

NATIONAL LAW INSTITUTE UNIVERSITY

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NIQ DOCUMENT

Name of work: Renewal of Cisco Webex License for the IT Section.



NATIONAL LAW INSTITUTE UNIVERSITY
Kerwa Dam Road, Bhopal - 462044

NOTICE INVITING QUOTATION- 03/IT/NOV/NLIU

Sealed quotations are invited from reputed firms for the renewal of Cisco Webex 100 licence with each license of 1000 participants for one year under Special Pack PRO EDP Policy of educational Bundle which includes all five modules integrated into one platform, i.e., WebEx Meeting Center, WebEx Training Center, WebEx Event Center, WebEx Support Center & WebEx Team, NLIU Bhopal.

General Terms and Conditions:

1. The following self-attested documents must be enclosed with the price bid.
 - a. Registration of firm
 - b. Copy of PAN, Aadhaar
 - c. GST Certificate
2. The firms must quote the price in the Performa given the Bid Document
3. All required documents must be enclosed with the price bid any of them not enclosed with the price bid in case any of them not enclosed shall be disqualified.

4. Important Dates:

Sl.No.	Work	Date
a.	Bid Document Opening Date	01.12.2023
b.	Last date to Bid submission	04.12.2023 till 03:00 p.m.
c.	Bid opening	04.12.2023 till 03:30 p.m.

5. Sealed Bid duly mentioned in Price Bid for the above-mentioned work
6. Bid shall be submitted in the office of the Registrar, NLIU, Kerwa Dam Road on or before the date given above.
7. The Price shall be inclusive of the renewal of Cisco Webex 100 licence with each license of 1000 participants for one year.
8. Bidder must have to submit registration Government documentary proof like Gumasta, GST Certificate, MSME, Incorporation Certificates.

Eligibility Criteria

Contractors who fulfil the following requirements shall be considered as Eligible Bidder:

1. The Bidder must be authorized dealer/ distributor of cisco Webex. **(Enclose Proof)**
2. Must have registration of the firm for the supply of IT Equipments.
3. Bidder must Quote all items as per the given specifications in annexure-I.
4. Bidder must submit a self-attested Photocopy of the GST of the firm issued by the concerned department.
5. Bidder must have to submit a self-attested Photocopy of PAN card.
6. Bidder should not be blacklisted by any Government/PSU organization and must have submitted self-declaration.



NECESSARY INFORMATION TO THE BIDDERS

1. The bidder shall have to submit self-certified copies of valid PAN, and GST registration.
2. All Rates, Prices, Amounts and Sums quoted by the bidder shall be in INR only. The language used throughout shall be English.
3. All Rates, Amounts and sums shall have to be quoted in both figures and words. If the rate quoted in words does not tally with the rate quoted in figures, then the rate which corresponds to the lesser amount shall be considered.
4. Tender must be submitted with the rates for all the items of work involved and any incomplete tender documents will not be considered. The items for which the rates are not quoted will be considered 'Zero' & the agency shall complete that work without any claim.
5. No alteration shall be made by the party in the quotation and no conditional tender will be entertained. Tenders with a split rate will not be considered.
6. The bid shall remain valid for **60 Days** from the date of opening of the bid. If before the expiry of the validity period or issue of work order, whichever is earlier, the bidder amends/modifies/withdraws his bid, making it unacceptable to the University, then the Earnest Money Deposit shall be liable to forfeiture at the option of the University.
7. **The Rates quoted by the party should be clear. All the columns of the price bid should be filled carefully.** No claim on this account whatsoever shall be entertained at any stage including the extended period, if any.
8. The Intending bidders will have to produce documentary evidence in original in support of their credentials before the competent authority whenever demanded for verification. If any information furnished by the bidder is found false/fabricated then his bid will be rejected and treated as cancelled.
9. If any doubt or obscurity as to the meaning of any of the tender documents or if any further information is required, the tenderer must address his enquiry in writing in duplicate to Registrar, National Law Institute University, Kerwa Dam Road, Bhopal – 462044.
10. The Bids shall be received on the date and time stipulated in the Notice Inviting Quotations or Corrigenda otherwise. Tenders that are received after the date and time specified will not be considered.
11. All taxes and statutory obligations will be deducted from the bill as applicable from time to time as per Govt. rules.
12. The University reserves the right to accept or reject any or all the offers including the lowest without assigning any reason. The Institute does not bind itself to accept the lowest offer.
13. No advance payment will be made, any offer linked with advance payment is likely to be ignored. Payment shall be made after the completion of work.
14. The decision of acceptance of tender/quotation will Comply with the competent authority of NLIU, who does not bind itself to accept the lowest tender and reserves the right to reject or partially accept any or all quotations received, without assigning any reason.
15. **A penalty of 1% of the total order value will be imposed per week for late completion of work or a maximum of @10% of the value of work.**
16. The Employer shall be entitled to make any variation of the quality or quantity of the works or any part thereof that may, in his opinion, be necessary, and for that purpose, or if for any other reason, it



shall, in his opinion be desirable, he shall have the power to order the contractor to do and the contractor shall do any of the following:

- a) Increase or decrease the quantity of any work up to plus-minus 20% included in the contract.

The quantities indicated are approximate and may vary at the time of execution. The University will exercise absolute discretion for operating all or some items of the schedule

17. The bid shall be decided on the bids of the bottom total as prescribed in the financial bid.



✓
01/12/2023



Annexure -I

PRICE BID

<u>Webex Education Bundle (100 Licenses/ Hosts with 1000 participants each for 01 year)</u>				
Sl.No	Part Code	Description	Qty	Rate for 100 licences
1	A-SPK-EDU	Collaboration Flex plan for Education	01	
1.1	A-SPK-EDUEC-CM_M	Cloud Meetings		
1.2	A-SPK-EDUEC-TEC	Toll Employee Count		
1.3	A-SPK-EDU-HUB-PRO	Pro Pack for Cisco Webex Control Hub(1)		
1.4	SVS-SPK-SUPT-BAS	Basic Support for Cisco spark		
1.5	A-SPK-EMP-RMSTG-X	Included file Storage(1)		
1.6	A-SPK-VOIP	Included VoIP(1)		
1.7	A-SPK-EMP-WXSTG-X	Included Cisco Webex Storage		
1.8	A-SPK-ND-SR-X	Cisco Spark Devices registration		
1.9	A-SPK-M3MCTCECSC	Cloud Meetings/Cloud User Message Entitlement		
1.10	A-FLEX-EDGAUD-USER	A-Flex Webex Edge Audio		
1.11	A-SPK-US-TA-AB	Audio Broadcast (1)		
Total amount				
<u>GST (as applicable)</u>				
Total Amount Including GST				
Total Amount Including GST (In Words)				

Name of the Firm: _____

Seal of the Firm: _____

Contact No : _____

Authorized Signature: _____

