



No. AUD/17-40/2014-15/Software/

31.03.2014

To,

Sub.: Notice Inviting Tender/Quotation for Supply & Installation of Softwares .

Sealed quotations are invited from OEM/Authorized supplier/distributors/Channel Partners for supply and installation of **Softwares for MAC Systems (Academic Volume Base License)**. The quotation is required to be submitted in a sealed cover to the Registrar, Bharat Ratna Dr. B.R. Ambedkar University, Lothian Road, Kashmere Gate, Delhi- 110 006 duly superscribing **“Tender/ Quotation for Purchase of Softwares”** on top of the cover as per the details given below:

Name of Work/Activity	Supply and installation of softwares in AUD, Delhi
Last date, Time and Venue for submission of tender	Latest by 21 st April,2014 at 03.00 P.M. in the office of the Registrar
Earnest Money Deposit	As indicated against each software is to be deposited in the form of crossed demand draft/pay order drawn in favour of Registrar, Ambedkar University, Delhi
Opening of Technical Bids in presence of the authorized representatives of bidders, if any	21 st April,2014 at 3:30 P.M.
Opening of Financial Bids in presence of the authorized representatives of bidders, if any	After evaluation of Technical bid date of opening of Financial bid will be informed the technically qualified bidder

Detailed specifications and quantity are as follows:

S.No.	Software name & Specification	Qty.	Earnest Money Deposit (Rs.)
1	CS6 Adobe Design Std (perpetual) for MAC	20	24000/-
4	Microsoft office 2011 std. for MAC (Office Home & Student 2011)	23	2000/-

The Bidder can quote for one or more software as mentioned above but has to submit EMD separately for each software. The quotation should reach the Office of the Registrar, Bharat Ratna Dr. B.R. Ambedkar University, Lothian Road, Kashmere Gate, Delhi- 6 on or before 03.00 pm on 21-04-2014. Tenderers should read the tender document carefully as enclosed and comply strictly while sending their tenders.

Assistant Registrar (Admin)

Copy forwarded to:-

- 1- Office of the Director(IT Services)
- 2- Office of the Controller of Finance
- 3- Office of the Registrar
- 4- Office of the Dean of School

TERMS & CONDITIONS

1. Sealed Tenders (**Technical and Financial bids separately**) should be clearly superscribed as “ **Technical Bid of Softwares**” and “ **Financial Bid of Softwares**” .
2. Late receipt of bids (i.e. after due date and time) will not be considered. Authorized representatives of the tenderers may participate in the tender opening committee meeting, in case they wish to do so.
3. Rates must be quoted in figures & words in INR with all levies and taxes i.e. Sales Tax, VAT, Service Tax, etc as per schedule given in the financial bid. Rates must be quoted for all the items.
4. Each page of the technical bid/ financial bid is to be **signed by the tenderers and duly stamped**.
5. **Special discount/rebate admissible to Educational Institution/University may be specifically indicated in the quotation.**
6. The Bidder has to write the name of the software at the top of each document, in case quoted as part tender. No need in case quoted for all softwares.
7. The Bidder has to submit OEM/Authorized supplier/distributors/Channel Partners Certificate or other related certificate specific for each software separately, in case the bidder is quoting for more than one software.
8. The above specification is indicative. University (AUD) may augment/ Diminish it with their specific requirements and equivalent / higher configuration may also be procured.
9. The bid would be valid for 90 days from the date of opening of the tender. In the case of successful tenderer, rates quoted shall be valid till the supplies are completed unless there is downward revision, in such case the benefit shall be *suo moto* transferred to this University.
10. Bidder to submit point by point compliance to the technical compliance and it should be included in the Bid.
11. Technical details, literature, catalogue etc. must be attached along with the quotation.
12. The financial bid of those bidders will be opened who technically qualified in the technical bid. The date and time for financial bid opening will be intimated to the successful bidders subsequently.
13. The Earnest Money of one quotation case shall not be off-seted transferred /adjustable towards any other quotation.
14. In each software, the bidder with lowest price will be considered to be L1 in that software and will be awarded the contract in that software.

15. **Performance Security Deposit:** The successful bidder shall be required to deposit a sum equivalent to 10% (Ten per cent) of the total cost of the supply order before commencement of supply in the form of Bank Guarantee/demand draft drawn in favour of Registrar , Ambedkar University, Delhi payable at New Delhi. No interest shall accrue on this amount. The validity of the Performance Security Deposit shall continue for a period of three months even after termination of the contract.
16. In case the successful bidder fails to deliver the items within the stipulated period, a sum equal to 0.5% of the contract value of the indented items shall be deducted per week till the actual delivery, subject to maximum of 10% of the value of the supply order.
17. The payment will be released only after successful completion of entire installation. No advance payment will be released. The delivery will be made as per the supply order and deviation, if any, may attract penalty. In addition to that, the EMD & Performance Security Deposit shall also be forfeited.
18. The vendor/supplier should be a registered firm with Trade & Taxes / Sales Tax /Service Tax Department etc. and should possess PAN, TIN (VAT)/Sales tax and service tax as applicable, copies of which may be enclosed.
19. **The bidders should provide details of at least 02 supply /installations that have been carried out in the last one year,** with detail of the Organization, Concerned Person and Contact Number, preferably a Government order.
20. Installation and satisfactory operation of the software will be the responsibility of the supplier.
21. On-site installation to be provided for the first time , In case of subsequent troubleshoot, which is un-resolvable over phone, the vendor should provide on-site support at free of cost.
22. Penalty shall be levied in case the complaints if any, not rectified within a week of reporting.
23. The software should be available and installed on network within Ambedkar University, Delhi Campus .
24. The warranty/guarantee period shall commence from the date of satisfactory installation of software at the project site of Bharat Ratna, Dr. B.R. Ambedkar University, Lothian Road, Kashmere Gate, Delhi-110 006. Updates & patches to be provided free of cost during the warranty period of one year.
25. All disputes arising out of this contract shall be referred to the sole arbitration of the Vice Chancellor, Bharat Ratna Dr. B.R. Ambedkar University, Lothian Road, Kashmere Gate, Delhi-110006; The venue of arbitration shall be NEW DELHI (INDIA).
26. AUD reserves the right to reject any or all tender(s) without assigning any reason. The decision of AUD in this regard shall be final. No enquiries in this regard shall be entertained. Correspondence during tendering process may invite disqualification.

TECHNICAL BIDS

The technical bid shall contain following information in a sealed cover super scribed “Technical Bid” only which shall also contain the EMD.

Technical Specifications

S.No.	Product Descriptions	Quantity	EMD	Compliance(Yes/No/Remarks)
1	CS6 Adobe Design Std for MAC (Perpetual)	20	24000/-	
2	Microsoft office 2011 std. for MAC (Academic version)	23	2000/-	

1. OEM/Authorized supplier/distributors/channel partners are requested to enclose the letter/certificate of their manufacturer appointing them as authorized for marketing their product. The vendor clearly specify the license/free update period for the softwares.
2. Name, address, setup and status of the organization, authorized contact person with telephone number should also be mentioned.
3. **The Bidder can quote for one or more software as mentioned above but has to submit EMD separately for each software.**
4. **Earnest Money Deposit (EMD)** in the form of crossed demand draft/pay order drawn in favour of Registrar, Ambedkar University, Delhi shall be enclosed with the technical bid of the tender document. The EMD of unsuccessful tenderer will be returned after completion of the tender process on request. Technical bid received without EMD shall summarily be rejected.
5. TIN /CST/VAT Number must be clearly mentioned in the bid document. Copies of the same should also be enclosed.

I/We have read and understood the terms and conditions of the tender and hereby unequivocally accept the same.

(Authorized Signature)
Name of the Authorized person: _____
Name of the Company: _____
Address of the company: _____
Contact No. : _____
Email Id: _____
Seal of the company:

FINANCIAL BIDS

The financial bid should be enclosed in a separate sealed cover super scribed “Financial Bid”. No esca lation of prices would be permitted on any ground. The price may be quoted with analysis. Firms must clearly indicate in their offers the different taxes and duties which they propose to charge extra mentioning clearly the present rate(s) thereof. Vague offers like “duties as applicable” shall not be considered .

S. No.	Items Description	Qty Req.	Rate Per qty. (In Rs.)	Amt. X=(a)x(b) (In Rs.)	Taxes (In Rs.)	Total (c+d) (In Rs.)
		(a)	(b)	(c)	(d)	
1	CS6 Adobe Design Std for MAC (Perpetual)	20				
2	Microsoft office 2011 std. for MAC (Academic version)	23				
Grand Total						

(Authorized Signature)

Name of the Authorized person: _____

Name of the Company: _____

Address of the company: _____

Contact No. : _____

Email Id: _____

Seal of the company: