

MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR

NOTICE INVITING TENDER

MNLUN/ADMIN/CWMS/2023-24/03

INVITING QUOTATION FOR CISCO WEBEX MEETING SUITE OF EDUCATIONAL LICENCE OF RENEWAL OF HOST LICENCE

Maharashtra National Law University, Nagpur, invites sealed Quotation from original Software developer (OSD)/its authorised educational partners/channel partners/solution providers/ companies/firms/service provider for **Cisco Webex Meeting Suite of Educational Licence of Renewal of Host Licence**. Document may be downloaded from the University Nagpur website from September 7, 2023. The prescribed Document fee and Earnest Money Deposit (EMD), as mentioned in the Short Tender document, shall be sent with your offer through Demand Draft (DD) drawn in favor of “**The Registrar, Maharashtra National Law University Nagpur**”, payable at Nagpur. The envelope containing the documents as above should clearly mention sender’s name address, telephone number and e-mail address, along with website if any, and superscribed **Cisco Webex Meeting Suite of Educational Licence of Renewal of Host Licence**. Any amendments in the Short Tender will be available on the above mentioned website. Duly filled-in documents must be submitted to the Office of **the Registrar, Maharashtra National Law University, Nagpur** Waranga, PO: Dongargaon (Butibori), Nagpur 441108 Maharashtra, India by Speed Post/RPAD or by-hand, on or before **September 21, 2023 up to 05:00 pm**.

Issue date	September 07, 2023
Last date of submission	September 21, 2023
Earnest Money Deposit (EMD)	Rs.10,000/-

A). Terms & Conditions:

Sealed Envelope

Tenderer /Bidders shall submit the following documents along with their tender

- a) Scan copy of Establishment License with proper renewal date of local Govt. Authority
- b) Scan copy of Proprietary certificate/Partnership Firm Agreement/Company Memorandum
- c) Scan copy of PAN Card
- d) Scan copy of GST Registration Certificate
- e) Scan copy GST paid latest challan
- g) Should have direct support centers at Nagpur. In case of support through service partners details of customers supported by the service partners to be attached.
- h) The bidder should submit past work order/Purchase of the similar type of requirements with work completion certificate from any Government /public / private organization.
- i) The turnover during the last 3 years put together (2020-21,2021-22,2022-23)
- J) Technical specification should be mentioned on their company letterhead.

Instructions to Bidders

1. The bidders are requested to read the bid document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the bidding process.
2. The quotations received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay, the University will not be responsible. The offer Submitted Fax/Email shall not be considered and no correspondence will be entertained in this matter.
3. Earnest Money Deposit (EMD) must accompany the offer as mentioned in this document. Offers received without the requisite fee shall be summarily rejected.
4. Do not change this document. Any change/s made in the document by the bidder will lead to disqualification. Bidders are required to sign and submit all the pages of this document and all other required supporting documents.
5. The bids will be evaluated as per specifications laid down for each item proposed for purchase. The bids which will not conform to prescribed specifications and terms and conditions of tender, will not be accepted.
6. Any Government / Government agency / Banks / Financial Institutions in India should not blacklist the Bidder during the last 5 years. Self-declaration to that effect should be submitted along with the technical bid.
7. One-year on-site warranty and call on technical support required.
8. If services is not as per specification, it will be returned to Vender for replacement.
9. Income Tax/GST will be deducted at source as per Government Rule. The quotation therefore should include the amount with GST.
10. Software driver CD and installation manual to be supplied at the time of delivery.
11. No transportation and carriage charges will be paid for delivery / installation of the equipment(if any).
12. No extra charges other than quoted price will be entertained. The total quoted price/amount must be in written in figures as well as words.
13. If any of the facilities provided by the vendor is not found acceptable to the University, the University has the complete right to reject the facilities without giving any compensation.
14. Work Completion will be checked and verified by University IT Technical Person.
15. Rates must be quoted in Indian rupees and as per the format specified taxes extra if any must be written separately.
16. Please confirm that the total amount mentioned in the Commercial details. Rates must be quoted FOR basis (including Freight charges, Insurance, installation etc.)
17. GST or any other taxes as per Govt. norms shall be applicable from time to time.
18. Incomplete and conditional Quotation (s) will not be accepted. Price bid must be signed by your authorized representative bearing Company Stamp. Bidder's signature is Mandatory.
19. In the event of receiving more than one Financial Bid quoting the same amount, the final selection of successful bidder shall be made in the following manner: -
 - i) The one with the highest Average turnover during the last 3 years (2020-21,2021-22,2022-23);
 - ii) If more than one bid having the same Average turnover, then the earliest one registered with body of law;
 - iii) If more than one bidder had been registered on the same day, then by "draw of Lots".

