bids should be submitted through online only in two bid system i.e. Technical Bid and Financial Bid separately. The bidder has to submit the tender document duly signed on all pages by an authorized person and his / her full name and status shall be indicated below the signature along with official seal/stamp of the firm. Submission of wrong / forged information / document will be liable to legal action, and rejection of the bid submitted by the firm. The bids of the agency/firm/company not in possession of valid statutory license / registrations are liable for rejection. If any relative of the bidder is an employee of the IIT Madras, the name, designation and relationship of such employee shall be intimated to the Registrar, IIT Madras in writing while submitting the bid. No bidder will be allowed to withdraw / alter / modify the bid during the bid validity period. |
| 2 | <p>निविदा पर हस्ताक्षर / Signing of Tender:</p> <ul style="list-style-type: none"> The Tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the delivery dates and terms and conditions enclosed herewith. Each page of the bids required to be signed and bears the official seal of the Bidders. If the bid is submitted by a firm in partnership, it shall be signed (with seal) by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the bid. If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The bidder shall also furnish a copy of the Memorandum of Articles of association duly attested by a Notary Public. |
| 3 | <p>वह अवधि जिसके लिए ऑफर खुला रहेगा / Period for which the offer will remain open:</p> <ul style="list-style-type: none"> The Tender shall remain open for acceptance/validity till: 120 days from the date of opening of the tender. However, the day up to which the offer is to remain open being declared closed holiday for the Indian Institute of Technology Madras, the offer shall remain open for acceptance till the next working day. |
| 4 | <p>कीमत /Prices:</p> <ul style="list-style-type: none"> The prices quoted must be nett per unit shown in the schedule and must include all statutory levies considering all scope of work, terms & conditions and as per the Technical bid mentioned in Annexure A. Prices should be inclusive of all. All conditional tenders will be summarily rejected. |
| 5 | <p>Payment terms : Import: 90% against shipping documents and 10% against installation. Local: 90% against delivery at site and 10% after installation. Advance if any required may be considered against the request of successful vendor by submitting equivalent amount of Bank Guarantee in addition to Performance Security Deposit.</p> |
| 6 | <p>सुपुर्दगी / Delivery: Items should be E-Downloaded within 10 days from the date of Purchase Order.</p> |
| 7 | <p>वारंटी / Warranty and Support: 3 years from the date of E-download.</p> |
| 8 | <p>Terms and Conditions: Failure to comply with any of the instructions stated in this document or offering unsatisfactory explanations for non-compliance will likely to lead to rejection of offers.</p> |

