



ISO 9001:2008

TENDER

FOR

**SUPPLY & INSTALLATION OF
AUTODESK BUILDING DESIGN SUITE
INCLUDING REVIT ARCHITECTURE
SOFTWARE
(Updated Educational Version)**

Tender Inquiry No. - NTSC/CAD/CAM/CNC/ABDS/2013-14/40

NSIC- Technical Services Centre

(A Government of India Enterprise)

Okhla Industrial Estate, Phase III

Near Govind Puri Metro Station

New Delhi-110020

Tel No. 011-26826801, 26921562

Fax: - 011-26826783

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NOTICE INVITING TENDER

Subject:-**SUPPLY & INSTALLATION OF AUTODESK BUILDING DESIGN SUITE** including Revit Architecture Software (Updated Educational Version)

NSIC-Technical Services Centre (A Govt. of India Enterprises), Okhla, New Delhi is a reputed Institute for Technical and Industrial training since 1955.

For the purpose of training, the requirement of **Autodesk Building Design Suite including Revit Architecture Software** has been assessed and sealed tenders are invited in two bid system (Technical & Commercial bid in two separate envelopes) from Prime Software Producer/Authorized Distributors/ Partner/ Dealers.

The details are summarized below:-

a)	Name of the Project	Supply & Installation of Autodesk Building Design Suite including Revit Architecture Software with specifications as detailed in Annexure- `A` enclosed
b)	No. of Licenses required	Ten number of Licenses
c)	Technical Bid	The Bidder shall be Prime Software Producer/ Authorized Distributors/ Partner/ Dealers. Valid authorization from Prime Software Producer for supply & providing support for software installation & its maintenance is necessity. A copy of supporting document on authorization shall be enclosed with the bid. The tender shall be duly filled in accordance with the instructions given in the tender. The other pre-qualification requirement of the Tenderer is placed at Annexure-`A` .
d)	Commercial Bid	The details for submission of Commercial Bid is placed at Annexure-`B`
e)	Cost of Tender Documents	The tender documents can be collected from the office of General Manager at the address mentioned on first page of this tender, w.e.f. 9 th May, 2013 to 23 rd May 2013 (except Saturday & Sunday) between 10.00am to 4.00pm against payment of Rs. 100/- (Rupees One 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 9 th May 2013 to 23 rd May 2013. The tender fee of Rs. 100/- . (Rupees One Hundred only)

f)	Earnest Money Deposit along with Tender	Rs.1,000/- (Rupees One Thousand only) in the form of D.D. in favour of ' NSIC Ltd.- NTSC A/c ' payable at New Delhi as EMD shall be submitted in the Technical Bid envelope while submitting the tender. However, there is exemption of EMD applicable to the registered units as detailed in tender.
g)	Last date of submission of tender	Tender shall be submitted by 24th May 2013 up to 13:00 hours at the office of General Manager, NSIC-Technical Services Centre, Okhla Industrial Estate, Phase-III, Near Govind Puri Metro Station, New Delhi-110020.
h)	Date of opening of Technical Bid (Envelope-1)	The first envelope of Technical Bid will be opened on 24th May 2013 at 14:00 hours , at the office of General Manager, NSIC-Technical Services Centre, Okhla Industrial Estate, Phase-III, Near Govind Puri Metro Station, New Delhi.
i)	Date of opening of Commercial Bid (Envelope-2)	The date for opening second envelope containing commercial bid will be intimated to the qualified bidders separately.

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

INSTRUCTIONS TO THE TENDERERS

The Tender shall be submitted in accordance with these instructions and any tender not in compliance to the instructions as under is liable to be rejected.

1. The Bidder shall be Prime Software Producer/ Authorized Distributors/ Partner/ Dealers having authorization from Prime Software Producer for supplying Autodesk Building Design Suite including Revit Architecture Software & providing support for installation & maintenance of the software. A copy of authorization from Prime Software Producer shall be enclosed with the bid.
2. The software license to be supplied shall be valid for **lifetime and perpetual** in nature. **A document supporting the license type & validity shall be submitted with delivery of license.**
3. The person signing the tender form or any other documents forming part of the contract on behalf of the Tenderer shall be deemed to warranty that he has authority to bind the Tenderer. If subsequently comes to light that the person so signed had no authority to do so, the General Manager, NSIC - Technical Services Center (NTSC) may without prejudice to any other civil & criminal remedies cancel the tender and hold the Tenderer liable for all costs, charges and damages.
4. The tender must 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 two separate sealed envelopes containing Technical & Commercial bids.**
5. The bigger envelope must be super-scribed as “*Tender for the Supply & Installation of Autodesk Building Design Suite including Revit Architecture Software*” with its due date. The two sealed envelopes inside the bigger envelope must be super-scribed as:

Envelope No-1: The said envelope is for technical bid & shall be super-scribed as “Tender for the Supply & Installation of Autodesk Building Design Suite including Revit Architecture Software – TECHNICAL BID documents”

Envelope No-2: The said envelope is for commercial bid & shall be super scribed as “Tender for the Supply & Installation of Autodesk Building Design Suite including Revit Architecture Software – COMMERCIAL Bid”.

6. The tender should reach the office of General Manager, NSIC-Technical Services Centre, Okhla Industrial Estate, Phase-III, Near Govind Puri Metro Station, New Delhi by 24th May 2013 up to 13:00 hours. The tenders will be opened at NTSC-Okhla on 24th May 2013 at 14:00 Hours. The Tenderer or their authorized representative (Preferably one person) may be present at the time of opening of the tender.
7. The tender shall be completed in all respect and should be **signed with date by the Authorized Signatory of Tenderer with company stamp on all the pages of this tender.**
8. The Earnest Money Deposit of Rs. 1,000/- (Rupees One Thousand only) by way of D.D. drawn in favour of '**NSIC Ltd.- NTSC A/C**' shall be submitted along with tender documents. No cash towards EMD shall be accepted. The offers without EMD will be rejected.

However, there is exemption of EMD applicable to the units as detailed in Para 11(a) of Commercial and General Terms & Conditions of these tender documents.
9. Tender, if downloaded from website, Rs. 100/- as cost of tender shall be submitted by way of Demand Draft drawn in favour of '**NSIC Ltd.- NTSC A/c**' along with the tender. D.D. shall be placed with Technical bid.
10. The Software to be supplied against this tender shall be in compliance to the specifications mentioned in **Annexure- `A`** of the tender and shall be of the latest technology, best quality and high standards.
11. All the columns of the tender shall be duly, properly and exhaustively filled in. 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.**
12. No extra payment shall be paid on account of any discrepancy in nomenclature of items. The Tenderer shall seek clarifications, if any, before submitting the tender.

13. 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. If any Tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
14. General Manager, NSIC-Technical Service Centre reserves the right to reject any tender/ bid wholly or partly without assigning any reason thereof.
15. NSIC-Technical Services Centre (NTSC) have right to verify the particulars furnished by the bidder independently.
16. The Tenderer shall be agreed that the rates submitted shall remain valid for acceptance for a period of 90 days from the date of opening of Technical Bid of tender.
17. Tenderer shall take into account all costs including transport, cartage, transit insurance, all taxes & duties (as applicable) etc. for giving delivery of product at site i.e. NSIC-Technical Services centre, Okhla Industrial Estate, Phase-III, Near Govind Puri Metro Station, New Delhi before quoting the rates. The NTSC will not issue any form toward rebate / exclusion of sales tax/VAT.
18. All the communication with respect to the tender shall be addressed to:

**General Manager,
NSIC- Technical Services Centre,
Okhla Industrial Estate, Phase-III,
Near Govind Puri Metro Station,
New Delhi-110020**
19. In the event of any dispute the legal matter shall be subjected to the jurisdiction of Delhi Court only.

COMMERCIAL AND GENERAL TERMS & CONDITIONS

1. Scope of Supply:

- a) The tenders shall be submitted as per the technical specifications enclosed in Annexure-`A` (Technical Bid)
- b) Duly filled in prescribed format as per the instructions, sealed tenders in an envelope super-scribed as "*Tender for the Supply & Installaion of Autodesk Building Design Suite including Revit Software*" & due date 24th May 2013, addressed to the General Manager, NSIC-Technical Services Centre, Okhla Industrial Estate, Phase III, Near Govind Puri Metro Station, New Delhi should be submitted on or before 24th May 2013 till 1300 hrs.
- c) 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 and the quality of the material 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.

2. Submission of tender:

- a) The tender received within the stipulated date and time will be opened at the office of General Manager, NSIC-Technical Services Centre, Okhla Industrial Estate, Phase-III, Near Govind Puri Metro Station, New Delhi, in the presence of available tenderers, on the date and time mentioned in the Notice Inviting Tender.
- b) Tenders received in open covers / fax / telegram / email will not be considered.
- c) The tenders received after the stipulated date and time or tender received with conditions will not be accepted. **Tenders not submitted in the prescribed form will be rejected.** Tenders which propose any alternations in the conditions specified will be rejected.

3. Validity of tender:

- a) The tender shall be valid for a period of **90days** from the date of opening of the Financial Bid of tender. If any Tenderer withdraws his tender before the said period or makes any modifications in the terms and the conditions of the tender which are not acceptable to the NTSC, then the NTSC shall, without prejudice to any other rights or remedy, be at liberty to forfeit the EMD. The rates quoted in the tenders shall be treated as firm during this period of contract.