20. No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
21. The rates quoted must be valid for 90 Days from the date of opening of bids, The Bidders should be ready to extend the validity, if required.
22. Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.
23. In case, the successful bidder shows inability at any stage, after the supply / contract is finalized and the supply order / work order is issued, for whatsoever reason(s), to honour the supply / contract, the earnest money /performance security deposited would be forfeited.
24. **Liquidated Damage:** If the bidder fails to deliver the required licenses in the above mentioned period and place, the penalty @ 1% per week of the total order value subject to the maximum of 10% of total order value will be deducted.
25. RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of the supplier/firm/agency.
26. Rates once finalized will not be enhanced/reduced during the currency of the contract.
27. The firm/agency may satisfy the following conditions and attach a self-attested copy of the same with the quotation: - Firm shall be registered with the Government of Maharashtra / Central Government. - The firm shall have valid GSTIN and IT PAN.
28. The University is National importance engaged in Education and Research the Bidders/Vendors shall give /offer a special **Educational discounts** on quoted rates.
29. The University reserves the right to increase or decrease the quantity. The decision of Quantity of material in the University will be final in this regard.
30. The Vendor/Bidder shall furnish information of the Client list.
31. **Delivery Period** –Within 4-5 days from the date of receipt of the order. Goods shall be supplied/delivered by the Vendor/Bidder at the University free of cost on working days. Delivery of material as per specification.
32. **Payment Terms:** Payment will be only after satisfactorily commissioning and after inspection by the University. The vendor will be required to submit the bills in triplicate along with the delivery memo.
33. The University reserves the right to reject any quotation or part or the whole of the inviting quotation process without assigning any reason. The decision of the University will be final in this regard.
34. Quotations must be in the enclosed prescribed Performa on the letterhead of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, in case of signing of the quotation by the authorized representative letter of authorization must be attached with the quotation. The Quotation should be submitted at following address:

**The Registrar,
MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR,
Waranga, PO: Dongargaon (Butibori),
Nagpur-441108, Maharashtra, India.
Tel: 0712-2812605, +91 7410094602**

Pre-Qualification Criteria:

- a. The supplier/ firm must be either original software developer (OSD) or its authorized educational partner's/ channel partner's/ solution providers.
 - b. If bids are submitted by the authorized educational partner's/ channel partner's/ solution providers, they are essentially required to submit valid authorization certificate/LP/MAF with above mentioned tender no. from the OSD, failing which their bids shall be rejected.
 - c. An undertaking is also essentially required stating that the OSD will facilitate the bidders/ on a regular basis with technology/product updates/hardware/software support and any kind of support necessary to ensure smooth functioning and security requirements for the entire duration of the contact period.
1. In the event of any dispute or difference arising under this contract, the decision of the Vice-Chancellor, MNLU Nagpur shall be final and binding on both the parties.
 2. The Court of Jurisdiction shall be Nagpur for all such purposes.

B). Special Terms &Conditions:

Bidder/Vendor must quote the product as per specification provided in Price Bid.



REGISTRAR

ANNEXURE-I

BID FORWARDING LETTER

(To be uploaded on letterhead of the bidder as per this format only)

Date:

To

**The Registrar,
MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR,
Waranga, PO: Dongargaon (Butibori),
Nagpur-441108, Maharashtra, India**

**Sub: Cisco Webex Meeting Suite of Educational Licence of Renewal of Host Licence
Against the MNLUN/ADMIN/ Cisco/2023-24/03.**

Sir,

I/ We hereby confirm and declare that I/We have carefully studied the tender documents therein and undertake myself/ ourselves to abide by the terms and conditions laid down in the tender document.

I/We also keep the offer open for 90 days from the date of opening of bid.

Yours faithfully,

(Name & signature with stamp of the bidder)

ANNEXURE-II

SELF-DECLARATION ABOUT NON-BLACK-LISTING

(To be uploaded on letterhead of the bidder as per this format only)

Date:

To

**The Registrar,
MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR,
Waranga, PO: Dongargaon (Butibori),
Nagpur-441108, Maharashtra, India**

**Sub: Cisco Webex Meeting Suite of Educational Licence of Renewal of Host Licence
Against the MNLUN/ADMIN/ Cisco/2023-24/03.**

Sir,

In response to tender under reference, I/ We hereby declare that presently our firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our firm is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in past three years from the last date of submission of bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our performance security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Yours faithfully.