| | |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9 | स्वीकृति का अधिकार / Right of Acceptance: IIT Madras reserves the right to reject the whole or any part of the Tender without assigning any reason or to accept them in part or full. |
| 10 | स्वीकृति की सूचना/ Communication of Acceptance: Letter of Intimation and acceptance will be communicated by post /email to the successful bidder to the address indicated in the bid. |
| 11 | All information including selection and rejection of technical or financial bids of the prospective bidders will be communicated through CPP portal. In terms of Rule 173(iv) of General Financial Rule 2017, the bidder shall be at liberty to question the bidding conditions, bidding process and/or rejection of bids. |
| 12 | Bidder shall submit along with this Tender: Name and full address of the Banker and their swift code, PAN No. and GSTIN number. |
| 13 | Jurisdiction: All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction at the place from which the acceptance of Tender is issued. |
| 14 | Penalty & Liquidated Damages / Force Majeure: <ul style="list-style-type: none"> • If the selected Bidder fails to complete the due performance of the contract in accordance with the terms and conditions, Institute reserves the right either to cancel the contract or to accept performance already made by the selected Bidder after imposing Penalty on Selected Bidder. A penalty will be calculated on a per week basis and on the same Rate as applicable to Liquidated Damages (LD). In case of termination of the contract, Institute reserves the right to recover an amount equal to 5% of the Contract value as Liquidated Damages for non-performance. • Both Penalty and Liquidated Damages are independent of each other and are applied separately and concurrently. Penalty and LD are not applicable for reasons attributable to the Institute and Force Majeure. However, it is the responsibility of the selected Bidder to prove that the delay is attributable to the Institute and Force Majeure. The selected Bidder shall submit the proof authenticated by the Bidder and Institute's official that the delay is attributed to the Institute and/or Force Majeure along with the bills requesting payment. |
| 15 | <ul style="list-style-type: none"> • The bidder shall certify that the tender document submitted by him / her are of the same replica of the tender document as published by IIT Madras and no corrections, additions and alterations made to the same. If any deviation found in the same at any stage and date, the bid / contract will be rejected / terminated and actions will be initiated as per the terms and conditions. |
| 16 | <ul style="list-style-type: none"> • The bidder should study the tender document, bidder eligibility criteria, and technical specification in detail as given in Annexure A before submitting the bid. |
| 17 | <p>Bidder Eligibility Criteria:</p> <p>Pre - Eligibility Criteria - I</p> <ol style="list-style-type: none"> 1. The bidder shall not be from a country sharing land border with India and if the bidder is from a country sharing land border with India the bidder should have been registered with the competent authority as per orders of DIPP OM No. F. No. 6/18/2019-PPD dated 23rd July 2020, and MoCI Order No. P-45021/112/2020-PP (BE II) (E-43780) dated 24th August 2020. A declaration shall be submitted with the bid as per format given in Annexure – D. 2. Only 'Class-I local suppliers' and 'Class-II local suppliers', as defined under DIPP, MoCI Order No. P45021/2/2017-PP (BE II) dated 16th September 2020 and other subsequent orders issued therein, shall be eligible to bid in this tender. Declaration for Class-I / Class-II local suppliers should be submitted in the prescribed proforma format as per Annexure – E. <p>Eligibility Criteria II</p> <ol style="list-style-type: none"> 1. Neither the tender participating firm nor any of its partner has been blacklisted / debarred /involved / convicted in any criminal case / economic offence nor any criminal case / economic offence is pending against firm or any partner of the Firm before any Court of Law / Police. A self-declaration format given in Annexure – E. 2. The bidders should be an Original Equipment Manufacturer (OEM) or authorized supplier of Google. Necessary OEM certificate/OEM authorization letter for this particular tender should be submitted by the bidder as given in Annexure-F. |

| | |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>3. The bidder should have a Service Centre support in Chennai for the past 5 years with a expert team to solve all types of issues in time. [Self Declaration with proof like Registration Certificate/GST to be submitted]</p> <p>4. The firm must have an aggregate turnover of at least Rs.49,85,000/- in the last 3 years i.e. 2020-2021, 2021-2022 and 2022-2023 (should enclose the audited financial statement signed by the Chartered Accountant).</p> <p>5. Experience: The Bidder should have experience in supply of minimum of 10000 licenses in single order to the educational / research institute for the past 3 years.</p> |
| 18 | <p>Number of Bids and their Submission:</p> <p>Bids should be submitted CPP portal. Two bid system should be followed as detailed below:</p> <p>Bid I Technical Bid The bidder should go through the Bidder Eligibility criteria I & II and technical specification given in Annexure-A of the tender document, understand the requirement of IITM and submit their technical bid along with all relevant document proof in the proforma given in Annexure-B. Any tender documents without these shall be invalid and rejected. The technical bid should consist of proof of EMD transfer, Bidder Eligibility Criteria I & II, Technical specification and compliance sheet (proforma given in Annexure – B) along with all relevant documents proof.</p> <p>Bid II Financial Bid The financial bid should be submitted as per the proforma (Annexure C). The Quoted price should be for supply and installation of the item and inclusive of all cost at IIT Madras.</p> |
| 19 | <p>Evaluation of Bids:</p> <p>Bid Evaluation will take place in two stages.</p> <p>Technical Bid evaluation</p> <ol style="list-style-type: none"> 1. In the Stage I Bidder will be evaluated first for conformity with bidder Eligibility Criteria and those bidders who have complied with Bidder Eligibility Criteria will be evaluated further for technical specifications. 2. Only those bidders who have fully complied with bidder eligibility Criteria and technical specification will be considered for opening of financial bid. <p>Stage II: Financial Bid Evaluation The Lowest financial bid among those who have qualified in the technical bid will be declared as successful bidder (L1) and order will be awarded to the successful bidder (L1).</p> |
| 20 | <p>Selection of successful bidder and Award of Order: The order will be directly awarded to the technically qualified bidder as per the condition in para 3A of DIPP, MoCI Order No. 45021/2/2017-PP (BE II) dated 16th September 2020 and other subsequent orders issued therein.</p> |
| 21 | <p>The bidders will not be entertained to participate in opening of Bids. Since the tender is e-tender, the opening of the bids may be checked using the respective logins of the bidders.</p> |
| 22 | <p>In accordance to the Rule 173 of GFR, 2017 and relevant provisions thereof in Procurement Manuals, 2022, IITM reserves the right to carry out the negotiation process through its purchase / technical committee with L1/H1 (as applicable) vendor to ensure price reasonability before final recommendation to the Competent Authority. The negotiation details, if any, on case to case basis shall be recorded in minutes of meetings suitably for records.</p> |

-sd-
Assistant Registrar
Stores & Purchase

ACKNOWLEDGEMENT

It is hereby acknowledged that I/We have gone through all the points listed under **“Specifications, Terms and Conditions”** of tender document, the same is abided and agreed to be executed. In case, if any of the information furnished by me/us is found false, I/We are fully aware that the tender /contract will be rejected / cancelled by IIT Madras and EMD shall be forfeited.

**Signature of the Bidder Name
& Address of the Bidder with
Office Stamp**

SCHEDULE OF TENDER

Google Workspace for Education Plus

Tender No. IITM/SPS/ Google Workspace for Education Plus/052/2023-24/SPL

| | |
|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Organization | Indian Institute of Technology Madras |
| Tender Type (Open/Limited/EOI/Auction/Single) | OPEN |
| Tender Category (Services/Goods/Works) | Goods |
| Type/Form of Contract (Work/Supply/Auction/ Service/ Buy/ Empanelment/ Sell) | Supply |
| Name of the Supply | Google Workspace for Education Plus |
| Source of Fund (Institute/Project) | IIT Madras |
| Is Multi Currency Allowed | Yes / No |
| Date of Issue/Publishing | 07.03.2024 |
| Document Download Start Date | 07.03.2024 |
| Document Download End Date | 13.03.2024 |
| Prebid Meeting via Google Meet | NA |
| Bid Submission Start Date | 07.03.2024 |
| Last Date and Time for Uploading of Bids | 13.03.2024 @ 02.00 p.m. |
| Date and Time of Tender Opening | 14.03.2024 @ 03.00 p.m. |
| No. of Covers (1/2/3/4) | 2 |
| Bid Validity days (180/120/90/60/30) | 120 Days |
| Address for Communication | <p><u>For Technical Queries:</u> Mr.Anandkumar S Computer Centre IIT Madras Chennai - 600 036. Phone No: 044- 2257-4987 Email: sanand@iitm.ac.in</p> <p><u>For General Queries:</u> The Assistant Registrar Stores & Purchase Section IIT Madras Chennai – 600 036 Number 044-2257 8287, Email: adstores@iitm.ac.in.</p> |
| Contact No. | For Queries : 044- 2257 8287/8288 |

