



Maharashtra National Law University Mumbai

Invitation for Expression of Interest (EOI) for Microsoft Office 365 & Microsoft Windows- 11 Professional Paper License

Application Fees: 1000/- (Non-Refundable)

EOI Opening Date: 15.02.2023

EOI Closing Date: 20.05.2023

Interested suppliers may visit the Website www.mnlumumbai.edu.in and download the RESPONSE FORM [*Annexure A*]. Filled in form complete in all respects may be forwarded by Email: eoimnlumumbai.edu.in and Registered Post to **The Registrar, Maharashtra National Law University Mumbai, 2nd Floor CETTM-MTNL Building, Hiranandani Gardens, Technology Street Powai, Mumbai - 400 076**. The envelope containing the documents should clearly mention sender's name and address, telephone number and e-mail address, along with website if any, and superscribed EOI FOR MICROSOFT OFFICE 365 & MICROSOFT WINDOWS- 11 PROFESSIONAL PAPER LICENSE. Please read General Instructions carefully. Documents must reach on or before 17:00 hours of **Saturday, May 20th 2023**. No hand delivery.

REGISTRAR,

MAHARASHTRA NATIONAL LAW UNIVERSITY MUMBAI

Maharashtra National Law University Mumbai

**2nd Floor, CETTM MTNL, Hiranandani Gardens, Technology Street,
Powai, Mumbai - 400 076.**

INVITATION FOR EXPRESSION OF INTEREST FOR MICROSOFT OFFICE 365 (EDUCATION) & MICROSOFT WINDOWS 11 PROFESSIONAL PAPER LICENSE

1. INTRODUCTION

Maharashtra National Law University Mumbai was established under Maharashtra National Law University Mumbai Act (VI of 2014) of the Government of Maharashtra. It is a teaching and research University of National character with deep regional ethos. Professor (Dr.) Dilip Ukey is the Vice-Chancellor.

Currently, Maharashtra National Law University Mumbai is operating from 2ndFloor, CETTM-MTNL, Building, Hiranandani Gardens, Technology Street, Powai, Mumbai - 400 076.

The University invites expression of interest (EOI) from eligible agencies for supply of Microsoft Office 365 (Education) and Microsoft Windows 11 Professional Paper License. Agencies, which are located in Mumbai and regularly supply for Government offices, Public Sector Units (PSUs), banks and higher educational institutions are requested to respond.

2. ELIGIBILITY

The agency should satisfy the following eligibility conditions:

- a. OEM authorized dealers can only apply.
- b. Agency shall have following statutory valid registration certificates and licenses:
 - i. GST(Goods and Services Tax) Registration
 - ii. Shop Establishment License

iii. Permanent Account Number (PAN)

iv. Any other registration that is required as per statutory / local norms for supply of stationery items.

3. HOW TO APPLY

Interested suppliers may visit the Website www.mnlumumbai.edu.in and download the RESPONSE FORM [*Annexure A*]. Filled in form complete in all respects may be forwarded by Email: eoimnlumumbai.edu.in and registered Speed post/Courier to the Registrar, Maharashtra National Law University Mumbai, 2nd Floor, CETTM-MTNL Building, Hiranandani Gardens, Technology Street Powai, Mumbai - 400 076 . The envelope containing the documents will clearly mention sender's name and address, telephone number and e-mail address, along with website if any, and superscribed RESPONSE TO EOI FOR MICROSOFT OFFICE 365 (Education) & MICROSOFT WINDOWS 11 PROFESSIONAL PAPER LICENSE. Please read General Instructions below carefully. **Documents must reach on or before 17:00 hours of Saturday, May 20th 2023. HAND DELIVERY IS NOT ACCEPTABLE AND WILL BE LIABLE TO BE REJECTED.**

GENERAL INSTRUCTIONS

1. Agencies shall be prequalified and shortlisted based on the criteria laid hereinabove, (Ref.2 Eligibility)
2. Maharashtra National Law University Mumbai reserves the right to visit, inspect or contact some of the offices to whom supplies are made by the agency prior to selection.
3. The decision of Maharashtra National Law University Mumbai regarding the selection of the Agency shall be final and binding on all concerned.

