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DOEACC Society, Chandigarh Centre
SCO 114-116, SECTOR 17-B, CHANDIGARH - 160 017

DOACH/PUR-32/2011/

25th July, 2011

INVITATION TO QUOTE RATES

(Last Date for Submission 18 / 08 / 2011 by 3.30 P.M.)

To,

Subject: Supply of Software

Dear Sir,

You are requested to quote rate(s) for the items mentioned below in the enclosed Performa in original as per the specifications given below.

1. Software (latest version with Original Media from OEM)

SNo.	Description of Item	Quantity	Unit
1.	Ms Office 2010 Professional Plus Single OLP Academic Edition	15	Licences
2.	Windows 2008 Server Enterprise Single OLP Academic Edition	1	Licences
3.	Windows 2008 Server Enterprise CAL For Academic Edition	10	Licences
4.	Visual Studio 2010 Single OLP Academic Edition	10	Licences
5.	Microsoft SQL Server 2010 Enterprises Single OLP Academic Edition	1	Licences
6.	Microsoft SQL Server 2010 Enterprises CAL For Academic Edition	10	Licences
7.	Corel Draw Graphics Suite Academic Edition	10	Licences
8.	AutoCAD 2011 Academic Edition	5	Licences
9.	3d Studio Max Academic Edition	10	Licences
10.	AutoCAD 2011 and 3d Studio Max Academic Edition Bundle	1	Licences
11.	Adobe Master Collection Cs 5 Academic Edition	10	Licences
12.	Adobe E-Learning Suite Academic Edition	4	Licences

SCOPE OF WORK AND OTHER TERMS AND CONDITIONS (FOR LIMITED TENDER)

1. **TENDERERS MUST QUOTE RATES ONLY IN THE ENCLOSED PROFORMA PLACED AT ANNEXURE -II.**
2. Item wise L-1 vendor will be evaluated.
3. The quotation should be addressed to Director, DOEACC Society, Chandigarh Centre. SCO 114-116, SECTOR 17-B, CHANDIGARH - 160 017
4. **INCOMPLETE QUOTATION AND QUOTATION WITHOUT EARNEST MONEY DEPOSIT WILL NOT BE ENTERTAINED UNDER ANY CIRCUMSTANCES.**
5. The price quoted should be inclusive of all taxes and carriage /cartage and delivery at our Centre at Chandigarh. No form 'C' / 'D' / undertaking will be provided by this Centre.
6. The quotation should be submitted on or before last date of submission (**18/08/2011 at 3:30 P.M.**). The Envelope should be subscribed as "**Financial Bid for Software**" it must contains **EMD, Qualification Bid (Annexure – I) ,Financial Bid (Annexure – II) and terms and conditions.** Quotations received after the due date will not be considered. Bids shall be opened at **4:00 P.M. on the same day** in the presence of vendors, if any, who has submitted quotations.
7. Licenses for all software are required to be provided in the name of DOEACC SOCIETY, CHANDIGARH CENTRE.
8. You will be required to submit earnest money of **Rs. 20,000/- (Rupees Twenty thousand only)** in the form of demand draft in favour of Director, DOEACC SOCIETY, CHANDIGARH CENTRE payable at Chandigarh along with the quotation which will be returned to all except the vendor selected for supply immediately after the order is placed. This amount will be returned to the selected vendor on acceptance of the material supplied by the vendor. In case the vendor fails to complete the supply according to the terms of the order, the amount of EMD will be forfeited.
9. Software must be delivered within **4 weeks** from the date of issue of the purchase order. Penalty for late delivery would be leviable at the rate of **0.5 percent** per week subject to a maximum of **5 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 the specified delivery period, the Director, DOEACC SOCIETY, CHANDIGARH CENTRE may cancel the order and arrange to procure the said items from any other source at the risk and cost of the vendor.
10. Warranty on software for media corruption will be minimum **30 days**

11. The terms of payment will be as follows:

- i. No advance payment against purchase order will be made.
- ii. 90% payment will be paid after submission of the bill along with reports showing successful complete delivery, Installation, Training & satisfactory functioning of Software.
- iii. 10% will be paid after 30 days.

12. Quotations will not be accepted by Fax, Email or any other electronic data transfer form.

13. Only original Software manufacturers or Authorized Distributor/Dealers/Reseller shall only be allowed to Participate. Tenderer should enclose authorization letter from manufacturer (not applicable for manufacturer).