Tender No. IITM/SPS/ Google Workspace for Education Plus/052/2023-24/SPL

Pre - Eligibility Criteria -I

1. The bidder shall not be from a country sharing land border with India and if the bidder is from a country sharing land border with India the bidder should have been registered with the competent authority as per orders of DIPP OM No. F. No. 6/18/2019-PPD dated 23rd July 2020, and MoCI Order No. P-45021/112/2020-PP (BE II) (E-43780) dated 24th August 2020. A declaration shall be submitted with the bid as per format given in **Annexure – D**.
2. Only 'Class-I local suppliers' and 'Class-II local suppliers', as defined under DIPP, MoCI Order No. P45021/2/2017-PP (BE II) dated 16th September 2020 and other subsequent orders issued therein, shall be eligible to bid in this tender. Declaration for Class-I / Class-II local suppliers should be submitted in the prescribed proforma format as per **Annexure – E**.

Eligibility Criteria II

1. Neither the tender participating firm nor any of its partner has been blacklisted / debarred /involved / convicted in any criminal case / economic offence nor any criminal case / economic offence is pending against firm or any partner of the Firm before any Court of Law / Police. A self-declaration format given in **Annexure – F**.
2. The bidders should be an Original Equipment Manufacturer (OEM) or authorized supplier of Google. Necessary OEM certificate/OEM authorization letter for this particular tender should be submitted by the bidder as given in **Annexure-G**.
3. The bidder should have a Service Centre support in Chennai for the past 5 years with a expert team to solve all types of issues in time. [Self Declaration with proof like Registration Certificate/GST to be submitted]
4. The firm must have an aggregate turnover of at least Rs.49,85,000/- in the last 3 years i.e. 2020-2021, 2021-2022 and 2022-2023 (should enclose the audited financial statement signed by the Chartered Accountant).
5. Experience: The Bidder should have experience in supply of minimum of 10000 licenses in single order to the educational / research institute for the past 3 years.

TECHNICAL SPECIFICATION:-

| S.No. | Technical Specification |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Institute needs a subscription for cloud services that support the following features: <ul style="list-style-type: none">• Drive for file storage and sharing• Tools for online / collaborative editing of documents, spreadsheets, and presentations.• Facility to hold online meetings with recording for well over 1 hour. Recordings to be stored automatically in the drive folder. The number of participants for each such meeting to be up to 1000 and with live streaming for an even larger number.• Facility to create and share online forms. Data collected through forms is to be stored automatically in the Drive folders of the form's owners.• Facility to develop program codes using Jupyter notebooks stored on drive folders for remote execution. |
| 2 | Institute has currently a subscription of Google Workspace for Education Plus with 11000 licenses which offers the above mentioned services. The number of licenses will be a base of 20,000 for the next three years. |
| 3 | Additional licences, in multiples of 1000, above the base level will be indicated at the time of placing purchase order. Vendors are required to quote for the base level of 20,000 licenses and for each additional 1000 licenses with academic discount specifically for IIT Madras. |
| 4. | The Bidder should quote for minimum of 20000 base level and IIT Madras ensures the right to order additional licenses upto 20% more. The bidder should supply the additional licenses upto 20% more license in the same unit rate as the 20,000 license. |
| 5. | Vendor shall be authorized by Google specifically for this tender by quoting the reference number and date. Documentary support for authorization needs to be supplied along with the technical bid. |

PROFORMA FOR TECHNICAL COMPLIANCE SHEET**Tender No. IITM/SPS/ Google Workspace for Education Plus/052/2023-24/SPL****Pre - Eligibility Criteria I**

