

कार्यालय प्राचार्य, मिनीमाता शासकीय कन्या पॉलीटेक्निक, राजनांदगांव (छ.ग.) 491441

ट्रासपोर्ट नगर के पीछे, बाईपास रोड,, पेंड़ी

संपर्क: फोन कार्यालय: (07744) 292955, email : gpgrjn@gmail.com वेबसाइट : www.gprjn.in

**NOTICE INVITING TENDER FOR THE SUPPLY OF SOFTWARE**

Tender No. : MGGPRAJ/Store/2017/ 1157

Rajnandgaon, Dated 27 /11 /2017

प्राचार्य मिनीमाता शासकीय कन्या पॉलीटेक्निक, राजनांदगांव में इलेक्ट्रानिक्स एवं दूरसंचार इंजीनियरिंग, माडर्न ऑफिस मेनेजमेंट तथा सी0डी0डी0एम0 विभाग के लिये साफ्टवेयर क्रय करने हेतु निर्माताओं तथा उनके अधिकृत विक्रेताओं से मोहरबंद निविदाएँ आमंत्रित की जाती है ।

निविदा प्रपत्र अधोहस्ताक्षरकर्ता के कार्यालय से आवेदन प्रस्तुत कर (आयकर प्रमाण पत्र सहित) रू. 750/— नगद भुगतान कर दिनांक 27/12/2017 समय 2:00 PM बजे के पूर्व कार्यालयीन दिवस में प्राप्त किये जा सकतें है ।

निविदा प्रपत्र को संस्था की वेबसाइट [www.gprjn.in](http://www.gprjn.in) से डाउनलोड करके भी प्राप्त किया जा सकता है, जिस हेतु निर्धारित राशि 750/— का भुगतान पृथक डी डी द्वारा (लिफाफा न.1 में रखकर ) करना होगा ।

निविदा दस्तावेज की उपलब्धता तिथि	:	27 / 11 / 2017 समय 11:00 बजे से
निविदा बिक्री की अंतिम तिथि	:	27 / 12 / 2017 समय 2:00 PM तक
निविदा जमा करने की अंतिम तिथि	:	27 / 12 / 2017 समय 3:00 PM तक
निविदा खोलने की तिथि	:	27 / 12 / 2017 समय 4:00 PM

प्राचार्य  
(जी. आर. साहू)  
मिनीमाता शासकीय कन्या पॉलीटेक्निक  
राजनांदगांव (छ.ग.)

**TENDER DOCUMENT  
FOR SUPPLY OF SOFTWARE FOR  
ELECTRONICS & TELECOMMUNICATION ENGG. , MOM AND CDDM DEPARTMENT**

No. MGGPRAJ/Store/2017/1157

Rajnandgaon, Dated 27 /11 /2017

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**DATE FOR SALE OF TENDER DOCUMENT : 27/11/2017 ON WARDS**

**LAST DATE FOR SALE OF TENDER DOCUMENT : 27/12/2017 (Up to 2:00 PM)**

**LAST DATE FOR SUBMISSION OF SEALED OFFERS/BIDS : 27.12.2017 (UP TO 3:00 PM)**

**DATE OF OPENING OF BIDS (REPRESENTATIVES OF BIDDERS MAY ATTEND THE PROCESS) : 27.12.2017 (AT 4:00 PM)**

**PLACE OF OPENING BIDS : PRINCIPAL'S CHAMBER**

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**THIS DOCUMENT CONTAINS THE FOLLOWING:-**

- 1. COPY OF THE TENDER NOTICE**
  - 2. TENDER DOCUMENT (INCLUDING ANX I, II, III, IV, V, VI)**
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**Cost of Tender Document : Rs. 750.00 (Rs. Seven Hundred Fifty Only)**

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ISSUED TO:-

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

कार्यालय प्राचार्य, मिनीमाता शासकीय कन्या पॉलीटेक्निक, राजनांदगांव (छ.ग.) 491441  
 ट्रासपोर्ट नगर के पीछे, बाईपास रोड, पेंड्री,

संपर्क: फोन कार्यालय: (07744) 292955, email : gpgrjn@gmail.com वेबसाइट : www.gprjn.in

## TENDER DETAILS

### 1. SCHEDULE

1.1 TENDER NO. : MGGPRAJ/Store/2017/1157 Rajnandgaon, Dated 27 /11 /2017

1.2 COST OF TENDER : Rs. 750/- by Cash or DD, Non-refundable

1.3 DATE OF SUBMISSION : Date: 27/12/2017 up to 3:00 PM

(In case, if the last date is declared to be a holiday, the tender may be submitted up to 3:00 PM of the immediate next working day.)

1.4 DATE & TIME OF OPENING : The bids shall be opened on due Date & Time at Principal's Chamber. The authorized representatives (limited to 02 persons) of the bidder may participate.

2. VALIDITY : Tender will remain valid for period of one year.

3. SCOPE OF SUPPLY : Supply of equipment for education & training purpose as per specifications stated in Annexure-VI.

### 4. ESSENTIAL QUALIFICATIONS OF THE BIDDER

4.1 The bidder must indicate his PAN/TIN of Income Tax and Commercial Tax respectively along with the copies of income tax return of the last three years.

4.2 The bidder must be the manufacturer or the authorized dealer of the manufacturer. Supporting document in this connection must be submitted.

5. PREPARATION OF THE BID : 5.1 The bid would be submitted in three parts in separate sealed Envelops which shall contain :-

**Envelop No. 1.**

- (1) DD/ Bankers Cheque of Rs. 7500/-(In Words Rs Seven Thousand Five Hundred Only) as EMD in favour of Principal, Minimata Govt. Girl's Polytechnic Rajnandgaon payable at Rajnandgaon.
- (2) All the relevant documents regarding the essential qualifications of the bidder.

**Envelop No. 2.**

- (1). Duly signed statement of compliance and acceptance of specifications and terms & conditions of the Tender document in **Annexure-I**
- (2). Performance Statement in prescribed proforma as given in **Annexure-II**
- (3). Proforma for Technical bid in **Annexure-III** for items being quoted and proforma for Statement of deviations from technical specification in the proforma as given in **Annexure-IV**

**Envelop No. 3.**

- (1) The Prices of equipment inclusive of all taxes, duties and any other charges for financial bid in **Annexure-V**

The above envelopes should be kept in one single, bigger envelop. Duly sealed and submitted in the office of the Principal, Minimata Govt. Girls Polytechnic Rajnandgaon.

**Terms And Conditions**

(Terms and conditions for Supply of Equipments)

1. Bid submitted by the dealers/Agency will require the dealership certificate/authorization certificate provided by the firms/companies/manufacture.
2. An Earnest money Deposit of amount Rs. 7500/-(In Words Rs Seven Thousand Five Hundred Only) in form of demand draft/Bankers Cheque must be given in favour of principal, Minimata Govt. Girls polytechnic, Rajnandgaon.
3. Failing EMD, the tender document will not be opened and it is liable to be rejected.
4. Two percent penalty of cost of equipment/goods may be deducted per month if the items are not supplied within time limit given in order.
5. Any condition imposed by the firm/Manufacture/company will not be accepted for the supply of equipment/goods.
6. Item no. and page of the tender document should be strictly in chronological order. Make, name of the manufacture should be mentioned against each item.
7. Taxes, if leviable extra, should be clearly indicate, failing which the rate quote in the tender will be considered as inclusive of all taxes.
8. The submission of the tender will be deemed to be the acceptance of all the terms and conditions of the tender as stated herein and/or elsewhere in the tender document.
9. The undersigned reserves the right to accept the lowest or any tender and also of rejecting all or any tender without assigning any reasons for the same or to split up the tender as may deem fit.
10. Envelop No. 2 will be considered for opening after the contents of envelop 1 is found as per tender.

11. Envelop No. 3 will be considered for opening after the contents of envelop 1 and 2 are found as per tender Conditions.
12. Deduction of taxes at the source would be made by this office as per the rule.
13. The bids may be submitted in English/Hindi but the numerals must be in English only.
14. Bid submitted by Fax or e-mail **would not be** accepted.
15. All the pages of the Tender/document should be duly signed with seal by the competent authority.
16. **Original catalogue, brochures, Leaflets and Pamphlets as per the Quoted items must be enclosed. Tender document will be rejected failing the submission of Original catalogue, brochures, Leaflets and Pamphlets as per the Quoted items.**
17. Rates quoted should be written legible in **words & figures**. If any difference is observed the rates given in words shall be taken will be considered.
18. The bidder would bear all costs associated with the preparation and submission of tender.
19. The bidder is expected to carefully examine all instructions, forms, terms and specification in the tender document.
20. The bid must be in line with specifications and conditions required. It should be valid for one year from the date of opening of bids.
21. This tender form is non-transferable and must be submitted by the purchaser on the prescribed form sold as a part of the Tender Document.
22. There should be no alterations/corrections made in the Tender. The Quoted rate should be both in figures and words.
23. Failure to furnish complete information required by the tender document or submission of bid not substantially may result in rendering the tender ineligible and will be rejected.
24. The rate shall be quoted on the basis of the "Unit" applicable to the respective item (i.e. standard unit/piece on item)
25. **EARNEST MONEY DEPOSIT/  
SECURITY DEPOSIT** : The EMD deposited along with the tender shall be treated as the security deposit of the successful bidder and would be returned on demand to the rest of the bidder after finalization of the bid.
26. **PAYMENT TERMS** : A) 100 % will be paid after supply, and installation of equipment at our site as per the delivery schedule given by us. If any equipment requires operational training the same must be arranged by the firm at our site of installation.  
: B) No payment will be paid in advance.
27. **DELIVERY** : The delivery shall be made on FOR destination basis as per the delivery schedule issued by this office.
28. Terms and conditions not defined here in would have the same meaning as are assigned to them in the Indian Contract Act or in the Indian General Clauses Act or in the Chhattisgarh General Clauses Act and would, otherwise, have the meaning the word or expression ordinarily has with due regard to the subject and the context.

29. A prospective bidder requiring any clarification regarding the tender document may notify this office in writing at the address indicated at the cover of the tender document. The office would respond in writing to any request for clarification of the tender document provided that it is received not later than seven days prior to the last date prescribed for submission of Bids. However, the office shall not be responsible for any delay.
30. Quoted rates should be workable and reasonable and should include incidental and all overheads and profits. The tender should furnish Rate Analysis for scrutiny of the rates by us, if required.
31. If any dispute arises between the bidder & this office on any matter concerning the bid execution of the contract it will fall under the jurisdiction of the judicial courts of Rajnandgaon District of Chhattisgarh.
32. The Supplier shall not directly or indirectly transfer, assign or sublet the order or any parts of it.
33. We reserve the right to accept/reject any bid either in whole or in part, without assigning any reasons thereof, whatsoever.
34. Any defect which may appear in the equipment/item even after sale should be rectified by the Supplier at his own cost during warranty period.
35. The bidder should quote their rates strictly adhering to terms and conditions stipulated in the Tender Document. Unsolicited correspondence after opening of the bids shall not be entertained. Conditional/deviational tenders may be rejected without making any reference to the bidders.
36. No. bidder will be allowed to withdraw his bid during the validity period.
37. Canvassing in any form for the acceptance of bid would disqualify the bidder.
38. The decision of principal, Minimata Govt. Girls Polytechnic Rajnandgaon cannot be subjected to arbitration.
39. It will be the responsibility of the supplier for safe supply of the material required for installation in full and good condition at user's points. The office will not pay any amount for transit and insurance of the material.
40. The bidder must furnish complete and detailed specifications supported by printed literature of the equipment offer. Incomplete specifications/absence of printed literature support will cause the rejection of the bid.
41. The bid should be clearly indicate whether the equipment is complete in itself, if in the opinion of the bidder, certain accessories are necessary with the type of the equipment under, the bidder must quote for aforesaid accessories under the heading 'Extra but Essential'.
42. Payments shall be released after the successful installation/demonstration/working/of the Equipment/instruments at the institution.
43. The training if any required for any ordered items, at least two persons for handling the machine/equipment/goods shall be provided by the supplier at his own cost at our institution.
44. Any equipment/goods/Trainer/Hardware or software breakdown must be attended within 48 hours during the valid warranty period of the items/equipment/software free of cost.
45. The minimum warranty period for the equipment supplied by the supplier will have to be mentioned clearly which should not be less than one year from the date of installation. The tenderer will be required to undertake repair/replacement of defective parts free of cost at the institution during the warranty period.
46. The tenderer shall guarantee that after sale, service shall be provided as and when required.
47. No. offer should be made for imported item for which import License has to be arranged by the undersigned. The entire imported item will have to be delivered in the institute and payment will be made in rupees.

48. No claim shall be entertained in respect of interest on Earnest Money/Security deposit/Bid Deposit.
49. If defects of any kinds or deviations from the specification are detected and reported to the supplier, the supplier should make replacement or rectify the defects free of cost within 30 days from the date of report, failing which the equipment will not be accepted and will be returned to the supplier at his own cost and risk, and the EMD will be forfeited. In case the equipment is sent for repairs to the firm, it should be repaired within 30 days, from the date of receipt of equipment failing which the same will not be accepted and EMD will be forfeited. However the undersigned may condone the delay in deserving cases at his discretion.
50. If there is any deviation from technical specification of any equipment, furnish the same in Annexure-IV.
51. Tender document can also be downloaded from our official website: [www.gprjn.in](http://www.gprjn.in) . Along with the tender document must attach the DD of Rs.-750 in favour of Principal, Minimata Govt. Girl's Polytechnic Rajnandgaon payable at Rajnandgaon. In **Envelop No. 1**

**Principal**  
**Minimata Govt. Girls Polytechnic**  
**Rajnandgaon(C.G)**

**LETTER OF SUBMISSION OF TENDER FROM THE BIDDER**

SUPPLY OF SOFTWARE AT MINIMATA GOVT. GIRLS POLYTECHNIC, RAJNANDGAON

1. I/We have examined the Scope of supply, specifications and the Terms and Conditions relating to the Tender for the said supply after having obtained the Tender document invited by you.
2. I/We have visited the site, examined the site for the installation of the item specified in the Tender document and acquired the requisite information relating thereto as affecting the Tender.
3. I/We hereby offer to execute the supply order in strict accordance with the Tender document at the item rates quoted by me/us is in all respects, as per the specifications scope of supply described in the Tender document and the other Terms and Conditions.
4. I/We agree to pay all Government. (Central and State) Taxes prevailing from time to time and the rates quoted by us are inclusive of the same.
5. The rates quoted by me/us are firm and shall not be changeable subject to variations on account of fluctuation in the market rates, taxes or any reasons whatsoever.
6. If this tender be accepted, I/We hereby agree to abide by and fulfill all the terms and conditions and Provisions of the said contract document Annexed here to.
7. I/we are manufacturer or authorized dealers of equipment which are mentioned in proforma-III

Name of the persons authorized to be present at the time of opening of the bid.

i \_\_\_\_\_  
ii \_\_\_\_\_

Documents (any proof in respect of Letter of Authority/Power of Attorney) to be enclosed along with the Tender.

Place:

Date:

Yours faithfully,

Name and Address of the Bidder

(Signature of the Bidder)

Name and Seal

Date : \_\_\_\_\_

Place: \_\_\_\_\_

Seal of the Firm: \_\_\_\_\_



**PROFORMA FOR PERFORMANCE STATEMENT**

S. No.	Order placed (full address of purchaser, Enclosed, Xerox copy)	Order No. and date	Description & Quantity	Value of Order	Date of Completion of delivery as per actual contact	Has the equipment been satisfactorily commissioned and giving trouble free service

Signature:

(Name & Full Address of the Firm)

**PROFORMA FOR TECHNICAL BID**

S. No.	Name of Item along with Make	Specifications given in the Tenders	Technical specifications which the bidder wants to supply as for Catalogue/Brochure/Leaflets and Pamphlets	Remarks

**NOTE:-Original catalogue, brochures, Leaflets and Pamphlets as per the Quoted items must be enclosed.**

**PROFORMA FOR STATEMENT OF DEVIATIONS FROM  
TECHNICAL SPECIFICATION**

The following are the particulars of deviations from the requirements of the Technical Specification

Clause	Deviation	Remarks (including justifications)

Signature:

Of the Manufacturer/Bidder

NOTE: Where there is no deviation, the statement should be returned duly signed with an endorsement indicating “No Deviations”.

**PROFORMA FOR FINANCIAL BID**

S. No.	Name of Item along with Make	Technical specifications which the bidder wants to supply as for Catalogue/Brochure	Unit Price of Software (in Indian Rs.)	Unit Cost of Software Inclusive of Taxes & all Charges	Remarks

NOTE: The rates quoted should be according to the items & their specification in Technical Bid. Rates of items other than the technical bid will not be entertained.

**ANNEXURE – VI**

**LIST OF SOFTWARE**

<b>ITEM No.</b>	<b>NAME OF EQUIPMENT</b>	<b>SPECIFICATION</b>
<b>1</b>	MS-Office Standard	MS Office Standard 2016 or Latest OLP License (academic software with Lifetime subscription). Single User ,To be run in windows 7 or latest version of windows.
<b>2</b>	Corel Draw	Corel Draw Graphics Suite X7 (with one year update) Single User, Lifetime subscription To be run in Windows 7 or latest version of Windows
<b>2</b>	Adobe Creative Cloud	Should include Adobe Photoshop, Illustrator, In Design, Dream Viewer, Premiere Pro, Premiere Clip, Muse, Capture Single User To be run in Windows 7 or latest version of Windows

**Note : Above Software are solely required for Academic/Teaching/Educational purpose.**

**PRINCIPAL**  
**Minimata Govt. Girls Polytechnic**  
**Rajnandgaon(C.G.)**