

INDIAN INSTITUTE OF TECHNOLOGY GOA

At Goa Engineering College Campus
Farmagudi, Ponda, Goa 403401
E-mail: purchase@iitgoa.ac.in

GSTIN: 30AABAI1653D1ZF

PAN: AABAI1653D

TAN: BLRI08261B

Enquiry No: IITGOA/2023-24/004

Date: 23/06/2023

IIT Goa invites sealed quotations in single bid form for the supply of below-mentioned item: -

Sl. No.	Description of Item	Qty
1	Google Workspace for Education - Education Plus (Detailed specifications attached)	700 Nos.

Terms & Conditions: -

1. The quotation must be valid for at least 90 days.
2. The GSTIN should invariably be mentioned in your offer.
3. Kindly attach a compliance certificate along with the technical quote.
4. Prices: Prices should be quoted in INR – F.O.R., IIT Goa basis only.
5. Payment terms: Within 30 days after the delivery and successful installation of items at IIT Goa.
6. Delivery and installation should be made within 4 – 6 weeks of getting a confirmed order.
7. The suppliers shall provide the banking details and their quote on their letterhead duly signed and stamped.
8. Any bidder from a country that shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Department for Promotion of Industry and Internal Trade (DPIIT). This also applies to bidders bidding for finished goods procured directly/indirectly from vendors from the countries sharing land borders with India.
9. Kindly specify the Country of Origin of the goods offered in your quotation.
10. The bidder must be either OEM or authorized dealers or resellers of the original manufacturer of the proposed equipment in India. Both cannot bid simultaneously for the same item/product in the same tender.
11. Quotations shall be submitted in a single bid form;
 - 1) **Technical and financial:** Should contain all the technical details and specifications of the product. It should contain compliance certificates, proprietary certificates (if applicable), other certificates/details, etc., with the price mentioned at the end of the quotation.
12. IIT Goa reserves the right to accept and/or reject any/all bids without assigning any reason in the public interest.

13. For any clarification, you may kindly contact Mr. Amol Kamble (E-mail: amol@iitgoa.ac.in) and the Stores & Purchase Section (email: purchase@iitgoa.ac.in) till 04/07/2023.
14. All sealed quotations must be superscribed with the tender inquiry number and should reach the Deputy Registrar (Stores & Purchase), IIT Goa, at Goa College of Engineering Campus, Farmagudi, Ponda, Goa, 403 401 by 17.00 Hrs on or before 14/07/2023.

Sd/-
Registrar, IIT Goa

Technical Specifications

Table – A – Schedule of Requirement

a.	Google Workspace for Education -Education Plus	Qty.: 700 Student Licenses + 175 Free entitlements (staff licenses)
b.	Valid License copy, Key to be provided along with Super Admin control panel credentials	As above
c.	Migration & integration of Existing users. Requisite Training and Deployment of Licenses w.e.f. 1 st September 2023 in satisfactory mode	As above

Table – B -Technical compliance sheet

sr. no.	Particulars	Whether the Instrument complies with the required specification (Yes/ No)	Remarks
1.	Google Workspace Education Plus One-year Subscription		
2.	Qty.: 700 Student Licenses + 175 Free entitlements (staff licenses)		
3.	Migration & integration of Existing users. Requisite Training and Deployment of Licenses w.e.f. 1 st September 2023 in satisfactory mode		

Table C - Bidder's Eligibility Criteria:

S. No.	Eligibility Criteria:	Complied Yes/No
1	The bidder should be an OEM or Authorized partner of the OEM, and a Letter of Authorization from the OEM (with name, designation, and contact of the issuer) to be submitted by the bidder along with the Bid.	
2.	The bidder must submit the duly completed Manufacturers' Authorization Form (MAF) from Google.	
3.	The vendor will provide the required licenses in the name of IIT Goa and Install and deploy the licenses. During the subscription period, the vendor will provide necessary support and training as and when required.	
4.	The Bidder should give a self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the Annexure-I of ATC.	

5.	The firm should be neither blacklisted by any Central / State Government / Public Undertaking / Institute nor is in any criminal case registered/pending against the firm nor its owner/partners anywhere in India. A duly completed certificate to this effect has to be submitted as per the Annexure II of ATC.	
6.	The Bidder should attach a list of Purchase Orders / Work Orders where a similar type of work was executed during the last three years from the date of publication of the tender. The details, along with the work order and completion certificate , are to be submitted as per the Annexure-III of ATC.	
7.	Audited Balance Sheets of the last three financial years (2019-20 to 2021- 22) must be submitted. Copies of duly signed profit & loss accounts / CA Certificate with UDIN are to be submitted as per the Annexure-IV of ATC.	
8.	Company Details as per the Annexure-V of ATC must be submitted.	

Table D - Other terms and conditions:

S. No.	Description	Complied Yes/No
1	Google Workspace for Education Plus Licenses will be required from 01 September 2023. The bidder has to deploy the required licenses w.e.f. 01 September 2023.	
2.	Conditional bids will not be accepted and shall be summarily rejected.	
3.	The contract shall be initially valid for One year , which can be extended by the Institute at its opinion for a further period of two years (one year each at a time) <u>without any variation in the terms and conditions and the rates</u> , subject to satisfactory performance of the contractual terms and conditions.	
4.	The prospective bidders are requested to submit the financial bid for one year only.	
5.	Payment will be released on an annual basis on satisfactory completion of the work and submission of the mail server admin control panel credentials, Original invoice along with completion report to the Center for IT Services of IIT Goa.	
6.	IIT Goa may issue amendment/corrigendum to tender documents before the due date of submission of a bid. Any amendment/corrigendum to the tender document, if any, issued by IIT Goa will be posted on GeM Portal. For the bidders submitting bids on the downloaded tender document, it is the 'bidders' responsibility to check for any amendment/corrigendum on the website of IIT Goa or check for the same in GeM Portal before submitting their duly completed bids.	

Table E - SPECIAL CONDITIONS OF CONTRACT

Google Workspace Education Plus Specifications	Education Plus	Complied Yes/No
Institution-wide email through Gmail, Allowed number of users	Yes, Any number	
Email, document, photo storage	100 TB pooled storage	
Additional pooled cloud storage	20 GB per user	
Shared calendars	Yes	
Classroom collaboration with Google classroom	Yes	
Storage and collaboration: Drive, Docs editors	Yes	
Sites	Yes	
Maximum number of participants per meeting	500	
Presentations and screen sharing	Yes	
Hand raising	Yes	
Moderation controls	Yes	
Digital white boarding	Yes	
Custom backgrounds	Yes	
Closed Captions, viewer initiated	Yes	
Record meetings & save them to Drives	Yes	
In-domain live streaming	Up to 100K viewers	
Noise cancellation	Yes	
Breakout rooms	Yes	
Polls	Yes	
Q&A	Yes	
Track attendance	Yes	
Video conferencing with Meet	Yes	
Google Vault for e-Discovery and information governance	Yes	
24/7 phone support	Yes	
2-Step Verification	Yes	
Collaboration with trusted external domains	Yes	
Data loss prevention (DLP)	Yes	
Security center: Security investigation tool	Yes	
Set session length for Google services	Yes	
Admin-controlled mailing lists	Yes	
User-controlled mailing lists	Yes	
Junk email filtering and virus blocking	Yes	

Number of Licenses	700 Student Licenses + 625 Free entitlements staff licenses	
Type of License and Support	Subscription for 1 year	

Digital Signature for email feature	Yes	
Change password/Forget password/Password retrieval	Yes	
Deployment options	Cloud	
Custom filtering and content policies	Yes	
Option to disable IMAP/POP access	Yes	
Vault for email/IM e-Discovery and archiving	Yes	
Gmail data loss prevention (DLP)	Yes	
S/MIME encryption for email	Yes	
Gmail log search in BigQuery	Yes	
Malware detection in email attachments (Securitysandbox)	Yes	
Shared drives for teams	Yes	
Advanced Drive auditing and reports (Drive audit log)	Yes	
Drive data loss prevention (DLP)	Yes	
Connected Sheets	Yes	
Originality reports for student assignments	Unlimited	
Peer comparison on originality reports	Yes	
24/7 Technical support and Maintenance	Yes	

Additional Conditions:

1. Specify the additional apps/ Licenses/Benefits offered by the vendor other than above Specifications in Quotation Document.
2. Based on satisfactory performance, these licenses may be renewed at the same price for the next two years.

Additional Terms & Conditions (ATC 1)

(to be printed on Bidder's Letterhead)

ANNEXURE – I

Undertaking

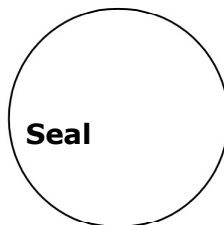
To
The Registrar
IIT Goa
Farmagudi, Ponda,
Goa-403401

Subject: - Supply, installation, and support of Google Workspace for Education plus licenses at IIT Goa.