| S. No. | Description | Compliance (Yes / NO) | Reference |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------|
| 1 | The bidder shall not be from a country sharing land border with India and if the bidder is from a country sharing land border with India the bidder should have been registered with the competent authority as per orders of DIPP OM No. F. No. 6/18/2019-PPD dated 23rd July 2020, and MoCI Order No. P-45021/112/2020-PP (BE II) (E-43780) dated 24th August 2020. A declaration shall be submitted with the bid as per format given in Annexure – D. | | |
| 2. | Only 'Class-I local suppliers' and 'Class-II local suppliers', as defined under DIPP, MoCI Order No. P45021/2/2017-PP (BE II) dated 16th September 2020 and other subsequent orders issued therein, shall be eligible to bid in this tender. Declaration for Class-I / Class-II local suppliers should be submitted in the prescribed proforma format as per Annexure – E. | | |
| | Eligibility Criteria II | | |
| 1. | Neither the tender participating firm nor any of its partner has been blacklisted / debarred /involved /convicted in any criminal case / economic offence nor any criminal case / economic offence is pending against firm or any partner of the Firm before any Court of Law / Police. A self-declaration format given in Annexure – F. | | |
| 2. | The bidders should be an Original Equipment Manufacturer (OEM) or authorized supplier of Google. Necessary OEM certificate/OEM authorization letter for this particular tender should be submitted by the bidder as given in Annexure-G. | | |
| 3. | The bidder should have a Service Centre support in Chennai for the past 5 years with a expert team to solve all types of issues in time. [Self Declaration with proof like Registration Certificate/GST to be submitted] | | |
| 4. | The firm must have an aggregate turnover of at least Rs.49,85,000/- in the last 3 years i.e. 2020-2021, 2021-2022 and 2022-2023 (should enclose the audited financial statement signed by the Chartered Accountant). | | |
| 5. | Experience: The Bidder should have experience in supply of minimum of 10000 licenses in single order to the educational / research institute for the past 3 years. | | |

TECHNICAL SPECIFICATION

| S.No. | Technical Specification | Compliance YES/NO | Reference page no. |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------|
| 1. | <p>Institute needs a subscription for cloud services that support the following features:</p> <ul style="list-style-type: none"> • Drive for file storage and sharing • Tools for online / collaborative editing of documents, spreadsheets, and presentations. • Facility to hold online meetings with recording for well over 1 hour. Recordings to be stored automatically in the drive folder. The number of participants for each such meeting to be up to 1000 and with live streaming for an even larger number. • Facility to create and share online forms. Data collected through forms is to be stored automatically in the Drive folders of the form's owners. <p>Facility to develop program codes using Jupyter notebooks stored on drive folders for remote execution.</p> | | |
| 2. | <p>Institute has currently a subscription of Google Workspace for Education Plus with 11000 licenses which offers the above mentioned services. The number of licenses will be a base level of 20,000 for the next three years.</p> | | |
| 3. | <p>Additional licences, in multiples of 1000, above the base level will be indicated at the time of placing purchase order. Vendors are required to quote for the base level of 20,000 licenses and for each additional 1000 licenses with academic discount specifically for IIT Madras.</p> | | |
| 4. | <p>The Bidder should quote for minimum of 20000 base level and IIT Madras ensures the right to order additional licenses upto 20% more. The bidder should supply the additional licenses upto 20% more license in the same unit rate as the 20,000 license.</p> | | |
| 5. | <p>Vendor shall be authorized by Google specifically for this tender by quoting the reference number and date. Documentary support for authorization needs to be supplied along with the technical bid.</p> | | |

**** Reference page number is mandatory and should be mentioned in the technical compliance***

**SIGNATURE OF TENDERER ALONG WITH
SEAL OF THE COMPANY WITH DATE**

ANNEXURE – C

PROFORMA FOR FINANCIAL BID (BoQ)

Tender No. IITM/SPS/ Google Workspace for Education Plus/052/2023-24/SPL

| S. No. | Detailed Item | Qty | Rate per Unit in Rs. | Total Cost in Rs. (with out GST) | GST Rs. (in %) | Total value incl of GST Rs. |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------|-----------------------------------------------------|---------------------------|----------------------------------------|
| | | | | (A) | (B) | |
| 1. | Google Workspace for Education Plus : 20000 license base level and upto additional 20% more licenses with academic discount for three years. | 20000 Licence | | | | |

Place:
Date:

**SIGNATURE OF TENDERER ALONG WITH
SEAL OF THE COMPANY WITH DATE**

ANNEXURE D

(To be given on the letter head of the bidder)

Tender No. IITM/SPS/ Google Workspace for Education Plus/052/2023-24/SPL

Dated: _____

CERTIFICATE

(Bidders from India)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I am not from such a country.

