

**NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION
TECHNOLOGY (NIELIT, Delhi Centre)**

An Autonomous Scientific Society of Department of Information Technology,
Ministry of Communications and Information Technology,
Government of India

TENDER DOCUMENT

FOR

Supply and Installation of Softwares



NIELIT, DELHI CENTRE

IInd Floor, Parsvnath Metro Mall

Inderlok Metro Station,

Inderlok, New Delhi

Phone – 011-23644149, 23652370 Fax – 011-23655083

www.delhi.nielit.gov.in

www.nielit.gov.in

www.eprocure.gov.in

NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY
DELHI CENTRE

1. Scope of Work

The minimum specified Scope of Work that needs to be undertaken by the successful Bidder for the supply of the software at NIELIT Delhi Centre are given below and the work is to be performed as per the specifications and conditions mentioned in different parts of this document.

2. Scope of Software(s) supply & installation

The scope of work of the Bidder with respect to the Software supply and installation is given below:-

i) Supply and Installation of Software at NIELIT Delhi Centre as per the quantities as finalized by NIELIT Delhi Centre and also as per the technical specifications included in this RFQ, which includes transporting the items safely and delivery to the NIELIT Delhi Centre.

ii) The Softwares must be delivered within 6 weeks from the date of issue of the purchase order. Penalty for late delivery would be leviable at the rate of 0.5% per week subject to a maximum of 10 percent of the value of such portion of material as has not been supplied within the stipulated period. In case delivery is not completed within 2 weeks after specified delivery period, NIELIT may cancel the order and arrange to procure the said softwares from any other source at the risk and cost of the vendor(s) and Earnest Money Deposit (EMD) will be forfeited.

TERMS AND CONDITIONS FOR SUPPLY OF SOFTWARE ITEMS

The Vendor will be required to send bids in **TWO SEPARATE ENVELOPES, FIRST ENVELOPE CONTAINING DEPOSIT OF EARNEST MONEY, QUALIFICATION BID (ANNEXURE A), TECHNICAL BID (ANNEXURE B), TECHNICAL LITERATURE AND SIGNED COPY (EACH PAGE) OF TENDER DOCUMENT AS PROOF OF READING AND ACCEPTANCE OF THE TERMS & CONDITIONS, WHEREAS THE SECOND ENVELOPE CONTAINING THE FINANCIAL BID (ANNEXURE C) SHOWING RATES.** Both the bids should be sealed in separate covers, super scribed with the statements “Qualification/Technical Bid” and “Financial Bid” and both these covers should then be sealed in a bigger envelope super scribed in bold letters as

Subject : **“Proposal for Supply and Installation of Softwares”**

“NOT TO BE OPENED BEFORE 2.30 PM , 18TH DEC, 2014”

Qualification and Technical Bids will be opened on 18th Dec at 2.30 p.m. in the presence of the vendors who wish to be present at the time of opening the bids. The

date and time of opening of Financial Bids will be intimated to the successful vendors. While opening the quotations, the envelopes containing Qualification Bid, Technical Bid and Terms & Conditions shall be opened first and acceptance of the quotation according to the specified clauses will be ascertained. Financial Bid of only those bidders will be opened who qualify the eligibility criteria on the basis of Qualification and Technical Bid.

The Evaluation Committee will open FINANCIAL BIDS evaluation of Technical Bids. Bids of technically qualified bidders will be considered.

In case of any Technical clarification please contact:

Shri Surinder Singh
Scientist 'D'
NIELIT, Delhi
Parasnath Metro Mall, 2nd floor,
Inderlok , Delhi-110052
e-mail: surindersingh@nielit.gov.in

1. Bidder have to deposit earnest money of Rs. 10,000 (Ten Thousand only) in the form of demand draft/FDR in favour of NIELIT, Delhi payable at Delhi which will be returned to all except the successful vendor(s) selected for the supply immediately after the order is placed. This amount will be returned to the successful bidder(s) on acceptance of the material to be supplied by them. In case the venderer(s) fail to complete the supply according to the terms of the order, the amount of EMD will be forfeited. **No Tender without Earnest Money Deposit will be entertained.**

2. Prices quoted should be F.O.R. NIELIT Delhi inclusive of all charges like sales Tax, VAT, excise duty, insurance, technical service/installation charges. Octroi as per actual shall be payable extra. No other charges/taxes/levies shall be payable. Form 'C'/ 'D' will not be provided by NIELIT, Delhi.