(Name & signature with stamp of the bidder)

CHECK LIST

Sl No	Description	Submitted	Remark
1.	Scan copy of Establishment License with proper renewal date of local Govt. Authority	Yes / No	
2.	Scan copy of Proprietary certificate/Partnership Firm Agreement/Company Memorandum	Yes / No	
3.	Should have direct support centers at Nagpur. In case of support through service partners. details of customers supported by the service partners to be attached.	Yes / No	
4.	The bidder should submit past work order/Purchase of the similar type of requirements with work completion certificate from any Government /public / private organization	Yes / No	
5.	Self-Declaration About Non-Black-Listing (ANNEXURE-II)	Yes / No	
6.	Bid Forwarding Letter (ANNEXURE-II)		
7.	EMD / NSIC/MSME registration certificate (Valid and active licensee certificate up to date)	Yes / No	
8.	Copy GST Certificate of company	Yes / No	
9.	Scan copy GST paid latest challan	Yes / No	
10.	Copy PAN card of company	Yes / No	
11.	Original Equipment Manufacture certificate / Authorization Certificate from the manufacturers	Yes / No	
12.	Original catalogue of Goods	Yes / No	
13.	Technical specification should be mentioned on their company letterhead.	Yes / No	
14.	Performance certificates from customers or List of customers	Yes / No	
15.	Tender validity period	Yes / No	
16.	Price Bid in PDF format	Yes / No	
17.	Any other information	Yes / No	
18.	The turnover during the last 3 years put together (2020-21,2021-22,2022-23) (Document as a Proof)	Yes / No	
19.	Bank Details	Yes / No	
a)	Bank Name		
b)	Branch Address		
c)	Account Number		
d)	Type of account		
e)	(current/saving) MICR No.		
f)	IFSC Code		

Proof of all documents (scanned copy) must be numbered and attached with tender document.

[On the letterhead of firm]

PRICE BID FORM

To,
Registrar
MNLU, Nagpur

Dear Sir,

I/We submitted
“Quotation for **Sub: Cisco Webex Meeting Suite of Educational Licence of Renewal of Host Licence Against the MNLUN/ADMIN/ Cisco/2023-24/0.**

.I/We thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected out rightly.

I/We hereby offer to supply at the following rates.

Sr.No	Part Number	Description	Qty	Total Price(Rs.)	Qty	Total Price(Rs.)	Qty	Total Price(Rs.)
1	A-FLEX-3	Collaboration Flex Plan 3.0	1		1		1	
2	SVS-FLEX-SUPT-BAS	Basic Support for Flex Plan	1		1		1	
3	A-AUD-VOIP	Included VoIP (1)	1		1		1	
4	A-AUD-EDGEAUD-USER	Webex Edge Audio (1)	40		75		100	
5	A-AUD-TOLLDIALIN	Meetings Toll Dial-In Audio (1)	40		75		100	
6	A-FLEX-NU-SUITE-E	NU Wbx Suite NU Cloud Meetings NU Cloud Calling and Events 1 k EDU	40		75		100	
7	A-FLEX-C-PRO	Webex calling Entitlement	40		75		100	
8	A-FLEX-P- CALL	Prem to webex calling /UCM Cloud	40		75		100	
9	A-FLEX-C-DEV-ENT	Cloud device Registration Entitlement	40		75		100	
10	A-FLEX-NBR-STG	Webex Cloud Recording Storage Entitlement	40		75		100	
11	A-FLEX-FILESTG-ENT	File Storage Entitlement	800		1500		2000	
12	A-FLEX-PROPACK-ENT	Pro Pack for Cisco Control Hub Entitlement	60		75		100	
13	A-FLEX-MSG-NU-ENT	Messaging Named User Entitlement (1)	60		75		100	
14	A-FLEX-MSTE-NU-ENT	Meeting Suite named user Entitlement (1)	60		75		100	
15	A -FLEX-ERC	Emergency Response Center Call fee per location search US	1		1		1	
16	A-FLEX-EDU-CUST	Education Customer	1		1		1	

- i) 1000 participants per host and unlimited online training, online class sessions, events, meetings & webinar sessions.
- ii) High definition Video Integrated Audio with Telephony, and Voice Over IP conferencing and recording.
- iii) Deliver interactive training anywhere
- iv) Manage breakout sessions, registration and reporting, generate attendance reports
- v) Mobile support, single sign-on.
- vi) Polls, attendee feedback, attention indicator, manage hands-on labs, integrated test engine, etc.
- vii) Support cross-browser like Chrome, Internet Explorer, Microsoft Edge, Firefox, Safari, etc.
- viii) 24 x 7 support services and assistance with toll-free & email support
- ix) Integrate it with YouTube for live Broadcast, etc.

Note: -

- The bidder must quote their quotation only in above said format on the letter of firm otherwise quotation will be REJECTED. Catalogue must be attached with quotation for technical evaluation.

(Signature of Authorized Person) _____

(Name) _____

Name of Firm/Company/Agency _____

Phone No. _____

Email: _____