

TENDER
FOR
SUPPLY OF
Microsoft Software

Tender Inquiry No. - NTSC/COMP/TRG/2014/15

NSIC- Technical Services Centre

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

Tel No. 011-26826801, 26921562

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Email: ntscok@nsic.co.in

Website: www.nsic.co.in

NOTICE INVITING TENDER

Subject:-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 Microsoft Software** as detailed below:

Requirement	Microsoft Software- Refer point 7 of Annexure "A"
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 One thousand only) or exempted as detailed in "instructions to the Tenderers" at Page no 3
Earnest Money Deposit along with Tender	Rs.10,000/- (Rupees Ten thousand only) or exempted as detailed in "instructions to the Tenderers" at Page no 3
Last date of submission of tender	5th June 2014 up to 16:00 hours
Date of opening of Technical Bid	5th June 2014 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

INSTRUCTIONS TO THE TENDERERS

1. The Bidder shall be Authorized Distributors/ Partners/ Dealers of Microsoft brand having authorization to supply the product. A copy of valid Authorization letter issued by Microsoft to Authorized Distributors/ Partners/ Dealers attending tender to sale their product shall be enclosed with the Technical bid.
2. The Bidder shall not be a defaulter to any Govt. organization/ PSU since last 2 years for any reason due to non supply of material even after agreed to supply in stipulated time. An undertaking stating the same should be furnished by the bidder on the company letter head as per format enclosed at Annexure "C".
3. The tender documents can be collected from the office of General Manager, w.e.f. 23rd May, 2014 to 5th June 2014 (except 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 23rd May, 2014 to 5th June 2014. In this case the tender fee in form of DD shall be enclosed with Technical bid.

4. The **Earnest Money Deposit of Rs. 10,000/- (Rupees Ten thousand only) by way of D.D.** drawn in favour of '**NSIC Ltd.- NTSC A/C**' shall be submitted along with Technical Bid.

The offers without EMD will be rejected. However, there is exemption of Tender Fee and 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 filled in. All pages of the tender should be **signed by the Authorized Signatory of Tenderer with company seal.**
6. Any cutting/over writing 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 Industrial 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.**

9. The bigger envelope shall be super-scribed as “*Tender for the Supply of Microsoft 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 of Microsoft Software– TECHNICAL BID” and Envelope No-2: The said envelope is for commercial bid & shall be super scribed as “Tender for the Supply of Microsoft Software – COMMERCIAL BID”*”.
10. Technical bid will be opened on 5th June 2014 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 with our acceptance to the Instructions to the tenderers at S.No - 1 to 10 as stated above.

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 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 thereof.

- 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. Required quantity of software may increase/ decrease.
- b) The delivery period for the supplies to be completed within **30 days** from the date of issue of confirmed supply order from NSIC. In case tenderer fails to supply within the accepted period, General Manager of NSIC-Technical Services Centre, reserves the right to cancel the supply order and may initiate action to debar the supplier for all future business dealing with NSIC for next three years.
- c) The rates quoted shall be firm & all inclusive for delivery at destination 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 and all relevant documents related to license of software. Acceptance of DGM (Computer Trg.) is required for genuineness and performance of the software for payment process.
- e) Validity of tender shall be 60 days from the date of opening of Technical bid
- f) 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.
- g) 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.
- h) 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 refunded along with release of payment for software. No interest on EMD will be paid.
- i) The EMD will be forfeited in following cases:
 - i. If the bidder fails to accept the order based on his offer within 5 working days.
 - ii. If the bidder fails to supply the software within 15 days from the date of issue of confirmed supply order.
 - iii. If bidder fails to abide T & C of the award of this tender.
- j) GM, NTSC, Okhla reserves the right to accept or reject in full or any part of this tender at any stage of this tender process.
- k) In the event of any dispute the legal matter shall be subjected to the jurisdiction of Delhi Courts only.

Signature of the Tenderer with seal

Annexure – A`

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. EMD payment details (DD number & bank detail)
..... (DD to be attached in original)
6. Tender fee details:
Cash receipt no & date (In case Tender taken from office)
DD number & bank detail (If downloaded from website)
7. Submission of technical confirmation to the requirement..

S.no	Item Description	Part No.	Tentative Required number	Confirmation by bidder for requirement (Y/N)
1.	OfficeStd 2013 SNGL OLP NL Acdmc	021-10234	62	
2.	WinSL 8.1 SNGL OLP NL Acdmc Legalization GetGenuine	4HR-00400	20	
3.	WinPro 8.1 SNGL Upgrd OLP NL Acdmc	FQC-08173	20	
4.	VSPro 2013 SNGL OLP NL Acdmc	C5E-01120	10	

8. **Documents to be enclosed with the Technical bid are as under :**
 - a. Copy of authorization letter from Microsoft.
 - b. Duly signed & stamped all pages of Tender documents as a mark of your acceptance.
 - c. Copies of PAN, VAT/ TIN
 - d. Undertaking on letter head as per Annexure "C".
 - e. Document authenticating eligibility towards EMD exemption, if awarded.

Signature of the Tenderer with stamp

COMMERCIAL BID

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:

S.no	Item Description	Part No.	Cost for single licence (All inclusive)
1.	OfficeStd 2013 SNGL OLP NL Acdmc	021-10234	
2.	WinSL 8.1 SNGL OLP NL Acdmc Legalization GetGenuine	4HR-00400	
3.	WinPro 8.1 SNGL Upgrd OLP NL Acdmc	FQC-08173	
4.	VSPro 2013 SNGL OLP NL Acdmc	C5E-01120	

4. The above quoted price should be inclusive of basic price with all 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.

It is hereby confirmed that we shall 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 Point (b) of "Terms & Conditions" of this tender.

Signature of the Tenderer
With stamp

Undertaking

(On company letter head)

We declare that we are not a defaulter to any Govt. organization/ PSU since last 2 years for any reason due to non supply of material even after agreed to supply in stipulated time.

(Authorised Signatory)

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