14. DOEACC Society reserves its right to accept the intended material in parts/Lots from different tenderers. The Tender can be split up. DOEACC Society shall be under no obligation to purchase entire material from one tenderer.

15. Requisite technical support and Training shall be provided to the officials of DOEACC society wherever required.

16. Validity of the quotation should be mentioned. **The quotations should be valid for at least 90 days from the date of opening of the quotation.**

17. Director, DOEACC Society, Chandigarh Centre, reserves the right to cancel/revise or alter the requirements and/or specifications of the material before acceptance of any tender and call for revised tenders.

18. 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 point the arbitrator 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 language for arbitration proceeding shall be English and place of arbitration proceeding shall be New Delhi.

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

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

Thanking you.

Yours Faithfully,

(SUNITA GOYLE)
Additional Director

DOEACC Society, Chandigarh Centre
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DOACH/PUR-32/2011

QUALIFICATION BID

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

BID PARTICULARS FOR TENDER NO. : PUR-32 /2011

1) Name of the Bidder : _____

2) Address of the Bidder : _____

Telephone :

Fax :

Telex :

E-mail :

3) Bidder's proposal number and date:

4) Name & Address of the officer :

To whom all references shall be

Made regarding this tender

Telephone :

Fax :

Telex :

E-mail :

5) Earnest Money : Yes/No

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

- 6) No. of years of Experience :
(Attach certificates from Client – for successful running)
- 7) Turnover (for last 3 years) : 2008-09
2009-10
2010-11
- 8) Supplies in India (reference of Organisation) :
- 9) Copy of Income Tax returns : Yes/No
(attach attested copies)
- 10) Sales Tax Registration Certificate : Yes/No
(Attested copy attached)
- 11) An affidavit from Notary that the firm : Yes/No
has never been Black-Listed
(Attach original affidavit on Rs. 10/- Stamp paper) : Yes/No
- 12) PAN NO.
- 13) I/We have read all the terms and Conditions : Yes/No
of the tender and accept them in full

(Signature)
Seal

Witness 1:

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

Witness 2:

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

DECLARATION

I/we declare that the information supplied above is correct to the best of my/our knowledge.

(Signature)
Seal

N.B.

1. Check List of Certificates/attachments
 - a. Bank/Demand Draft for EMD
 - b. Last 3 years balance sheet
 - c. Experience Certificates
 - d. Attested copies of Sales Tax/Service Tax Registration No., Income Tax Clearance, PAN No.
 - e. Any of the following (If applicable)
 - i. Articles of Association / Bye-Laws or Certificate of Registration / Partnership Deed
 - f. Affidavit from Notary (in original)

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FINANCIAL BID**2. Software (latest Version with Original Media from OEM)**

Sno.	Description of Item	Qty (Lic.) (A)	Unit Unit rate (including all taxes and media cost (if any)) (B)	Total Amount (Including all Taxes) (A x B)	Remarks/Deviation (If Any)
1.	Ms Office 2010 Professional Plus Single OLP Academic Edition (with Original Media from OEM-one Set)	15			
2.	Windows 2008 Server Enterprise Single OLP Academic Edition (with Original Media from OEM-one Set)	1			
3.	Windows 2008 Server Enterprise CAL For Academic Edition	10			
4.	Visual Studio 2010 Single OLP Academic Edition (with Original Media from OEM-one Set)	10			
5.	Microsoft SQL Server 2010 Enterprises Single OLP Academic Edition (with Original Media from OEM-one Set)	1			
6.	Microsoft SQL Server 2010 Enterprises CAL For Academic Edition	10			
7.	Corel Draw Graphics Suite Academic Edition (with Original Media from OEM-one Set)	10			
8.	AutoCAD 2011 Academic Edition (with Original Media from OEM-one Set)	5			
9.	3d Studio Max Academic Edition (with Original Media from OEM-one Set)	10			
10.	AutoCAD 2011 and 3d Studio Max Academic Edition Bundle (with Original Media from OEM-one Set)	1			
11.	Adobe Master Collection CS 5 Academic Edition (with Original Media from OEM-one Set)	10			
12.	Adobe E-Learning Suite Academic Edition (with Original Media from OEM-one Set)	4			

Authorized Signatory
And seal of the Company / Supplier