



**IIM NAGPUR**

भारतीय प्रबंध संस्थान नागपुर  
Indian Institute of Management Nagpur

**INDIAN INSTITUTE OF MANAGEMENT, NAGPUR**  
ICT Department, IIM Nagpur, Plot No. 1, Sector 20,  
Mihan (Non-Sez) Nagpur - 441108  
Phone No. – 07122870341  
Email: [itoffice@iimnagpur.ac.in](mailto:itoffice@iimnagpur.ac.in)  
[www.iimnagpur.ac.in](http://www.iimnagpur.ac.in)

### Invitation to Offer

Suppliers Address:  Ph.No.: Email id:	Enquiry Ref. No. IIMN/ICT/2023-24/13	Date of Issue: 15/01/2024
	To reach us before: 05/02/2024; 3:00 PM	Offer Valid up to: 6 Months
	Date & time of opening of bid: 05/02/2024; 3:30 PM at IIMN	Issued by: ICT Department IIM Nagpur

We invite your Quotation for the item/s mentioned below. Please return this form, duly filled in all respects in a sealed envelope so as to reach us on the above address and before the date specified above. Submitting this quotation implies agreement to the terms and conditions mentioned in Appx. 'B'.

SN	Product Description	Unit	Qty (A)	Rate/Unit (B)	GST/Taxes (C)	Total of Unit Price (B+C)	Total Price (A*(B+C))
1	<b>Supply, installation and support of Google Workspace for Education Plus email Licenses qty-500 for one year and extendable to two more years at IIM Nagpur</b> Technical details and product description as per Appx. 'A'	NOS	500				
	<b>For 2<sup>nd</sup> year</b>	NOS	Unit Price				----
	<b>For 3<sup>rd</sup> year</b>	NOS	Unit Price				----
	<b>Grand Total</b>						
	<b>In Words:</b>						

**Note:** The Qty of licenses may vary for 2<sup>nd</sup> & 3<sup>rd</sup> year, therefore the cost will be calculated as per quoted unit price.





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**Appx 'A'**

## **Technical Details:**

**Product Details: Supply, installation and support of Google Workspace for Education Plus email Licenses qty-500 for one year and extendable to two more years at IIM Nagpur**

### **Technical specification:**

Google Workspace- Education Plus licenses with below features,

- 4:1 student-to-staff license ratio, meaning that one staff license will be free for every four student licenses purchase.
- Additional 20 GB of storage per license, which can be pooled together which provide a significant amount of additional storage space.
- Advanced security features to help to create a safe learning environment.
- Plagiarism detection tools to help to ensure that student work is original.
- Big Query analytics to create monitoring dashboards.
- Advanced features in Google Meet, such as 1000 participants, recording, breakout rooms, and live streaming.
- Cloud Search, which provides a powerful search engine that can help students, faculty, and staff to find information quickly and easily.
- Practice sets & YouTube Q&A, which are a new feature in Google Classroom that allow teachers to create interactive assignments that students can complete online.
- Priority support from Google.







