

No. C-13015(73)/MF.CGA/CPSMS/2013-14/203
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
CONTROLLER GENERAL OF ACCOUNTS
PUBLIC FINANCIAL MANAGEMETN SYSTEM

3RD Floor, Shivaji Stadium
New Delhi-110001

Dated:- 21st May 2014

Subject :- Open tender for supply of Microsoft Office Pro Plus 2013 (OLP)

There is a requirement of following software in this Office. Sealed bids are invited only from Manufacturers(OEM)/authorized re-sellers of OEM for supply of software as per the following specifications :-

Sr. No.	Details of Software required	Quantity Required
1.	Microsoft Office Pro Plus 2013 SNGL OLP (79P-04748)	150 (with 30 replica media)

2. The Bid shall consist of :

- a) Technical bid; as given in Annexure-I
- b) **Financial Bid shall contain:-**

Price bid in prescribed format as per Schedule-I of this document.

3. General Terms and commercial conditions of the contract are given in Annexure-II

4. Period of Bid Validity :

Bids shall remain valid for 30 days after the date of Bid opening. Any Bid valid for a shorter period than the period specified shall be rejected as non-responsive.

5. Last date & Time for receipt of Bids :

The last date for receipt of Bids is 09th June, 2014 till 3.00 PM . Bids will be opened same day at 3.30 pm.

6. The prescribed tender document consisting of (i) Technical Bid(Annexure-I) and (ii) Financial Bid(Schedule-I), **Sealed separately in two different envelopes, superscribing "Technical Bid" and "Financial Bid"** as the case may be, and placed in a duly sealed

Handwritten signature

big single envelop superscribing “**Bid for Purchase of Software**” may be submitted in person or, by registered post/speed post so as to reach the PFMS CPMU, 3rd floor Shivaji Stadium Annexe Building, New Delhi-110001 as per the time schedule stipulated for receipt of bids at para 5 above.

7. Late Bid:

Any delay, even postal delay, in the receipt of Bid would be considered late submission of Bid and summarily rejected.

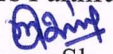
8. Tentative time schedule for the Tendering process

Sr. No.	Description	Tentative time schedule
1.	Date of publication of NIT	22.05.2014
2.	Last date of submission of bid documents	09.06.2014 at 3.00 PM
3.	Opening of Eligibility Criteria	09.06.2014 at 3.30 PM
4.	Display of qualified/unqualified bidders	12.06.2014 at 11.00 AM
5.	Opening of Financial Bids of qualified bidders	12.06.2014 at 03.30 PM

Enclosures:

1. Annexure I
2. Annexure II
3. Schedule I
4. Check-List

Yours Faithfully


(Manoj Kumar Sharma)
Accounts Officer(PFMS)
Ph. 23343860

ANNEXURE-I

Minimum Eligibility Criteria for evaluating Technical Bids

- 1) The bidder should be an OEM(Original Equipment Manufacturer)/Authorized Dealer /Distributor of OEM.
- 2) The Bidder quoting as Authorized Dealer/Distributor of OEM should furnish authorization for Microsoft Office Pro Plus 2013 OLP signed by the OEM.
- 3) The bidder should be a “firm” registered in India and should be in existence for the last five (5) years as on 31.03.2014. A Photocopy of the registration duly self-attested by the bidder shall be provided.
- 4) The bidder should have supplied 50 licenses (or more) of Microsoft Office Software in a single order during last five years(copy of the supply order should be attached).
- 5) The bid should be accompanied by EMD amounting to Rs. 2,50,000/- (Two Lakh Fifty Thousand Only) by way of Bank Draft in f/o Accounts Officer, PAO, O/o CGA . EMD of unsuccessful bidders will be returned without any interest within 30 days of award of work. However for successful bidder the same will be returned after successful supply of the Software.
- 6) Copy of PAN Card, VAT Registration and/or Sales Tax Registration Certificate, duly self attested shall be provided.
- 7) The bidder should not have been black-listed by any Government Ministry/department. A certificate on company letterhead, stating that the bidder hasn't been black listed by any institution/organization/society/company of the Central/State Government Ministry/department, or its Public Sector organizations with company stamp and signed by authorized signatory should also be submitted.
- 8) The bidder should have a minimum annual turnover of Rs. 1,00,00,000/- (Rs. One Crore Only) during the last three years for the period ending 31.03.2014. Copies of the ITR shall be submitted in support of the claim for turnover.
- 9) The bids of the firms who do not fulfil any of the above eligibility criteria shall be summarily rejected and their financial bid shall not be opened.



ANNEXURE-II

General Terms and Commercial 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 will be entertained and this shall be inclusive of all taxes, duties etc.
- iii. The prices quoted shall remain firm and fixed for the duration of the delivery and shall not be subject to adjustment on any account.
- iv. The prices should be inclusive of 30 replica media of the product with no extra cost.

2. Correction of errors

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

1. Where there is a discrepancy between the rates in figures and in words, the rate given in words will govern.
2. Where there is a discrepancy between the unit rate and the total cost, the total cost arrived at by multiplying the unit rate to the quantity, 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, and the Earnest Money shall be forfeited.

3. Bid Evaluation and Award Criteria

The price bids of those bidders, who fulfil the minimum eligibility criteria as mentioned in Annexure-I, will be evaluated as under:

- i) The Purchaser shall award the purchase order to the bidder whose offer has been determined to be the lowest evaluated bid for bid as a whole 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 in the Schedule of Requirements.

5. Delivery Period: within 04 (Four) weeks from the date of issue of supply order.

6. **Delivery Locations**

The items required shall be deliverable at PFMS CPMU, 3rd Floor, Shivaji Stadium Annexe building, New Delhi-110001.

7. **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.

8. **Purchaser's Right to Accept or Reject Any or all Bids:**

The purchaser reserves the right to accept or reject any bid and to annul the Bidding process and reject all Bids at any time prior to Award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Purchaser.

9. **Other Terms & Condition :**

i) The Department reserves the right to reject any bid/tender process as a whole without disclosing any reasons.

ii) Any disputes arising out of this tender will be under the jurisdiction of courts of Delhi only.

10. **Performance Security:**

The EMD of the successful bidder shall be kept as performance security till the supply of the ordered items is executed successfully.



Schedule I

PRICE BID SCHEDULE

Sl.No	Description of item	Qty	Unit Rate (Rs.)	VAT %	Total Price Rs.
01	Microsoft Office Pro Plus 2013 SNGL OLP (79P-04748)	150(with 30 replica media)			

Total Price

(Rupees _____
Only) inclusive of all taxes and duties.

We confirm that the prices quoted shall remain firm and fixed for the duration of the delivery and shall not be subject to adjustment on any account. It is further confirmed that comprehensive warranty period of equipment supplied is at least for five years as per para 9 of Annexure-II has been taken into consideration.

We also confirm no deviation from the terms and conditions of the contract.

Seal of the bidder
Contract Address and Tel. No.
Signature of Authorized Signatory



CHECK LIST

Check list of enclosure:-

- a) Certificate from Microsoft.
- b) Company Registration certificate supporting presence for five years in India.
- c) Copy of supply orders for having supplied 50 or more licenses of MS Office in a single order.
- d) EMD amounting to Rs. 2,50,000/- (Rs. Two Lakh Fifty Thousand Only) in f/o Accounts Officer, PAO, O/o CGA.
- e) Certificate for not being black-listed.
- f) Copies of the ITR in support of turnover.
- g) Financial bid in the enclosed format.
- h) Copy of CST/VAT and TAN No., Service Tax Registration No. etc.