- b) Should the Tenderer for any reason whatever, withdraws the tender after it is accepted or become unable or fails to execute the orders within stipulated delivery period, NTSC shall be at liberty to cancel the order forthwith and the EMD of the tender in such a case will be forfeited by the NTSC.
- c) No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained till supplies are completed.

4. Delivery Period:

The Tenderer shall indicate the period within which the ordered quantity will be supplied. The Tenderer shall note that in case tenderer fails to supply within the period of delivery indicated in the said tender, 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.

5. Warranty Period:

The Software Supplies offered shall conform to the specifications as given in tender/order. The warranty shall be against any defective design, defective quality material supplied, manufacturing defects etc. and to be mentioned clearly at point no. 11 of Annexure `A`.

6. Packing : (If any)

The supplier shall provide packing of the goods, as is required to prevent their damages or deterioration during the transit to their final destination i.e. NSIC Technical Services Centre, Okhla New Delhi. The packing shall be sufficient to withstand, without limitation, rough handling during transit.

7. Price:

- a) The rates quoted shall be firm & all inclusive for delivery up to destination i.e. NSIC-Technical Services Centre, Okhla Industrial Estate, Phase III, Near Govind Puri Metro Station, New Delhi. The tenderer should note while quoting the rates that the price shall be quoted both in figures and words.
The NTSC will not issue any form toward rebate / exclusion of sales Tax/VAT.
- b) The Tenderer shall submit the copy of PAN, TIN, VAT registration with details along with the Technical Bid of the tender document.

8. Inspection

The Software shall be inspected at site i.e. NSIC Technical Services Centre, Okhla Industrial Estate, New Delhi. The supplier shall be responsible for any damage during the transit of goods.

9. Delivery:

- a) The Software shall have to be delivered at and installed at NSIC-Technical Services Centre, Okhla Industrial Estate, Phase III, Near Govind Puri Metro Station, New Delhi and to be operationalized to the satisfaction of the Manager (CAD/CAM/CNC Trg.) of NTSC Okhla.
- b) Installation of the software shall have to be carried out without any additional payment at NSIC-Technical Services Centre, Okhla Industrial Estate, Phase-III, Near Govind Puri Metro Station, New Delhi.

10. Payment:

After 3 weeks 100% payment will be made by the Corporation by account payee cheque for which the tenderer shall send bills in duplicate (original + copy) giving the reference number of the supply order along with delivery note. The tenderer shall submit the document which shall clearly indicate that the proper Installation & successful testing of software is done and the said document shall be duly signed by the Manager (CAD/CAM/CNC Trg.) of NTSC, Okhla New Delhi.

11. Earnest Money Deposit :

- a) The units registered with Central Purchase Organization (DGS&D), National Small Industries Corporation (NSIC) or the concerned Ministry or Department shall be exempted from the payment of Earnest Money as defined under Rule 157 of General Financial Rules (GFR), 2005.

In such case, copy of the certificate showing registration with the above mentioned institutions to be enclosed along with the bid.

- b) In case the unit is not covered under a above, it shall submit the offer along with Earnest Money Deposit (EMD) for Rs. 1,000/- along with the TECHNICAL BID documents by way of DD drawn in favour of 'NSIC Ltd. –NTSC A/C' payable at Delhi. NSIC Technical Services Centre shall not be liable for payment of any interest on EMD.
- c) Tender is liable to be rejected in case EMD at prescribed rate is not furnished along with the tender.

- d) 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.
- e) The EMD will be refunded to the unsuccessful bidders after the orders are placed on the successful bidder. In case of successful bidder, the EMD will be returned along with the release of balance 10% payment.
- f) The EMD will be forfeited in following cases:
 - I. If the bidder fails to accept the order based on his offer (bid) and 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.

12. Claims:

- a) 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 the Software and right to claim for compensation for the part of Software, which are rejected.
- b) The supplier shall be responsible for arranging the rejected Software to be removed at his cost from NTSC premises.
- c) The supplier shall also compensate for losses, if any, sustained by NTSC due to defective supply of the Software.

We confirm with our acceptance to the Commercial & General Terms & Conditions (S.No-1 to 12) as given above.

Signature of the Tenderer with seal

Note for Tenderer: - Duly signed page no. 8 to 11 of this tender document i.e. "Commercial & General Terms & Conditions" shall be duly signed & placed in Technical bid, as a part of TECHNICAL BID documents.