4. Agency should submit the Application Fees of Rs. 1000/- (Rupees One Thousand Only) (non-refundable) in the form of demand draft in favour of Maharashtra National Law University Mumbai.
5. List of items [Annexure B] likely to be supplied is only tentative and not exhaustive. Rates per unit are to be quoted both in figures and words. The quotations should be sealed in a separate smaller envelope and superscribed PRICE BID. This envelope will be kept in the main large envelope containing other documents and Response form.
6. Selected agency shall undertake to supply the items indented generally within 10 days or such other time span as may be indented in the P.O.
7. Strictly no CC/BCC to be marked to any other mail Id. Violation will lead to disqualification and cancellation.
8. Canvassing in any manner at any stage will be a disqualification and may lead to Black listing of the Vendor.

For further details, **Please contact (022) 25703187**

**APPLICATION TO BID FOR MICROSOFT OFFICE 365 (EDUCATION) &
MICROSOFT WINDOWS- 11 PROFESSIONAL PAPER LICENSE**

Name of the Firm _____

The Registrar,
Maharashtra National Law University Mumbai,
2nd Floor, CETTM MTNL Building,
Hiranandani Gardens, Technology Street,
Powai, Mumbai - 400 076

Dear Sir,

I/We have read and understood the instructions and the terms and conditions contained in the Invitation for Expression of Interest for Microsoft Office 365 (Education) & Microsoft Windows-11 Professional Paper License and hereby declare that the information furnished in the application and in the supplementary sheets from pages _____ to _____ are correct to the best of my/our knowledge and belief. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he / she represents.

Signature _____

Name _____

Designation _____

Address _____

Place _____

Date _____

Seal of the Agency.

RESPONSE SHEET

Information to be furnished by the Agency

1	Name of the Agency	
2	Address	
3	Contact details: Mobile E-Mail and website	
4	Type of the Organization (Whether Sole/Proprietorship / Partnership / Private Ltd/ Ltd. or Co-operative body etc.)	
5	Whether registered with the Registrar of Companies / Registrar of firms. If so, furnish full details and copies of valid I. GST Number II. Permanent Account Number (PAN) of the Firm III. Any other registration that is required as per statutory/local norms for supply of stationery items	
6	Name and PAN of Proprietor/ Partners / Directors of the Organization/ Firm	

	a) b) c) d) e) f)	
7	Year of Establishment	
8	Length of business in the relevant field	_____ Years
9	Similar supplies carried out during last 3 years by the firm	Details to be furnished in the prescribed Proforma (Statement I)
10	Details of similar supplies on which the firm is engaged at present.	Details to be furnished in the prescribed Proforma (statement II)
11	The average annual turnover of the Agency for the last three years.	
12	Yearly turnover of the firm during last 3 years. Please attach certified copies of accounts statements.	A) 2020 B) 2021 C) 2022
13	Details of Earnest Money Deposit (DD in the favour of Maharashtra National Law University Mumbai)	Draft No. _____ Date _____ Bank Name. _____ Rs.10000/-
14	<ul style="list-style-type: none"> • Whether any civil suit / litigation in the contracts executed during the last 3 years has arisen and pending in any court of law. If so, please furnish full details. • Have you been disqualified by you any Entity/ Institution? 	

Place

Date

AUTHORISED SIGNATORY

**PRICE BID FOR CONSIDERATION OF MICROSOFT OFFICE PROFESSIONAL &
MICROSOFT WINDOWS PAPER LICENSE**

Sr. No	Item	Unit	GST %	Rate quote per unit	
				In Figure INR	In Words
1	Microsoft Office 365 (Education) Paper License	82			
2	Microsoft Windows 11 Professional Paper License	40			

Name of Firm:

Signature of authorized signatories: