



No. AUD/17-31/2013-14/ SD-Softwares/
2013

September 6,

To,

Sub.: Notice Inviting Tender/Quotation for Purchase/Installation of Adobe/AutoCAD/Office Software.

Sealed quotations are invited from OEM/Authorized supplier/distributors/Channel Partners for supply and installation of **Adobe Software**. 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 on or before 27-09-2013 duly superscribing “**Tender/ Quotation for Purchase of Adobe/AutoCAD/Office Software**” on top of the cover.

Last Date of submission of tender / quotation: - 27-09-2013 at 12.00 PM

Date of Opening of tender / quotation: - 27-09-2013 at 03.00 PM

The quotation should reach the Office of the Registrar, Bharat Ratna Dr. B.R. Ambedkar University, Lothian Road, Kashmere Gate, Delhi- 110 006 on or before 12.00 pm on 27-09-2013. 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**

TERMS & CONDITIONS

- 1.** Sealed Tenders (**Technical and Financial bids separately**) should be clearly superscribed as “**Technical Bid of Adobe/AutoCAD/Office Software**” and “**Financial Bid of Adobe/AutoCAD/Office Software**” should reach the Registrar, Bharat Ratna Dr. B.R. Ambedkar University (AUD), Lothian Road, Kashmere Gate, Delhi- 110 006 up to 12.00 PM on 27-09-2013 and it will be opened on the same day at 03.00 p.m.
- 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.** **Earnest Money Deposit (EMD)** of Rs. 7,000/- (Rupees Seven thousand only) in the form of crossed demand draft/pay order drawn in favour of 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.** Technical details, literature, catalogue etc. must be attached along with the quotation. A detailed description of the above software essential technical and performance characteristics may also be provided.
- 6.** 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.
- 7.** **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 before commencement of supply in the form of Bank Guarantee/demand draft drawn in favour of 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.
- 8.** 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.
- 9.** 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.

- 10.** Installation and satisfactory operation of the software will be the responsibility of the supplier.
- 11.** 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 as in clause (9) above. In addition to that, the EMD & Performance Security Deposit shall also be forfeited.
- 12.** The warranty/guarantee period shall commence from the date of satisfactory installation of equipments at the project site of Bharat Ratna, Dr. B.R. Ambedkar University, Lothian Road, Kashmere Gate, Delhi- 110 006.
- 13.** The representatives of the firm should be available on telephone and also on mobile to enable this university to call them in emergency situation. Therefore, telephone as well as mobile number(s) may also be given.
- 14.** Each page of the technical bid/ financial bid is to be **signed by the tenderers and duly stamped.**
- 15.** 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-110 006; The venue of arbitration shall be NEW DELHI (INDIA).
- 16.** 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.
- 17.** The vendor/supplier should be a registered firm with Trade & Taxes / Sales Tax /Service Tax Department etc. should possess PAN, TIN (VAT)/Sales tax and service tax as applicable, copies of which may be enclosed.
- 18.** Bidder should be OEM/Authorized supplier/distributor/Channel Partner/Service Provider and proof to this effect has to be attached without which the bid shall not be treated as valid.
- 19.** **Special discount/rebate admissible to Educational Institution/University may be specifically indicated in the quotation.**
- 20.** The bidder should have a Support Centre operating in Delhi/NCR Delhi and complete details including telephone number for the same must be provided.

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 Data:

S.N	Items Description	Quantity
1	ADOBE Creative Master Suite 6 for MAC (Academic Version)	2
2	AutoCAD® Design Premium Suite 2013 for MAC (Academic Version)	2
3	OFFICE for MAC 2011(Academic Version)	2

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 software and license agreements should also be provided in the technical bid in detail.
2. Name, address, setup and status of the organization, authorized contact person with telephone number should also be mentioned.
3. **Earnest Money Deposit (EMD)** of Rs. 7,000/- (Rupees Seven thousand only) in the form of crossed demand draft/pay order drawn in favour of Ambedkar University, Delhi shall be enclosed with the technical bid of the tender document.
4. TIN /CST/VAT Number must be clearly mentioned in the bid document. Copies of the same should also be enclosed.

FINANCIAL BIDS

The financial bid should be enclosed in a separate sealed cover super scribed “Financial Bid”. No escalation 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 N	Items Description	Qty Requ ired	Rate per qty.	Amoun t	Taxes	Total
		(a)	(b) (In Rs.)	x=(axb) (In Rs.)	(c) (In Rs.)	(x+c) (In Rs.)
1	ADOBE Creative Master Suite 6 for MAC (Academic Version)	2				
2	AutoCAD® Design Premium Suite 2013 for MAC (Academic Version)	2				
3	OFFICE for MAC 2011 (Academic Version)	2				
Grand Total (Inclusive of All taxes)						

(Authorized Signature)

Name of the Authorized person: _____

Name of the Company: _____

Address of the company: _____

Contact No. : _____

Email Id: _____

Seal of the company: _____