



**OPEN
TENDER
FOR
SUPPLY & INSTALLATION OF
Microsoft Software**

Tender Inquiry No. - NTSC/COMP/TRG/PROC/2013-14/42S

NSIC- Technical Services Centre

(A Government of India Enterprise)
Okhla Industrial Estate, Phase - III
Near Govindpuri Metro Station
New Delhi-110020

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NOTICE INVITING TENDER

Subject:-OPEN TENDER FOR SUPPLY OF MICROSOFT SOFTWARE

NSIC-Technical Services Centre (NTSC), A Govt. of India Enterprises, Okhla, New Delhi is a reputed Institute for Technical and Industrial training since 1965.

Sealed quotations are invited in two bids system (Technical & Commercial bid in two separate sealed envelopes contained in one bigger envelope) for Supply of software as detailed below:

Requirement	Microsoft Software with open quantity (Nos.)
Technical Bid	The details for submission of Technical Bid is placed at Annexure-`A`
Commercial Bid	The details for submission of Commercial Bid is placed at Annexure-`B`
Cost of Tender Documents	Rs. 500/- (Rupees Five hundred only)
Earnest Money Deposit along with Tender	Rs.5,000/- (Rupees Five Thousand only) or exempted as detailed in "instructions to the Tenderers" at Page no 3
Last date of submission of tender	28 October 2013 up to 16:00 hours
Date of opening of Technical Bid	28 October ' 2013 at 17:00 hours
Address for Tender inquiry & Delivery	General Manager, NSIC- Technical Services Centre, Okhla Industrial Estate, Phase-III, Near Govind Puri Metro Station, New Delhi-110020

(Satvinder Singh)
General Manager
NSIC- Technical Services Centre
New Delhi

INSTRUCTIONS TO THE TENDERERS

1. The Bidder shall Authorized Distributors/ Partners/ Dealers of Microsoft brand having authorization to supply the software. A copy of Authorization letter issued by Microsoft Authorized Distributors/ Partners/ Dealers attending tender to shall the MS product on behalf of Microsoft shall be enclosed with the Technical bid.
2. This is an open tender. The quantity of each software shall be intimated to successful bidder.
3. The tender documents can be collected from the office of General Manager, w.e.f. 18 October, 2013 to 28 October 2013 (except Saturday & Sunday) between 10:00 to 16:00 hours against payment of **Rs. 500/- (Rupees Five hundred only) (Non refundable) by way of cash/ demand draft, in favour of 'NSIC Ltd.- NTSC A/c' payable at New Delhi.**
Alternatively tender form can be downloaded from our website www.nsic.co.in from 18 October, 2013 to 28 October 2013. Tender fee may be enclosed in the form of demand draft in a separate envelope.
4. The **Earnest Money Deposit of Rs. 5,000/- (Rupees Five thousand only) by way of D.D.** only drawn in favour of **'NSIC Ltd.- NTSC A/c'** shall be submitted along with Tender fee envelope.

The offers without EMD will be rejected. However, there is exemption of EMD applicable to the units registered with Central Purchase Organization (DGS&D), National Small Industries Corporation (NSIC) or the concerned Ministry or Department as defined under Rule 157 of General Financial Rules (GFR), 2005. **A copy of valid certificate shall be enclosed along with the Technical bid for availing EMD exemption.**
5. Tender shall be duly, properly and exhaustively filled in. All pages of the tender should be **signed with stamp by the Authorized Signatory of Tenderer with company stamp on all the pages of this tender.**
6. Any cutting/over writing etc. in the tender must be signed by the person who is signing the tender. The rates and units shall not be overwritten. **The financial figures in commercial bid shall always be both in figures and words. In case of any discrepancy in figures and words, the amount written in words shall be considered.**
7. The Tenderer shall submit the copy of PAN, TIN, VAT registration along with the Technical Bid of the tender document.
8. The tender shall be placed in a properly sealed bigger envelope addressed to General Manager, NSIC-Technical Services Centre, Okhla Indl. Estate, Phase III, Near Govind Puri Metro Station, New Delhi and the said **bigger envelope shall contain three separate sealed envelopes containing Technical bid, Commercial bid and Demand Drafts of Tender Fee & EMD .**
9. The bigger envelope shall be super-scribed as "*Tender for the Supply of softwares* with its due date. The sealed envelopes inside the bigger envelope must be super-scribed as:

Envelope No-1: *The said envelope is for cost of tender & EMD*

Envelope No.-2: *The said envelope is for Technical bid & shall be superscribed as "Tender for the Supply of Softwares– TECHNICAL BID DOCUMENTS"*

Envelope No-3: *The said envelope is for commercial bid & shall be superscribed as "Tender for the Supply of Softwares– COMMERCIAL Bid".*

10. Technical bid will be opened on 28 october 2013 at 17:00 hours in the office of General Manager. A representative of the Tenderer may be present at the time of opening of the tender. The date for opening second envelope containing commercial bid will be intimated to the qualified bidders separately.

We confirm hereby that Instructions to the tenderers at S.No-1 to 10 have been followed while filling of the tender.