Sir,

1. I /we hereby submit our Tender for Notice Inviting Bid for **Supply, installation, and Support of Google Workspace for education plus licenses at IIT Goa** along with other required documents.
2. I / We hereby reconfirm and declare that I / We have carefully read, understood & complied with the above-referred tender document, including instructions, terms & conditions, Scope of work (Schedule of requirement), and all the contents stated therein.
3. I /we have gone through all terms and conditions of the tender document before submitting the same.

Date:



Authorized Signatory

Name:

Place:

Designation:

Contact No:

Additional Terms & Conditions (ATC 2)

(to be printed on Bidder's Letterhead)

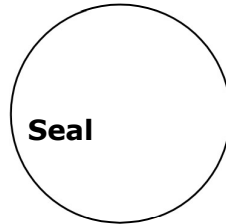
ANNEXURE – II

CERTIFICATE

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered/pending against the firm or its owner/partners anywhere in India.

I also certify that the above information is accurate and correct. If it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated, and the firm may be blacklisted.

Date:



Authorized Signatory

Name:

Place:

Designation:

Contact No:

Additional Terms & Conditions (ATC 3)

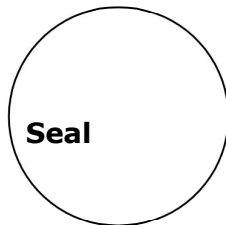
(to be printed on Bidder's Letterhead)

ANNEXURE –III

Work Order Details:

Evaluation Criteria	Name of the Client	Order No. & Date	Amount	Remark
List of Purchase Order / Work Order where the similar type of work executed (along with completion certificate) by you during the last 3 years from the date of publication of tender	1.			Supporting documents are to be attached along with Annexure-III
	2.			
	3.			
	4.			
	5.			
	6.			

Date:



Authorized Signatory

Name:

Place:

Designation:

Contact No:

Additional Terms & Conditions (ATC 4)

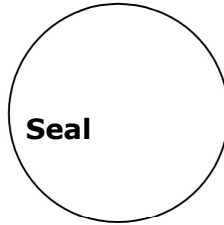
(to be printed on Bidder's Letterhead)

ANNEXURE –IV

Average Annual Turnover Details:

Evaluation Criteria		Remark
Bidder's Annual Turnover from operation for last three financial years 2019-20 to 2021-22	Financial Year	Turnover in Rs.
	2021-22	
	2020-21	
	2019-20	
		Supporting Documents are to be attached along with the Annexure-IV

Date:



Authorized Signatory

Name:

Place:

Designation:

Contact No:

Additional Terms & Conditions (ATC 5)

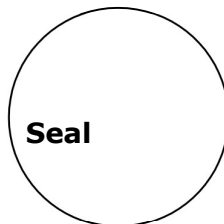
(to be printed on Bidder's Letterhead)

ANNEXURE -V

COMPANY DETAILS

Name of the Company		
Date of Incorporation / Establishment		
PAN Number		
GST Registration Number		
Bank Details	Account Number	
	IFS Code	
	Bank Name	
	Branch Name	
Office Address for Postal Communication		
Authorized Signatory Details	Name	
	Designation	
	Email	
	Phone	
Details of the Technical Contact other than Authorized Signatory	Name	
	Designation	
	Email	
	Phone	

Date:



Authorized Signatory

Name:

Place:

Designation:

Contact No:

UNDERTAKING FOR BID SECURITY

(To be issued by the bidder on company's letterhead in lieu of EMD)

To,
The Registrar,
Indian Institute of Technology Goa,
At GEC Campus, Farmagudi, Ponda – Goa

We, M/s (name of the firm), with ref. to enquiry no.
..... dtd hereby undertake that:

- 1) We accept all the terms and conditions of the tender document.
- 2) We accept that we will not modify our bid during the bid validity period, submit a performance guarantee within the stipulated period and honor the contract after the award of the contract.
- 3) In the event of any modification to our bid by us or failure on our part to honor the contract after the final award or failure to submit a performance guarantee, our firm may be debarred from participation in any tender/contract notified by the Indian Institute of Technology, Goa for one year.

Yours faithfully,

(Signature of the bidder with date and seal)