

No.37011(2)/2013-GA
Government of India
Ministry of Heavy Industries & Public Enterprises
Department of Public Enterprises

Public Enterprises Bhawan,
Block No.14, CGO Complex,
Lodi Road, New Delhi – 110003
Dated the 14th August, 2015

Sub:- Tendering of sealed quotations for purchase of Micro Soft Office 2013 (Professional) Paper Lic.

Department of Public Enterprises, Government of India, New Delhi invites SEALED TENDERS/ QUOTATIONS for procurement of 20 Nos. of Micro Soft Office 2013 (Professional) Paper Lic. for computers in the Department. Authorized dealers of Microsoft may send their sealed tenders as per enclosed proforma on the following terms and conditions:-

Terms and Conditions

1. **Authorization letter :** The bidder must furnish authorization letter from the original manufacturer with the bid.
2. **Earnest Money Deposit :** EMD/ bid security in the form of DD of Rs.70,000/- (Rupees Seventy Thousand only) with Technical bid. Bid submitted without EMD will not be entertained.
3. **Support & Maintenance :** Support shall be provided and also successful bidders/ suppliers shall depute one engineer for installation and demonstration of the software, will be carried out free of cost.
4. **Last Date and Time for depositing the bids:** The quotation should reach this office latest by 11.00 AM on the 28th August, 2015.
5. **Manner of Depositing the Bids:** Single sealed bid may be submitted in person or, by registered post/speed post so as to reach Smt. Kalpana Narain, Director(Administration), Room No-408, Block 14, CGO Complex New Delhi-110003.
6. **Time and Date for Opening Bids:** The quotation will be opened at 11.30 AM on the same day in Room No-408, Block 14, CGO Complex New Delhi-110003 in the presence of members of the Standing Purchase Committee of the Department. Tenderers or their representatives may also be present if they so wish.
7. **Bid System:** The bid is to be submitted in single bid system with details of technical specification and price should be mentioned clearly.
8. **Validity of Bid:** The bid should remain valid for 60 days from the date of opening of the bid.
9. **Delivery:** - The 20 Nos. of MS Office 2013 Professional Paper Lic shall be delivered to the address as above within 07 days from the date of placement of supply order.
10. General terms and conditions of the contract shall be as per Annexure.
11. All pages of the bid being submitted must be signed and sequentially numbered by the bidder.

The Department reserves the right to accept or reject any or all the quotations at its sole discretion without assigning any reason.

Kalpana Narain
(Kalpana Narain)
Director

ANNEXURE

General Terms and conditions of the contract

1. Bid Prices:-

- I The prices shall be quoted in Indian Rupees only.
- ii The prices shall be quoted for destination and no additional cost for delivery & training will be entertained.
- iii All taxes, duties etc. levyable should be clearly indicated.
- iv The prices quoted shall remain firm and fixed till delivery and shall not be subject to adjustment on any account.

2. CORRECTION OF ERRORS:-

In the process of evaluation of Bids, following procedure will be adopted for correction of errors:

- c) Where there is a discrepancy between the rates in figures and in words, the rate in words will govern.
- d) Where there is a discrepancy between the unit rate and the total cost, the total cost resulting from multiplying the unit rate by the quantity, quoted will govern.

The amount stated in the Bid will be corrected in accordance with the above procedure for removal of errors and shall be considered binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected.

3. Bid Evaluation and Award Criteria:-

The bids of those bidders, who fulfil the eligibility criteria , will be evaluated as under:

- iii) The price bids will be evaluated item wise as per technical specifications.
- iv) The Purchaser shall award the purchase order to the bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the bidding documents, provided further that the bidder is determined to be qualified to perform the Contract satisfactorily.

4. Purchaser's Right to vary Quantities: - At the time of placing supply order the purchaser reserves the right to increase or decrease the quantity of goods from the quantity originally specified.

5. Delivery Period: - within 07 days from the date of placement of supply order.

6. Payment Terms:-No advance payment shall be made. Payment will be released normally within one month after receipt of delivery of the goods as per the prescribed technical specification with delivery challans and receipt of Pre-receipted bills in triplicate.

QUOTATION FORM

Department of Public Enterprises

Schedule of Prices

S.No.	Item Description	Qty. required	Unit Price (Rs.)	Taxes* (Rs.)	Total Amount (Rs.)
1.	Supply and Installation of Micro Soft Office 2013 (Professional) Paper Lic. with one year installation support.	20 Nos.			

*Specify the name and amount of taxes/ duties.

Important: In case of discrepancy between the unit price and total price, the unit price shall prevail for computation.

Signature of Bidder : _____

Name: _____

Address: _____

Place: