



INDIAN INSTITUTE OF MANAGEMENT SHILLONG
Umsawli, Shillong- 793018
Meghalaya

Phone No: 0364-2308011/8012

Email: spo@iimshillong.ac.in

ENQUIRY NO: IIMS/S&P/NIQ/24-25/29

Dated: 03.12.2024

Sub: Notice Inviting Quotation for Renewal of Cisco Webex Educational License (100 User) for the period of 1 year.

Offers are invited on behalf of Director, IIM Shillong from registered/ reputed dealer, supplier for tentative requirement of services in sealed cover addressed to the Director, IIM Shillong, Umsawli, Shillong-793018 with the words “ **Quotations for Renewal of Cisco Webex Educational License (100 User) for the period of 1 year**” Enquiry No. with due date boldly superscribed on the top of the envelope and the offer be sent by registered cover/ speed post/ dropped in and must reach to The Chief Administrative Officer, Indian Institute of Management Shillong, Umsawli, Shillong-793018 latest by 10 Dec 2024 by 12:00 noon.

(Detailed Description)

Sl.No	Description of items	Unit	Rate per unit (Rupees)	GST	Total Amount
1	Renewal of Cisco Webex License Sub ID: Sub671652 Tenure : 12 Months Product: Cisco Webex Education Bundle (Cisco Collaboration Flex Plan for Education) 100 host License, 1000 Participant in a call SKU Code : CPL000040A- SPK-EDU, WEBEX CLOUDA-SPK- EDU	1 (one)			
2	Grand Total in Rs (incl. of taxes)				

The above mentioned rates is inclusive of all taxes.

Terms and Conditions:

1. Time for completion shall be as per Work Order
2. No counter proposal is acceptable and conditional/late quotes are liable to be rejected.
3. Bidders are required to submit copies of PAN, GST, Trading License and copies of work orders of similar works carried out.
4. It will be the prerogative of the Institute to place the supply order for the whole lot/item or in piecemeal basis depending upon the requirement of the Institute. The Institute shall have the right to reject any tender without assigning any reason thereof. No correspondence will be entertained in this regard. Only one best quality item (according to our specification) should be quoted against the item.
5. Stores will be accepted subject to the verification and inspection by the competent authority.
6. Time schedule of completion is within **1 month** from receipt of supply order or else deduction on gross bill @0.5% per week or part thereof will be made as liquidated damages/ delay in supply subject to maximum of 10% of the value of the delayed supplies.
7. Bills should be submitted in quadruplicate along with a receipted copy of challan duly endorsed in the desk of the of the Receiving section of the Institute.
8. Payment of the approved vendor for supply of items at IIM Shillong shall be made through cheque or electronic clearing system. In case of cheque, the same will be dispatched registered post and postal charges shall be deducted from their bills.
9. The Institute reserves the right to reject any tender or all tender without any reason.
10. Director, IIM Shillong or his authorized representatives shall be the final authority in setting all disputes and decision will be binding on all concerned.

Sd/-
Senior Manager (Stores)
IIM Shillong