



Ref. No NIDH/IT/20-21/Tender/05/3385

Date 16<sup>th</sup> August 2021

To,

The OEM/ Authorized Dealer

.....  
.....  
.....

Dear Sir,

National Institute of Design Haryana intends to purchase the following items for the Institute as per specification and quantity mentioned in accordance with the commodities and terms & conditions below. You are requested to send/handover your sealed quotation latest within 21 days of issue of this letter (i.e 05.09-2021 by 5:00) for supply of following items as per mentioned specification.

Sr. No.	Items description	Unit	Qty.	Rate in Rs.	Amount with GST and other charges in Rs.
1.	Microsoft 365 Apps for Faculty/Enterprises Annual Subscription, par Code: AAA13714  Note: Microsoft 365 Apps for students use benefit <u>at no cost</u> to be provided, Par Code: AAA73057	15 Users			

**GENERAL TERMS AND CONDITIONS**

1. Rate: The rate should be quoted on F.O.R NID Haryana, Inclusive freight, GST & other charges, if any.
2. In case of and discrepancy between the rates in figures and that in words, the rate in would will be accepted as correct.
3. Quality & Specification of Store: The goods offered should conform to the required specification and technical details as specified in Tender. Please attaché the manufacture's broacher of product, if available.
4. The firm/company must be authorized partner/ dealer/ reseller of Microsoft Documents proof to be provided with the quotation.

5. Remote Installation will be the responsibility of the firm/company at No extra cost.
6. The Product will be used for educational purposes. Any applicable academic institutional discount should be offered and stated clearly.
7. Valid license copy and agreement to be provided.
8. The quantities included in the tender can be increased or decreased at the discretion of the Competent Authority, National Institute of Design Haryana.
9. The quotation envelops should be super scribed as "Enquiry No: **NIDH/IT/20-21/Tender/05/3385 Quotation for the purchase of M-365 Apps of faculty**".
10. The quotation envelops should be addressed to "A.O (Purchase section) National Institute of Design Haryana, Govt. Polytechnic, Umri, Kurukshetra-136131"
11. Period of Validity: Offer shall remain valid for acceptance at least for a period of 90 days from the date of receipt of quotation.
12. EXECUTION OF ORDER: Supply should compete within 21 days by the successful bidder from the date of receipt of purchase order.
13. Payment will be made within 21 days after completion of installation commissioning & training to staff.
14. The Institute reserves absolute right to accept or reject any or all the Tender on whole or in part without assigning any reason thereof.
15. The quoted items should strictly be compatible to the in-house facilities available with the Institute.
16. PAN Card details and GST returns of last one year shall be submitted by the bidding firm.
17. The Tax invoice received by the institute should bear the institute GST number along with the GST number of the firm.
18. Incomplete bids in any respect will not be accepted whatsoever.
19. Price escalation of product/services would not be considered for any reason whatsoever by the institute.
20. AMC charges after completion work period should any if requested by the buyer should be quoted.
21. Liquidated Damage: If the supplier fails to deliver any or all of the goods/equipment or perform the services within the time period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damage, a sum equivalent to 0.5% (half percent) of the delivered price of the delayed goods or unperformed services for each week of delay or part thereof until actual delivery of performance, up to a maximum deduction of 10% (ten percent) of the delayed goods' or services' contract price, Once the maximum is reached, the Purchaser may consider termination of the contract, if the same have not been terminated already. Further, during the above-mentioned delayed period National Institute of Design Haryana, Kurukshetra-136131.

22. Dispute Resolution & Arbitration: Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Director, NID Haryana, at Kurukshetra. The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by India Arbitration and Conciliation Act 1996 as amended from the time to time. The cost of Arbitration shall be borne by the respective parties in equal proportions. Arbitration proceedings will be held at Kurukshetra only.

Thanking You,

-Sd-

Administrative Officer

एन आई डी हरियाणा, सरकारी पॉलिटेक्निक भवन उमरी, कुरुक्षेत्र, हरियाणा - 136131 भारत

NID Haryana, Government Polytechnic Building at Umri, Kurukshetra, Haryana - 136131 India

फोन Phone: 01744-278101, 278103 ई-मेल e-mail: info@nidh.ac.in युआरएल url: www.nidh.ac.in