3. The quotations should be sent by post or by hand only and should be addressed to :

The Director I/C
NIELIT Delhi Centre,
Parasnath Metro Mall, 2nd floor,
Inderlok Metro Station, Inderlok ,
New Delhi-110052

4. ELIGIBILITY CRITERIA

The vendor fulfilling the following criteria will be eligible to qualify for opening of the Financial Bid (by **furnishing the information showing proof for all the criteria listed below**):

- i) Vendor should be in business of IT Software at least for the last 3 years.
- ii) The vendor should have valid authorization from OEM to supply the software.
- iii) Average Annual turnover should be Rs. 50 Lacs. for the last 3 years.

- iv) Should have valid PAN and Sales Tax Registration number.
- v) Should not have been black-listed by and State/Central Govt. Organization.

5. PAYMENT TERMS

The terms of payment will be as follows:

- i) No advance payment against purchase order will be made.
- ii) 90% of the bill amount will be paid within 30 days of submission of the bill along with reports showing successful delivery, Installation & satisfactory functioning of Software.
- iii) Balance 10% of the value of the bill amount will be paid, against Pay Order/FDR/Bank Guaranty in favour of NIELIT Delhi towards performance security of 7% of total bid amount, within 30 days after submission of Performance Security through any of the aforesaid instruments the satisfactory functioning report signed by the designated officer of NIELIT, Delhi Centre. The Pay Order/FDR/BG should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligation.

6. Director-in-charge, NIELIT, Delhi, reserves the right to reject any or all tenders/quotations without assigning any reason.

7. Director-in-charge, NIELIT, Delhi reserves the right to revise or alter the requirements and/or specifications of the material before acceptance of any quotation and call for offers.

8. Sealed quotations, complete in all respects, should reach NIELIT, Delhi, "2nd Floor, Parsvnath Metro Mall, Inderlok Metro Station, Inderlok, Delhi-110052" latest by **2.00 PM on 18th Dec, 2014**. Incomplete quotations or those without earnest money may be rejected. Technical bids will be opened on the same day at 2.30 p.m. at **NIELIT, Delhi** in the presence of the vendors or their representative who may wish to be present at the time of opening of the Technical Bids. Financial bids will be opened after evaluating the Technical bids.

9. Supply complete in all respect will be accepted in one lot at the NIELIT, Delhi office address.

10. Vendor will be required to provide paper license in the name of NIELIT, Delhi for all software(s) which will be installed, configured and used with the Hardware to carry out various functions. Vendor(s) should enclose printed brochure of the products quoted along with the technical bid.

11. If a dispute arises out of or in connection with the contract, or in respect of any defined legal relationship associated therewith or derived there from, the parties agree to submit that dispute to arbitration under the ICADR Arbitration Rules, 1996. The Authority to appoint the arbitrator(s) shall be the International Centre for Alternative Dispute Resolution. The International Centre for Alternative Dispute Resolution will provide administrative

services in accordance with the ICADR Arbitration Rules, 1996. The place of arbitration proceedings shall be New Delhi

12. In all matters and disputes arising hereunder, the appropriate Courts at Delhi alone shall have jurisdiction to entertain and try them.

13. Non- compliance of the above terms and conditions will render the tender liable for rejection.

14. Copy of these terms and conditions duly signed and stamped on each page must be attached with the technical bid as acceptance of the above terms and conditions.

15. Evaluation Procedure

The following evaluation procedure shall be followed for selecting the vendor:

- i) Technical bids of vendors meeting the Eligibility Criteria will be opened and evaluated as per the Technical specifications required.
- ii) Financial bids of only those vendors will be opened and evaluated who are technically qualified.
- iii) Vendor will be selected for supply of material on the basis of lowest quote for amount of bids of all the softwares taken combined.

