

# INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

Ground Floor, Block "A", Vishwakarma Government Engineering College Campus  
Visat-Gandhinagar Highway, Chandkheda, Ahmedabad - 382424. Tel/Fax No. +91 79 2397 2583

Website: - [www.iitgn.ac.in](http://www.iitgn.ac.in)

Date: 30<sup>th</sup> August, 2013

Tender No.: IITGN/COMP-SOFT/LTA/2013-14/0028

Last date: 19<sup>th</sup> September, 2013 on/before 05:00 PM

**SUB: Invitation of sealed tender for Supply of "MS Office 2013 Professional" for IIT Gandhinagar.**

Dear Sir/Madam,

Indian Institute of Technology Gandhinagar invites sealed tender for **Supply of "MS Office 2013 Professional" for IIT Gandhinagar** on the following terms & conditions:

1. If the supplier/firm is manufacturer/authorized dealer/sole distributor of any item/software, the Certificate to this effect should be attached.

2. The tender documents are to be in two parts as **Technical Offer and as Financial offer:**

a.) The Technical offer should include the detailed specifications of cited item/software.

b.) The financial offer should include the cost of the item/software. If there is any separate cost for installation etc. that should be quoted separately. The total cost should be quoted in words as well as figures (typed or printed). Amendment should be avoided. Amendments, if any, should be duly initialed with seal, failing which the offers are liable to be rejected.

c.) The two parts of the offer should be placed in separate sealed envelopes clearly marked "**Technical Offer**" & "**Financial Offer**". These two envelopes must be enclosed for EMD and Tender Fee marked "**Tender Fee & EMD**" (total three envelopes) must be enclosed in one bigger envelope duly sealed and super scribed with tender number, name of the instrument/item and tender due date must be forwarded to the undersigned so as to reach him on or before the due date.

d.) The Financial Offer must be mentioned in the prescribed format as per the Annexure-I only. If the financial offer is not in the prescribed format, it will be rejected.

Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

3. Fax and Email quotation are not acceptable.

4. Quotations should be valid for 120 days from the tender due date. The quotation should clearly indicate the period of delivery, installation, warranty terms etc. A minimum of one year warranty is required from the date of commissioning.

5. Relevant literature/product catalogue pertaining to the item/software quoted with full specifications should be sent along with the Quotations, wherever applicable.
6. The Suppliers should submit copies of suitable documents in support of their reputation, credentials and past performance about the product/software which they have supplied to premier educational Institution(s). Without these documents the tender may be rejected by the Institute.
7. The quotations should be given for the items in the same order as in the tender document.
8. The quantity of the cited item/software is One Hundred (100) and it is approximate and may vary as per demand of the Institute at the time of placing the order.
9. Any effort by a supplier to influence IITGN's tender evaluation, tender comparison or contract/order award decisions may result in the rejection of the supplier's tender and forfeiture of the supplier's EMD.
10. The Vendor must be able to provide the item/software within specified time period as mentioned in the Purchase Order. Failing the EMD will be forfeited. Furthermore, on completion of the stipulated time period, Purchase Order will be cancelled and award will be given to another qualified bidder with the negotiated terms & conditions.
11. 100% payment will be released after completion of the supply and successful installation.
12. IIT Gandhinagar is exempt from payment of Excise Duty. Necessary certificate will be issued on demand.
13. In the event of any dispute or difference(s) between the vendee IIT Gandhinagar and the vendor(s) arising out of non-supply of material or supplies not found according to the specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to the concerned authority of IIT Gandhinagar who may decide the matter himself or may appoint arbitrator(s) under the arbitration and conciliation Act 1996. The decision of the arbitrator shall be final and binding on both the parties.
14. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
15. All disputes shall be subject to Gandhinagar Jurisdiction only.
- 16 I.I.T. Gandhinagar has the right to accept the whole or any parts of the Tender or portion of the quantity offered or reject it in full without assigning any reason.
17. The Tender/Bid will be open on **20.09.2013** at **03:00 PM** at IIT Gandhinagar Premises.
  - a.) The suppliers or their authorized representative may also be present during the opening of the Technical offer, if they desire so, at their own expenses.

- b) Only those financial offers will be opened whose technical offers are found suitable by the expert committee appointed for the concerned item/software.
- c) No separate information shall be given to individual bidders. In incomparable situation, the committee may negotiate price with the qualified bidder quoting the lowest price before awarding the offer.
- d) The Tender Committee reserves its right to select or reject any or all of the Items/software mentioned above without assigning any reasons.

18. In case the supplier requires any elucidation regarding the tender documents, they are requested to contact to the Assistant Registrar (M.M.) through e-mail, [purchase@iitgn.ac.in](mailto:purchase@iitgn.ac.in) on or before **4:00 PM, 19.09.2013**.

19. A demand draft of **Rs. 250/- (Rupees Two Hundred Fifty Only)** towards non-refundable tender fee and a demand draft of **Rs. 7,000/- (Rupees Seven Thousand Only)** at the rate of 2% of the tender value towards refundable EMD from a Nationalized bank/Schedule bank in favour of **“IIT Gandhinagar Main Account”** payable at Ahmedabad placed in a separate envelope marked **“Tender Fee & EMD”** should accompany tender bid documents. Both the demand drafts should be valid for 90 days. Without the Tender Fee and EMD the bid will not be considered. **NSIC Certificate will not be accepted for relaxation of EMD and Tender Fee.**

The EMD of the successful bidder will be returned to them without any interest after completing the successful installation. The earnest money of unsuccessful bidders will be returned to them without any interest within thirty (30) working days after awarding the offer.

20. All tender documents should have to be forwarded through speed post or registered post, courier, hand delivery to the following address so as to reach the following address on/before **05:00PM, 19.09.2013**.

**Assistant Registrar (M.M.)**

Indian Institute of Technology Gandhinagar,  
Vishwakarma Government Engineering College Campus,  
Ground Floor, Block “A”,  
Visat-Gandhinagar Highway, Chandkheda  
Ahmedabad 382424  
Tele/ Fax No. +91 79 2397 2583

## **Other Terms & Conditions:**

### **1. Pre – Qualification Criteria:**

a. Bidders should be the manufacturer / authorized dealer. Letter of Authorization from Manufacturer on the same and specific to the tender should be enclosed.

b. An undertaking from the original Manufacturer is required stating that they would facilitate the bidder on a regular basis with technology/product updates and extend support for the warranty as well.

2. **Delivery:** The item/software should be delivered and installed within the period as specified in the purchase order and be ready for use within one week of delivery unless otherwise prescribed.

3. **Penalty:** If the suppliers fails to deliver and place any or all the items/software or perform the service by the specified date, penalty at the rate of 1% per week of the total order value subject to the maximum of 10% of total order value will be deducted.

4. **Installation & Warranty Declaration:** Suppliers must give the comprehensive onsite warranty as required from the date of successful installation of item against any defects. In the installation/supply report the model/serial number of item/software (if any) should be in the line of purchase order. And suppliers must be written in the warranty declaration that “everything to be supplied by us hereunder shall be free from all defects and faults and shall be of the highest quality of the type ordered. Installation must be done within specified period from the date of delivery of the item/software.

Any deviation in the product and the specifications from the accepted terms may liable to be rejected and the suppliers need to supply all the item/software in the specified form to the satisfaction / specifications specified in the Purchase order and demonstrate at the their own cost.

Sd/-

Assistant Registrar (M.M)

**Form A**

**PARTICULARS TO BE FILLED BY THE BIDDER**

1. Name of the Supplier:
2. Complete Address of the Supplier:
3. Availability for demonstration of instruments at IIT Gandhinagar: Yes / No [Please √]
4. Cost of the Tender enclosed: Yes/No [Please √] If yes,
  - a.) Name of the Bank \_\_\_\_\_
  - b.) Amount in (₹) \_\_\_\_\_
  - c.) Demand Draft No. \_\_\_\_\_
5. Earnest Money Deposit enclosed: Yes / No [Please √] if Yes,
  - a.) Name of the Bank \_\_\_\_\_
  - b.) Amount in (₹) \_\_\_\_\_
  - c.) Demand Draft No. \_\_\_\_\_
  - d.) Last Validity date of the enclosed DD \_\_\_\_\_
6. Communication details of the concerned contact person to whom all references shall be made regarding this tender enquiry. [NOTE: Any changes after submission of Tender documents kindly update IIT Gandhinagar]
  - a.) Full Name :
  - b.) Complete Postal Address:
  - c.) Telephone No.:
  - d.) Fax No.:
  - e.) Mobile No.:
  - f.) E-mail:
  - g.) Website Address:

**Form B**

**PARTICULARS FOR REFUND OF EMD TO SUCCESSFUL/UNSUCCESSFUL BIDDER**

**RTGS/National Electronic Fund Transfer (NEFT) Mandate Form**

1	Name of the Bidder	
2	Permanent Account No (PAN)	
3	Particulars of Bank Account	
	a) Name of the Bank	
	b) Name of the Branch	
	c) Branch Code	
	d) Address	
	e) City Name	
	f) Telephone No	
	g) NEFT/IFSC Code	
	h) RTGS Code	
	i) 9 Digit MICR Code appearing on the cheque book	
	j) Type of Account	
	k) Account No.	
4	Email id of the Bidder	

**Note: - Please attach original cancelled cheque along with the RTGS/National Electronic Fund Transfer (NEFT) Mandate Form.**

**Annexure – I**

**FINANCIAL OFFER**

**FOR INDIGINEOUS SUPPLIES**

Supplier's Ref. No. & Date: -

Tender No. : -

Due Date: -

Description of item: -

Sr. No	Description of Item & Specification (Model no if any)	Qty. in Units	Unit Price in Rs.	Discount (%)	Excise Duty /Custom Duty (%)	CST/ VAT (%)	Octroi (%)	Total Price in Rs.

- Delivery Mode : Delivery at IIT Gandhinagar, at site only
- Warranty/Guarantee: .....
- Total bid price should be inclusive of all taxes and levies, transport, loading, unloading etc.
- Delivery Period: .....days/Weeks.
- Quotation Validity Date: - Minimum 120 Days from the date of Submission of quotation/tender.
- Payment Term : Payment within 30 working days from the date of submission clear of bill with acceptance certificate from the concerned dept./Sect./MMD

Sign of bidder: - \_\_\_\_\_

Date: - \_\_\_\_\_

Name of the bidder:- \_\_\_\_\_

Firm's Name:- \_\_\_\_\_