OR

(Bidders from Country which shares a land border with India)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I am from _____ (Name of Country) and have registered with the Competent Authority. I also certify that I fulfil all the requirements in this regard and am eligible to be considered. *(Copy/ evidence of valid registration by the Competent Authority is to be attached)*

Place:
Date:

**Signature of the Bidder
Name & Address of the
Bidder with Office Stamp**

ANNEXURE – E

**FORMAT FOR AFFIDAVIT OF SELF-CERTIFICATION UNDER PUBLIC PROCUREMENT POLICY
(PREFERENCE TO MAKE IN INDIA) 2017**

Tender No. IITM/SPS/ Google Workspace for Education Plus/052/2023-24/SPL

Name of the item / Service: Google Workspace for Education Plus for IIT Madras

Date: _____

I/We _____ S/o, D/o, W/o, _____
Resident of _____

Hereby solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of the Public Procurement (Preference to Make in India) Policy vide Gol Order no. P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020) MOCI order No. 45021/2/2017-PP (BE II) Dt.16th September 2020 & P-45021/102/2019-BE-II-Part (1) (E-50310) Dt.4th March 2021 and any subsequent modifications/Amendments, if any and

That the local content for all inputs which constitute the said item/service/work has been verified by me and I am responsible for the correctness of the claims made therein.

| Tick (✓) and Fill the Appropriate Category | |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to or more than 50% and come under “Class-I Local Supplier” category. |
| <input type="checkbox"/> | I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to or more than 20% but less than 50% and come under “Class-II Local Supplier” category. |

The details of the location (s) at which the local value addition is made and the proportionate value of local content in percentage

Percentage of Local content : _____ %**
Location at which value addition done : _____

For and on behalf of..... (Name of firm/entity)

Authorized signatory (To be duly authorized by the Board of Directors)
<Insert Name, Designation and Contact No.>

[Note: In case of procurement for a value in excess of Rs. 10 Crores, the bidders shall provide this certificate from statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.]

This letter should be on the letterhead of the quoting firm and should be signed by a competent authority.

** Services such as transportation, insurance, installation, commissioning, and training and after sales service support like AMC/CMC cannot be claimed as local value addition

(To be given on the letter head of the bidder)

Self-Declaration that the Service Provider has not been Black listed

I S/o

R/o police station District Director
/ Partner/ sole proprietor (Strike out whichever is not applicable) of

..... (Firm or Company) do hereby declare and solemnly affirm:

- I. That the Firm has not been Blacklisted or declared insolvent by any of the Union or State Government / Organization.
- II. That none of the individual / firm / Company Blacklisted or any partners or shareholder thereof has any connection directly or indirectly with or has any subsistence interest in the deponent business / firm company.
- III. That neither the Firm nor any of its partner has been involved / convicted in any criminal case / economic offence nor any criminal case / economic offence is pending against firm or any partner of the Firm before any Court of Law / Police.

Place:
Date:

Signature of the Tenderer
Name & Address of the
Tenderer with Office Stamp

OEM CERTIFICATION FORM

(in Original Letter Head of OEM)

Tender No: Dated:

We are Original Equipment Manufacturers (OEM) of..... (Name of the company)

Ms..... (Name of the vendor) is one of our Distributors/Dealers/Resellers/Partners (tick one) for the and is participating in the above mentioned tender by offering our product model.....(Name of the product with model number).

..... is authorized to bid, sell and provide service support warranty for our product as mentioned above.

Name and Signature of the authorized signatory of OEM along with seal of the company with Date