(Undertaking from Tenderer)

To,
The General Manager
NSIC- Technical Services Centre,
Okhla Industrial Estate,
New Delhi-110020

Sir,

Nature of Supply	<i>Supply & Installation of Autodesk Building Design Suite including Revit Software</i>
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Dear Sir,

HAVING EXAMINED AND PERUSED THE FOLLOWING DOCUMENTS

1. Notice Inviting Tender
2. Instruction To The Tenderer
3. Commercial & General Terms & Conditions
4. Annexure – “A”(Technical Bid)
5. Annexure- “B” (Commercial Bid)

I/Wedo hereby submit tender in prescribed formats for *Supply & Installation of Autodesk Building Design Suite including Revit Software* to NSIC- Technical Services Centre (NTSC), New Delhi, completed in all respects in accordance with the conditions applicable.

If this tender is accepted, I/We agree to abide by and fulfill all the terms and conditions in the tender documents

I/We hereby distinctly and expressly declare and acknowledge that before the submission of this tender, I/We have carefully followed the instructions and I/We have understood the existing system of supply in the NTSC, including the scope and nature of duties expected from the Tenderer.

I/We distinctly agree that I/We would hereafter make no claim or demand upon the NTSC based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said stipulations, restrictions and conditions.

Any notice required to be served on me/us shall be sufficiently served on me/us by post (registered or ordinary) or courier or left at my/our address furnished herein.

I/We fully understand the terms and conditions in the tender documents.

Dated this.....day of.....2013.

Name of the Tenderer/s:

Seal:

Authorized Signatory:

With complete address, phone/fax numbers

Note for Tenderer: - Duly signed page no. 12 to 13 of this tender document i.e. "Undertaking for tenderer" shall be duly signed & placed in Technical bid, as a part of TECHNICAL BID documents.

NTSC

Annexure – A`

FORMAT & REQUIREMENTS FOR SUBMITTING TECHNICAL BID - TECHNICAL BID

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. Confirm the under mentioned aspects

S.No	Aspects	Confirm by writing YES//NO against each aspect
1	Software version is latest	
2	Software licenses for which bid is being submitted, are for educational institute.	
3	Software to be supplied are perpetual (valid for lifetime).	
4.	Delivery of software to the place i.e. NSIC Technical Services Centre, Okhla Industrial Estate phase-3, New Delhi	

9. Submission of technical confirmation to the requirement.

S.N.	Software Specification	Acceptance by bidder for supplying the software as specified in Description by writing Yes/No
1.	AutoCAD	
	AutoCAD Architecture	
	AutoCAD Mechanical	
	AutoCAD MEP	
	AutoCAD Structural Detailing	
	Autodesk Ecotect Analysis	
	Autodesk Inventor Professional	
	Autodesk Navisworks Manage	
	Autodesk Revit Architecture	
	Autodesk Revit MEP	
	Autodesk Revit Structure	
	Autodesk Vault	
	Autodesk 3ds Max Design	

10. Delivery period after receipt of order from NTSC: (number of days)

11. Warranty Period..... (Number of months from the date of supplies) &..... (Number of months from the date of Installation of Software).

12. Documents - Details to be enclosed with the Technical bid are as under

- a. Copy of authorization letter from Prime software Producer.
- b. Duly signed & stamped Commercial & General terms and conditions as a mark of your acceptance,
- c. Duly signed Undertaking from tenderer

d. Details of buyers to whom the similar supplies completed during the last two years with their contact details in following format:-

S.No.	Name & Address of the Client along with contact details	No. of Licenses supplied
1.		
2.		
3.		
4.		

e. The Tenderer shall submit all supporting information with respect to the technical data, drawings or booklets of product. Any product manual brief, test certificates available may be enclosed.

f. Any optional information, if the tenderer feels are necessary, their technical details with respect to use of software and, shall be given separately in the Technical Bid.

g. Copies of PAN, VAT/ TIN duly Signed & Stamp.

Signature of the Tenderer with stamp

ANNEXURE-`B

FORMAT & REQUIREMENTS FOR SUBMITTING COMMERCIAL BID-PRICE BID

1. Tender Ref. No.:
2. Name of the Tenderer:
3. Due date & due time of submission:
4. 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:

Commercial offer

Item No.	Description	Total Amount for Ten licenses (Rs)
A.	Supply & Installation on Autodesk Building Design Suite including Revit Architecture Software (as per details submitted in technical bid) QUANTITY: TEN LICENSES	
	Duties and taxes a)VAT @ Any other tax, indicate with rate of tax. b)..... c)..... d).....	
TOTAL IN FIGURE		
TOTAL IN WORDS:		

5. The rate quoted shall be in accounting units (A/U) and should be inclusive of basic price & all other cost including taxes & duties (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.

We hereby confirm that we will abide 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 Para 4 of “Commercial and General Terms & Conditions” of this tender.

Signature of the Tenderer
With stamp

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

NTSC