



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Allahabad-211015 (U.P.) INDIA

Ph.: 0532-2922025, 2922067, Fax : 0532-2430006, Web : www.iiita.ac.in, E-mail : contact@iiita.ac.in

Ref no. IIIT-A/ENQ/Purchase/754/1075/2020
Date: 15/08/2020

Enquiry Letter

M/s.

.....

Ph. No.:

**Sub: Quotation for purchase of CISCO WebEX Education for Online Studies from OEM
Authorized vendors.**

**Enquiry issue date: 15/08/2020
Last submission date: 24/08/2020 upto 12:00 Noon
Opening of Bid: 24/08/2020 at 4:00 PM**

Dear Sir,

Institute intends the purchase of "CISCO WebEX Education for Online Studies" at IIIT-Allahabad for which quotations are invited as per details given in below:

S. No.	Line Number	Part Number	Description	Qty.	Unit Rate (Rs.)	Amount (Rs.)
1	1	A-SPK-EDU	Collaboration Flex Plan for Education	1		
	Initial Term - 12.00 Months					
	1.1	A-SPK-EDUEC-CM-M	Cloud Meetings	100		
	1.2	SVS-SPK-SUPT-BAS	Collaboration Support Services - Basic Support	1		
	1.3	A-SPK-EMP-RMSTG-X	Included file storage (1)	52400		
	1.4	A-SPK-EMP-WXSTG-X	Included Cisco WebEx Storage	50		
	1.5	A-SPK-ND-SR-X	Cisco Spark Devices upfront purchase registration	120		
	1.6	A-SPK-M3MCTCECSC	Cloud Meetings/Cloud User Message Entitlement	12120		
	1.7	A-SPK-EDU-VOIP	Included VoIP for EDU (1)	1		
Total Amount -						
Taxes (GST @5% against exemption certificate)-						
Grand Total (after round off)-						

You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions warranty/guarantee (as applicable) etc. upto **24/08/2020, 12:00 Noon**. Quotations duly sealed may be dropped in the tender box placed in the office of the Joint Registrar (Store & Purchase), IIIT-Allahabad. Basic rate, taxes and freight charges etc. must be quoted separately, F.O.R destination at IIIT-A, Deoghat Jhalwa, Prayagraj. **Kindly mention enquiry number, subject, due date, contact address etc., on your quotation. Incomplete quotation will not be accepted.**

Quotation should be addressed to **Joint Registrar (Store & Purchase), IIIT-Allahabad, Deoghat Jhalwa, Prayagraj-211015**. Kindly quote your rates for the supply of these items as per below mentioned specification:

5/

i) Eligibility criteria :

1. The firm should be an Original Equipment Manufacturer (OEM) or authorized service provider of the OEM for specific license (attach documentary proof). The Tender Specific authorization issued by the OEM must be valid and enclosed.
1. OEM/Authorized Agencies should have experience in developing similar portal for other clients (proof of document).
2. Provided services in Govt. Organization/Educational Institution with the minimum work order value of Rs. 2.00 lakh (copy of the work order along with successfully completed Project feedback/report should be attached.)
3. Adequate number of Technical Personnel on its Pay Rolls for the purpose.
4. All necessary registration, OEM certifications and documents signed by the Director or head of the organization.
5. Minimum turnover of Rs 20.00 lakh Per Annum. Start-ups will be exempted on production of relevant certificate. (Attach balance sheet for three last years).

ii) Details of the Scope of Work

A. Learning Platform with the following:

- a) Should support upto 1000 participant per meeting.
- b) Webinar facility (with Recording facility)
- c) Live classes (with Recording facility)
- d) Discussion Forum
- e) Chat Box
- f) Groups can be created in particular field/ trade
- g) User's Manual for participant
- h) Compatible with all kind of Mobile handsets/Laptops/ Desktops/ Windows
- i) Firm/ Vendor should mention in the proposal that what type of license, certificates, software, hosting Server will be used/referred/procured in the development of the e-learning platform for the data security purpose.

iii) Payment Terms:

1. 90% payment will be released only on satisfactory installation & activation of software at user end as per scope of work as certified by officer in charge (Network and Maintenance) of the Institute and after providing GST invoice. Remaining 10% will release on after receiving of Performance security.
2. Payment will be paid only if required SLA as mentioned in scope of work is met.
3. No interest is payable on the PBG. In case the bidder is not able to execute the work as per terms, EMD/PBG shall be forfeited. PBG will be realized by IIT-A in case of termination of the contract for unsatisfactory performance and/or non performance of the contract.
4. Lowest bidder should have to furnish Performance Security of equivalent to the 5% total amount through RTGS/NEFT within 15 days after receiving of work order, Institute's Bank account is as below:

Account Name : IIT A EMD And Security Deposit Account
Bank name : Punjab National Bank
Address : Pipalgaon Branch, Allahabad, Prayagraj
Account No. : 8636000100031943
IFSC Code : PUNB0863600

However, the Performance Security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee from any of the Commercial Banks. Performance Security should remain valid during License period. **No interest shall be paid on Performance Security.** The Performance Security will be forfeited by order of the Competent Authority in the event of any breach or negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance.

iv) Terms and Conditions :

1. FOR destination, IIT-Allahabad.
2. Enquiry/tender must be quoted in prescribed format on the letter head of the firm/vendor, otherwise quotation may be rejected.
3. Rate quoted by the firm should not be higher than the MRP/prevaling market rate.
4. Quotation received by firm OEM bidder is an authorized partner or service provider/Channel Partner a valid agency - ship (MAF specific to this enquiry) to quote on behalf of OEM.
5. Quoted rate should be valid at least for 60 days from the last date of submission.
6. Supply & Installation must be completed within 10 days from the receipt of the Purchase order. If, the supply delayed beyond the stipulated time of completion penalty of 1% per week of total cost may be imposed at the discretion of competent authority. The penalty may be upto 10% of the total cost.
7. IIT-A does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or apart without assigning any reason.

8. The firm should have their own test and repair facility with certified engineers.
9. The status as on date for selling of product may and scrutinize examine by the Committee.
10. Vender should submit copy of GSTIN registration certificate with quotation.
11. Bidder should provide details of its support, certification to this effect from the OEM.
12. Tenderer should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on IIIT-A website www.iiita.ac.in. Intending tenderers are advised to visit www.iiita.ac.in for regular update, if any, till the closing date of tender for any corrigendum/ addendum/ amendment. IIIT-A will not be responsible for ignorance of corrigendum.
13. May feel free to contact Purchase Section through E-mail-info.purchase@iiita.ac.in (Ph. No. : 0532-2922051) for other queries.
14. Kindly quote your Income Tax PAN No./GST No. etc. on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
15. All disputes are subject to Jurisdiction of Allahabad Courts, Prayagraj.


Joint Registrar (S&P)

Read and accepted

Signature & stamp of Bidder or
Authorized Signatory