



टाटा सामाजिक विज्ञान संस्थान  
**Tata Institute of Social Sciences**  
(Govt. of India funded Multi-campus Deemed University under section 3 of the UGC  
Act, 1956)  
Off – Campus, Hyderabad

**NOTICE INVITING E- TENDER**  
**e-Tender No.: TISS/HYD/OS/2019/DEC11**  
**Name of Work : e-Tender for WINDOWS OPERATION SYSTEM For Hyderabad**  
**Campus**  
**(Only Through Online e-Tendering Mode )**

TISS E-TENDER/E-PROCUREMENT WEBSITE :  
<https://www.tenderwizard.com/TISS>

Date: 10/12/2019

TISS invites **Online** bids under single stage, two bid systems from eligible bidders for the following tender :

**e-Tender for IT Equipment /Materials For Hyderabad Campus**

Details of tender(s) i.e. Estimated Cost, EMD, Tender Fees, Time limit etc. is available on TISS e-Procurement Website at <https://www.tenderwizard.com/TISS> & <http://www.tiss.edu/careers-tenders/>

SL	Events to be decided	:	Date (suggested)	Timing
1	Date of Tender Notification	:	11 <sup>th</sup> December, 2019	02.00 p.m.
2	Last date of submission of the tender Online	:	20 <sup>th</sup> December, 2019	04.30 p.m.
3	Date of Opening the bids Online	:	23 <sup>rd</sup> December, 2019	11.30 a.m.
4	EMD (Refundable without interest) & e-Tender Processing Fees	:	(NO EMD). e-Tender Processing Fees are applicable( Non- Refundable)	

*Please note that the Institute will place the order to the supplier/vendor/agency, who stands the lowest considering overall cost of the items (Total Cost of the Tender based on the listed items).*

For further details please visit <[www.tiss.edu](http://www.tiss.edu)> or <<https://www.tenderwizard.com/TISS>>. Tender documents can be downloaded from the Website of TISS e-Procurement Website : <https://www.tenderwizard.com/TISS> or [www.tiss.edu](http://www.tiss.edu) . Tenders received without tender document fee and EMD will be rejected.

**Note : The Cost Of Tender Fees , EMD & Tender Processing Fees should be pay through online only on portal through Debit Card/Credit Card/ Net Banking . The e-Payment Gateway are available on TISS e-Procurement Site . No Physical D.D. accepted .**

**Standard e-Tender Terms & Conditions For TISS e-Procurement .**  
**TISS e-Procurement Website are : <https://www.tenderwizard.com/TISS>**

1. The details of tender notification can be downloaded from [www.tenderwizard.com/TISS](http://www.tenderwizard.com/TISS) under "**Tender of TISS**" link in the homepage.
2. Vendors should obtain the USER ID and PASSWORD from [www.tenderwizard.com/TISS](http://www.tenderwizard.com/TISS) by clicking on "**Enrolment**" link in the homepage.
3. The Vendor registration fees has to be paid to ITI Ltd for Rs. 2360/-. Using the e-Payment link provided at the time of registration, and the mode of payments are Credit Card, Debit Card and Internet Banking. Vendor Registration is Valid for 1year.
4. For further details on e-Tender participation, please contact ITI Help desk on :
  - Telephone: 080-49352000 (Bangalore) .
  - Sanjay KC – Mumbai & Maharashtra (09665721619) E-Mail Id : [sanjay.kc@etenderwizard.com](mailto:sanjay.kc@etenderwizard.com)
  - Bangalore Off. E-Mail Id: [harishkumar.kb@etenderwizard.com](mailto:harishkumar.kb@etenderwizard.com), [ambasa@etenderwizard.com](mailto:ambasa@etenderwizard.com).
5. Tenders should be submitted only through e-Tender portal and obtain the Tender Acknowledgement copy as a proof of successful submission.

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**INFORMATION & INSTRUCTIONS TO THE BIDDERS**  
**FOR USING ONLINE ELECTRONIC TENDERING SYSTEM (eTS).**

Special Conditions & instructions for using online Electronic Tendering System through portal (website) <http://www.tenderwizard.com/TISS> adopted by Tata Institute Of Social Sciences , Mumbai .Vendor Registration Fees Rs.2,000/-+ 18%(GST) through e-Payment Gateway on TISS e-Procurement Portal i.e., <https://www.tenderwizard.com/TISS>

**Note : The e-Payment Gateway are available on e-Procurement Portal for making the Online Vendor Registration Payment.**

Bidders are required to Enrol for Vendor Registration on the TISS e-Procurement Tender wizard Portal

(URL: <https://www.tenderwizard.com/TISS> ) by clicking on the link "**Enrolment**" on the home page of e- Portal which is chargeable. (Rs.2000/- + GST(18%)(Non-Refundable ) to be paid online by e-payment gateway).

The bidders are required to submit soft copies of their bids electronically on the TISS Tender Wizard e-Procurement Portal, using valid Class III Digital Signature Certificates. The step by step instructions about e-Tender Process are given in "Vendor Help Manual "

Class III Digital Signature Certificate are mandatory for e-Tender /e-Procurement .

**Note : e-Tender Processing Fees are applicable on Per Tender Per Vendor .**

**Once tender requested by vendor on portal then system will show the Tender Processing fees which should be pay by vendors ( Non-Refundable)**

**Note : Information about e-Procurement Portal.**

More information useful for submitting online bids on the NIA e-Procurement Tenderwizard Portal may be obtained at: <https://www.tenderwizard.com/TISS> . **N.B:** Bidders can download the Vendor's manual by visiting on home page of TISS e-Procurement Website : <https://www.tenderwizard.com/TISS> . **KEY INSTRUCTIONS for BIDDERS** by clicking on **“Latest Circulars/Formats/Help Manuals/Faq”**. **The complete Step by Step “Vendors Help Manual For e-Procurement / e-Tendering Process , Vendors Registration Process , System Settings Requirements & JAVA Settings Manuals , e-Payment Guidelines” & “Digital Signature Certificate Process”** this details are available on TISS e-Procurement Website for e-Tenders.

**Note:** Online Support / Web Support / E-Mail Support / Phone Support are also available for Bidders as well as Department Officials . Online support through “Team viewer” , “Ammy Admin “ Or “Any Desk” Remote software only. For Downloading this software , the downloading software links are available on home page of TISS E-Procurement Site.

Deputy Registrar (P & A)

### **ACTING REGISTRAR**

Place: Mumbai

Date:

#### **Terms & Conditions With Eligibility Criteria :**

1. FREE DELIVERY AT THE INSTITUTE'S PREMISES IN MUMBAI CAMPUS:  
PLACE OF DELIVERY : HYDERABAD TISS Off-Campus
2. PRICES SHOULD BE INCLUSIVE OF GST IN PERCENTILE
3. PLEASE PROVIDE GST NUMBER AND NEFT CODE WITH BANK DETAILS
4. BREAK UP OF INDIVIDUALS COST OF ITEMS SHOULD BE PROVIDED
5. IF ANY HIDDEN CHARGES, KINDLY SPECIFY. THIS INCLUDES MENTIONING INSTALLATION CHARGE ALSO AND PRODUCT SHOULD BE INSTALLED
6. QUOTATION SHOULD BE VALID FOR SIX MONTHS QUOTATION WILL BE OPENED ON THE NEXT WORKING DAY OF DUE DATE AT 11.30 HRS
7. PAYMENT WILL BE INITIATED AFTER 30 DAYS FROM THE DATE OF INVOICE

**Documents to be Uploaded & Hard Copies to be sent to:**

Devansh Varma  
System Administrator  
Tata Institute of Social Sciences  
Hyderabad Off-Campus, K.B. Sainik School Premises  
Turkayamjal, Ranga Reddy Dist.,  
Hyderabad – 501510, Telangana  
Mo: +91 9014193939  
email: [devansh.varma@tiss.edu](mailto:devansh.varma@tiss.edu)

**Documents to be Uploaded & Hard-copies:**

1. Shop & Establishment / Certificate of Registration
2. Manpower Strength
3. No. of Branches (Different Geographical Areas)
4. GST Registration Certificate
5. SSI/MSME Registration/ Udyog Aadhar Registration Certificate
6. Copy of PAN Card
7. List of Clients (Govt. & Non-Govt)
8. List of Products/Goods & Services
9. Three Consecutive Year's Audited Balance Sheet & Income Tax Return/Annual Turnover
10. Photo-copies of any two recent MOUs or Purchase Orders with similar organizations
11. Bank Details (Cancelled Cheque)
12. Copies of any two Offer Letters issued by any organization of similar tenders

Also hard copies of the aforesaid documents are to be submitted to the Section Officer, Purchase & Stores Section, V.N. Purav Marg, Deonar, Mumbai-400 088.

**Technical Bid Forms With Eligibility Criteria : ( The below forms are available on e-Tender Website , the documents scan copies should be uploaded online also)**



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**FORMAT OF PRE-QUALIFICATION BID : TENDER PROFORMA TO BE FILLED IN BY THE TENDERER .**

<b>Name Of The Tenderer</b>		
<b>Sr. No.</b>	<b>Required Information (QUERY)</b>	<b>ANSWER / REMARKS</b>
1	Name and Address of Bidder	
2	PAN/TAN Service Tax Registration Cert.	
4	<i>GSTIN Details</i>	
6	Registered Address	
9	Address for all communications during the execution of project	
10	Name of Contact Person(s) with contact numbers and e-mail ID	
11	Annual Turn-over and Profitability ( PQ-1) CA certificate in support to be enclosed . Same Scan Copies Should be uploaded online.	
	Turnover :	
A	2016-2017	
B	2017-2018	
C	2018-2019	

	Profit :	
A	2016-2017	
B	2017-2018	
C	2018-2019	
12	Type of Firm Deed of constitution/ registration certificate to be enclosed (Scan Copy Should be uploaded online)	
13	No. of years in existence	
14	Experience in supplying and maintaining mentioned products in tender Work Orders copies to be enclosed. ( Min 3) (Scan Copy Should be uploaded online)	
15	Whether authorized partner of Microsoft for Windows OS & MS Office. Please enclose authorized certificate and authorization letter from Microsoft . (Scan Copy Should be Uploaded Online)	
16	No. of Microsoft certified resources. ( Enclose Name of engineers and certification details ) (Scan Copy Should be Uploaded Online)	
	<p>I /We declare that I/We have examined the terms and conditions mentioned in the Bid document and accordingly agree and accept the same for tender/bid filing.</p> <p>Seal of the firm/company Authorized Signature of the Representative of Bidder</p> <p>Tenderer Date:</p> <p>The above tender cum bid format should be typed on the official letter head of the bidder. Separate sheet is to be enclosed if the space provided is not sufficient for the data to be provided. List of enclosures should be attached with the bid form.</p>	
<b>2. QUALIFICATION CRITERIA OF THE BIDDER</b>		
a)	Bidder can be a proprietary or Partnership Firm or Pvt. Ltd. or limited company. (Deed of constitution/ registration certificate to be	

	enclosed in pre-qualification bid	
c)	The Bidder should preferably be established and functioning in and around any city having valid licenses/sanctions and experience in this field for a minimum period of five years	
e)	The Bidder should be Microsoft Authorised Education Partner.( Microsoft Authorised Education Partner Certificate and Authorisation letter from Microsoft to be enclosed)	
f)	Bidder should have at least 5 Microsoft certified resources on their rolls.(Supporting documents for fulfilling the qualification criteria will have to be submitted in Pre-Qualification bid.)	
<b>Note:</b>		
<b>Instructions To Bidders :</b> The above Technical Bid sheet allow only enter the "Answer/Remarks" in above "Coloured Blue Cells" only .The bidders can quote and allow only in above "Blue Cells" . The Bidders should have to mentioned the Name Of The Bidder in above Blue Cell only.		
<b>"This is Electronic Spread Sheet Signature Is Not Required"</b>		

**Note:** Vendors Should have to submit the hard copies of uploaded Technical Bid Documents at concerned TISS office . The Vendors can send through courier of Technical Bid Documents at our office.

**Price Bid Form/ Financial Bid Form :** ( The below price bid forms are available on TISS e-Tender Website , the vendors needs to login and download the same from website and fill and upload it the filled price bid form online only )

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**Name of Work: e-Tender for IT Equipment /Materials For Hyderabad Campus**

**Tender No :- TISSITEQUIPMENTHYD2019-20**

**E-QUOTATIONS (P &S) : The following IT equipment are required at the Hyderabad campus for effective delivery of our critical academic activities.**

**Name Of The Bidder ( Mandatory):**

SL	ITEM DESCRIPTION	Number of licenses/ Product	Cost Per Licence / Product	GST AMOUNT (Manually )(Amount In Rs.)	CGST / SGST % Break-Up Details ( GST %(CGST+SGST)	TOTAL AMOUNT
1	Windows operation system: Windows 10 Education volume licenses (for Computer Lab)  The computer lab has sufficient number of Desktops with adequate hardware configuration	30				0.00
2	Microsoft Office 2019 Word, Excel and PowerPoint Volume Licenses – Education. (for Computer Lab)	30				0.00

**Note: PLACE OF DELIVERY :**

Devansh Varma

System Administrator



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Hyderabad – 501510, Telangana  
Mo: +91 9014193939  
email: [devansh.varma@tiss.edu](mailto:devansh.varma@tiss.edu)

**Instructions To Bidders : The above BOQ sheet allow only enter the "Rate In Figures" in above "Coloured Blue Cells" only .The bidders can quote and allow only in above "Blue Cells" . The Bidders should have to mentioned the Name Of The Bidder in above Blue Cell only.2.Bidders Should have to quote GST Amount In Rupees In " E " Blue Cells and Provide the % Details Breakup in " F " Cell Column**

**For further clarifications, please contact:**

**Devansh Varma**  
System Administrator  
**Tata Institute of Social Sciences**  
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