Signature of the Tenderer with seal

TERMS & CONDITIONS

Submission of the duly signed tender implies that these conditions of tender have been read by the Tenderer and is aware of the scope of the supply i.e. the software to be supplied. The final acceptance of the tender rests with the General Manager of NSIC-Technical Services Centre, who reserves the right to accept or reject any or all tenders without assigning any reason therefore.

- a) No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained at any stage.
- b) The delivery period of the supplies should be within **30 days** from the date of confirmed order from NSIC. In case tenderer fails to supply within the accepted period, penalty at the rate of 1% of value of the order, per week of delay subject to maximum of 20% of the order value will be levied.
- c) The rates quoted shall be firm & all inclusive of all charges & taxes for destination at NSIC Technical Services Centre, Okhla, New Delhi.
- d) 100% Payment will be made against delivery for which the tenderer shall submit bills in duplicate (original + copy) giving the reference number of the supply order along with delivery note.
- e) While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected.
- f) Any request by the bidders to consider their EMD furnished by them to NTSC for any other contract/ tender cannot be considered as EMD for this tender.
- g) The EMD will be refunded to the bidders after the orders are placed on the successful bidder. For thr successful bidder EMD will be returned after 30 days. No interest on EMD will be paid.
- h) The EMD will be forfeited in following cases:
 - i. If the bidder fails to accept the order based on his offer within the prescribed time.
 - ii. If the bidder fails to supply the software with specifications in compliance to specifications given in technical bid.
 - iii. If the bidder delays supplies beyond a reasonable time resulting in disruption of NTSC works.
- i) If the software supplied are found to be different than those in the accepted offer and are of specifications lower than those stipulated in the accepted offer, NTSC shall have right to totally reject and claim for compensation.
- j) In the event of any dispute the legal matter shall be subjected to the jurisdiction of Delhi Court only.
- k) This is an open tender and does not have any binding on NSIC for acceptance of the Tender.

We confirm with our acceptance to the Terms & Conditions stated from (a) to (k) above.

Signature of the Tenderer with seal

TECHNICAL BID

FORMAT & REQUIREMENTS

1. Tender Ref. No:
2. Name of Tenderer:
3. Complete office address of Tenderer.....
4. Contact details of authorized person of tenderer who have signed the tender.
 - a. Name.....
 - b. Designation.....
 - c. Phone (Office).....
 - d. Phone (Mobile).....
 - e. E mail.....
5. Due date & Time of submission of bid:
6. EMD payment details (DD number & bank detail)
7. Tender fee (if downloaded from website) (DD number & bank detail)
- 8 . The details of required software are as under:

<u>Sr. No.</u>	<u>Description</u>	<u>Part No.</u>	<u>Compliance (Y/N)</u>
1	OfficeStd 2013 SNGL OLP NL* Acadm	Part # 021-10234	
2	WinSL 8 SNGL OLP NL Acadmc Legalization GetGenuine	Part # 4HR- 00189	
3	VSPro 2012 SNGL OLP NL Acadmc	Part # C5E00975	
4	Winsvr Std 2012 SNGL OLP NL ACDMC 2 proc	Part # P73-05828	
5	Winsvr Std 2012 SNGL OLP NL ACDMC DvcCAL	Part # R18-04271	
6.	Win Pro 8 SNGL Upgrd OLP* NL Acadm	Part # FQC- 02312	

8. **Documents to be enclosed with the Technical bid are as under :**
 - a. Copy of authorization letter from Original Equipment Manufacturer.
 - b. Duly signed & stamped Tender documents (All pages) as a mark of your acceptance.
 - c. Copies of PAN, VAT, TIN duly Signed & Stamped.

Signature of the Tenderer with stamp

COMMERCIAL BID

FORMAT & REQUIREMENTS

1. Tender Ref. No.:
2. Name of the Tenderer:
3. The offer with rates for the schedule of requirements of items, as elaborated under, to be submitted. Adhering to the format given below is a Pre-requisite for considering your quotations:

<u>Sl. No.</u>	<u>Description</u>	<u>Part No.</u>	<u>Rate (all inclusive) Rs .per unit</u>
1	OfficeStd 2013 SNGL OLP NL* Acadm	Part # 021-10234	
2	WinSL 8 SNGL OLP NL Acadm Legalization GetGenuine	Part # 4HR-00189	
3	VSPro 2012 SNGL OLP NL Acadm	Part # C5E00975	
4	Winsvr Std 2012 SNGL OLP NL ACDMC 2 proc	Part # P73-05828	
5	Winsvr Std 2012 SNGL OLP NL ACDMC DvcCAL	Part # R18-04271	
6.	Win Pro 8 SNGL Upgrd OLP* NL Acadm	Part # FQC- 02312	

Note :1 The rate quoted shall be in accounting units (A/U) and should be inclusive of basic price & all other costs (as applicable). The price competitiveness shall be given due consideration while analyzing the commercial bid. The NTSC will not issue any form toward rebate / exclusion of Sales tax/VAT.

2 The validity of the tender is 60 days from date of opening of bid.

It is hereby confirmed that we shall abideby all the terms & conditions as specified in the tender and further agreed for the penalty to be imposed, in case of delayed supplies from our end as specified in Point (b) of “Terms & Conditions” of this tender.

Signature of the Tenderer
With stamp

*****END OF TENDER DOCUMENT*****