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**Appx 'B'**

### **General Conditions and Instruction for Bidders**

1. **All items are to be delivered at IIM Nagpur, Mihan campus.**
2. **Bidder must be enlisted dealer/channel partners/distributer of google services.**
3. Tender-specific Manufacturer Authorization Form (AMF) from OEM must be submitted by the bidder.
4. Bid must be quoted for 3 years with year-wise breakups. L1 will be decided based on the grand total of Unit price with GST. PO will be raised on yearly basis as per the requirement & satisfactory performance.
5. IIMN already has Google Workspace licenses. Existing accounts must be continued seamlessly as part of the Edu Plus migration.
6. IIM Nagpur having the licenses. Additional licenses/benefits offered by the OEM must be added on and above the base number of licenses.
7. Payment should be acceptable as per IIMN purchase rules.
8. IIMN at its discretion, can cancel this 'Invitation to Offer' either in full or part without assigning any reason whatsoever.
9. The bidder must be aware that if the specification of their offered model does not meet with minimum specifications required mentioned in Appx. A shall out rightly be rejected.
10. **Delivery and Installation schedule:** Delivery & installation should be done within 30 days of the issue of the purchase order with a one-week grace period at the discretion of the purchaser. Installation shall be considered complete when the product is in fully functional condition, tested, and commissioned at the designated delivery location(s). Late delivery (LD) is liable to be penalized at the rate of 1% of the total cost of installation order per day s.j. to a maximum of 15%. Further delay beyond 15 days from the scheduled installation date shall liable the order to be cancelled without further notice to the vendor.
11. Bill should be submitted in duplicate on the complete execution of order duly certified by the Institute's authorized representative in respect of the complete installation and making all the units fully functional.
12. **Payment schedule:** Payments will be made on receipt of a complete tax invoice and installation of items in fully serviceable condition to the entire satisfaction of the institute representative.
13. Technical support should be provided 24\*7 for any major scenario. The dealer should have a service support network for the designated product and should be able to provide the rectification of the detects within 24 hours on intimation of the defects during the entire period of subscription.
14. Kindly submit Bank account details along with the bill for payments be NEFT / RTGS or mention the same in the bill [Pl. enclose a cancelled cheque in the bidder's name].
15. The bidder must quote PAN/ VAT No./ GST No. etc. on their quotation, without which the quotation will not be entertained. [Pl. enclose a current valid copy of the documents].
16. Legible copy of all documentary evidence for all supporting documents wherever required should be submitted with the quotation duly stamped and signed by the bidder.





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17. The bid must submit at IIM Nagpur, Plot No. 1, Sector 20, Mihan Campus (Non-Sez), Nagpur – 441108 along with all the pages of this 'Invitation to Offer' duly signed and stamped as a token of acceptance of the terms and conditions of this offer without which the offer shall be rejected.
18. EMD & Tender fee is waived off.
19. Security deposit/performance guarantee is waved off.







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**ANNEXURE – C**  
**PARTICULARS OF BIDDER**

**Supply, installation and support of Google Workspace for Education Plus email Licenses qty-500 for one year and extendable to two more years at IIM Nagpur**

IIMN/ICT/2023-24 /13

dated 15/01/2024

1. Name of the bidder

(a) Trade Name (in Block letters)

(b) Status of the bidder

(Proprietorship/Partnership/LLP/Limited Co.)

(in Block letters)

(c) Name of Proprietor/Partners/CEO/Directors

(in Block letters)

2. Postal Address

3. Telephone No.

4. E-mail / Website address (if available)

5. Bank Draft No, date, Bank name and amount (if applicable)/MSME or NSIC Regn. No.

(a) Tender Fees





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(b) EMD

(c) MSME/NSIC Regn. No. (if applicable)

(Enclose self-attested photocopy)

6. Name of the Banker, Branch Name & address

(in Block letters) (for e-payment purpose)

7. PAN (Enclose self-attested photocopy)

8. VAT No. (if applicable) (Enclose self-attested photocopy)

9. GST NO. (if applicable) (Enclose self-attested photocopy)

10. Trade License/Business License/CIN (if applicable)  
(Enclose self-attested photocopy)

11. Lab. Licence/EPF/ESIC Reg. No. (if applicable)  
(Enclose self-attested photocopy)

12. Any other Relevant Information

(e.g. Number of Years of Experience in similar line of business / Turnover for last Financial year)

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender/quotation/NIT as stipulated in the tender notice No: IIMN/ICT/2023-24/13 dated 15/01/2024. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for Supply, installation and support of Google Workspace for Education Plus email Licenses qty-500 for one year and extendable to two more years at IIM Nagpur.

Date \_\_\_\_\_



Name of the BIDDER \_\_\_\_\_

Official seal of BIDDER \_\_\_\_\_