16. Incomplete quotations are liable to be rejected.

Annexure-A**QUALIFICATION BID FOR SOFTWARE(S)**

PLEASE COMPLETE THE FORM AND ENCLOSE NECESSARY DOCUMENTS WHERE REQUIRED OTHERWISE THE QUOTATION WILL BE REJECTED

BID PARTICULARS FOR QUOTATION NO. : _____

1. Name of the Bidder : _____
2. Address of the Bidder : _____

- Telephone : _____
 Fax : _____
 Mobile : _____
 E-mail : _____
3. Bidder's proposal number and date : _____
4. Name & Address of the contact : _____
 Person to whom all references shall
 Be made regarding this tender
 Telephone : _____
 Fax : _____
 Mobile : _____
 E-mail : _____
5. Earnest Money : Yes/No

Bank/Demand Draft Date	Bank/ Demand Draft No.	Drawn on Bank	Amount

6. No. of years in business (IT Software) : _____
7. Turnover (for last 3 years) – 2011-14 : _____
8. Supplies in India (Reference of Organization) : _____
9. Copy of Income Tax returns : Yes/No
 (Attach attested copies)
12. Sales Tax Registration Certificate : Yes/No
 (Attach attested copy)
13. PAN No. : _____

14. Documentary evidence of OEM authorization
Certification attached : Yes/No
15. I/We have read all the terms and conditions of
the letter inviting quotations and accept them in full : Yes/No

(Signature)

Seal

Witness 1:

Signature.....
Name.....
Designation.....
Company.....
Date.....

Witness 2:

Signature.....
Name.....
Designation.....
Company.....
Date.....

Annexure-B**TECHNICAL BID****A. Softwares for “IT for Masses” :**

Softwares	Detailed Specification	Deviation (if Any)
MS Office	Academic Version Latest	
TALLY	Version 7.2	
Type Master Pro	Latest	

B. Softwares for Delhi Centre :

Softwares	Detailed Specification	Deviation (if Any)
MS Office	Academic Version Latest	
MS Office	Professional Version Latest	
SQL Server	Latest	
Windows Server	Latest	
Visual Studio	Latest	
Visual Studio	Upgrade from version 2006 to latest	
Xara	Web Designer Latest version	
Type Master Pro	Latest	
Anti Virus	Symantec Latest	

NOTE : The above softwares should be supplied on media.

Certificate of Authenticity

This is to certify that the quoted item conforms as per the technical specification mentioned in the bid document.

Dated this _____ Day of _____ 20__

(Signature) (In the capacity of)

Duly authorized to sign the Tender Response for and on behalf of:

(Name and Address of Company) Seal/Stamp of bidder

Note:

If the supplied softwares are found to be below specified technical capabilities at any stage either pre or post tender, the award of contract will be summarily be rejected.

ANNEXURE-C**COMMERCIAL BID (PRICE QUOTE)****A. Softwares for “IT for Masses” :**

Softwares	Specification	Licences Required	Unit Rate (In Rs.)	Total Amount (in Rs.)
MS Office	Academic Version Latest	55		
TALLY	Version 7.2	5		
Type Master Pro	Latest	55		

B. Softwares for Delhi Centre :

Softwares	Specification	Licences Required	Unit Rate (In Rs.)	Total Amount (in Rs.)
MS Office	Academic Version Latest	50		
MS Office	Professional Version Latest	1		
SQL Server	Latest	1		
Windows Server	Latest	1		
Visual Studio	Latest	1		
Visual Studio	Upgrade from version 2006 to latest	1		
Xara	Web Designer Latest version	1		
Type Master Pro	Latest	40		
Anti Virus	Symantec Latest	5		

Dated this..... Day of

Signature (in the capacity of duly Authorized to sign the Tender for and on behalf of):

(Name and address of Company)
Seal/Stamp of bidder

Note: The Unit price mentioned will be considered for bid evaluation and no other mentioned price will be taken in to account.

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