

NETAJI SUBHAS INSTITUTE OF TECHNOLOGY
SECTOR –3 DWARKA, NEW DELHI- 110078.
PHONE:25099058, FAX:25099022,25

Ref. No.193(05)/2007-08/PUR/NSIT/

Dated: 17.11.2008

Estimated Cost: Rs. 1,50,000/-

EMD: Rs. 3,000/-

Tender Cost Rs. 100/- (In shape of Cash/DD/Pay Order)

TENDER NOTICE (IIIrd Call)

SUPPLY FOR : AUTO DESK, AUTO CAD 2009 Educational (5 Server Floating License) Qty.:05

Sealed quotations are invited from the reputed manufacturers and suppliers for the supply of items as per the specifications, so as to reach A.R.(S&P) not later than **16.12.2008 up to 1.00 P.M.** In Store and Purchase Section, Room No 7, Netaji Subhas Institute of Technology, Sector-3, Dwarka, New Delhi-110078.

The following terms and conditions must be followed while submitting the quotation:-

1. The sealed quotation must have two sealed envelopes in it, one envelope should have Technical bid and the second envelope should have Financial Bid. The sealed covers should have clear marking as Technical Bid and Financial Bid on respective envelope. These envelopes should be put inside another envelope super scribed with date of opening and reference no. Bids not submitted in two bid system will be rejected.
2. EMD should be deposited along with the Tender document by way of DD, in favor of Director, Netaji Subash Institute of Technology, pay able at New Delhi. Any tender without requisite (EMD) will be rejected out-rightly and the EMD must be accompanied with Technical bid only
3. The Technical Bid will be opened first on the date mentioned above and the financial bids will be opened later on and only for those tenderers who qualify in technical bid.
4. The bidder should be manufacturer/authorized dealer of a manufacturer, who must have designed, manufactured, tested and supplied required items.
5. The firms must be registered with the value added tax/sales tax department of Delhi and should be income tax payee. Attested photocopies of the sales tax/vat registration and income tax number should be attached with the tender. The quotation without sales tax registration certificate and income tax number shall be rejected out rightly.
6. All the documents like copy of Delhi Sales Tax/VAT registration No., PAN No. Copy of latest IT return, for the last financial year, Trader Identification Number (TIN), EMD etc. should be attached with the technical bid only.

7. The tenderer must furnish details of their customers with full address, telephone no. etc.
8. If the tenderer is manufacturer, he must furnish the details of its organization, stating No. of personnel employed, manufacturing facilities, after sales service facilities and quality control systems.
9. If the tenderer is supplier, he must furnish the details of its organization, stating No. of personnel employed, ties up for after sales service facilities, whether he is authorized dealer or not for the items he is intending to supply, how he will provide after sales service etc.
10. The average annual financial turnover of the tenderer during the last 3 years, ending 31st March of the previous financial year, should be at least 30% of the estimated cost of the tender. The tenderer must submit proof of the same in the form of audited for at least 3 years Balance Sheet of the firm or receipts of deposit of VAT/Sales Tax.
11. Supplier will not be relived from any liability related to warrantee/guarantee or any obligation under the contract.
12. Firm registered with DGS&D & NSIC are exempted from submission of bid security. If the firm claims exemption for EMD, they should furnish the proof for same from the competent authority.
13. The successful tenderer have to deposit a performance security, which will be the 10% (Ten percent) of the total value of contract for a period of 3 months beyond the period of warranty. The performance security should be in the form of Bank Guarantee/DD/ FDR in favour of Director, Netaji Subhas Institute of Technology, Dwarka, New Delhi. The performance security will be forfeited in case the successful tenderer fail to perform as per the contract/supply order.
14. Mention clearly whether the items are available Ex-stock, if not, state the period of supply.
15. The bidder is expected to examine all instructions, terms and conditions in the bidding documents. Failure to furnish all information as required in the tender documents may result in the rejection of the bid. **(The enclosed check list attached should be filled and submitted along with the technical bid).**
16. The manufacturer/ dealer must quote the unit cost of the item. VAT/ Sales Tax, Excise Duty etc. should be mentioned separately. If the supplier fails to mention the above separately, it will be presumed that the rates mentioned are inclusive of al levies.
17. The tenderer should quote all the rates F.O.R. Netaji Subhas Institute of Technology, Dwarka, New Delhi. It will be the duty of the supplier to deliver and install the equipment at Netaji Subhas Institute of Technology, Dwarka, New Delhi.
18. If desired, Director can ask for the demonstration of the item and non-production of item for demonstration will result in the rejection of the tender.
19. The items supplied should be New and as per the specification.
20. The rates will be valid for 120 days from the date of opening of tender.
21. The quotation received after the due date and time will not be accepted.

22. The tender should be sent by ordinary post in sealed cover or can also be put in the sealed box kept in the Room No. 7, Store & Purchase Section, Admn. Block, NSIT.
23. The tender will be opened on **16.12.2008 at 3.00 P.M.** in the Office of Asstt. Registrar (S&P), Room No. 7, Store & Purchase Section, Admn. Block, NSIT, Dwarka, New Delhi-110078, one representative of each tenderer, if any, may be allowed at the time of opening of tender. No one will be entertained/ allowed without letter of authority.
24. In the event of specified date of opening of tender is declared as a holiday, the tender shall be opened at the same place and same time on the next working day.
25. The purchaser reserves the right to accept or reject any or all quotations without assigning any reason.
26. Forfeiture of Bid Security:-
 - (i) The bid security will be forfeited: - If a Bidder withdraws its bid during the period of Bid Validity and In the case of successful Bidder, if the Bidder fails to sign the contract or fails to submit the performance security.
27. Over writing/over typing should be avoided if any should be authenticated by putting the initials by the authorized signatory of the firm.
28. Any dispute is subject to the jurisdiction of the Delhi courts only.

Note : The downloaded tender documents must be accompanied by DD/Pay Order toward requisite tender fee.

Asstt.Registrar (S&P)
Netaji Subhas Institute of Technology

Checklist “Eligibility Criteria for bidders”

Bidders should indicate compliance/non compliance by striking out the non relevant option. In case of compliance, bidders must also indicate the Serial Number/Page Number of relevant document which has been attached with the bid as proof of compliance with a particular condition.

1. Covering Letter of the Bidder in Company's Letter Head mentioning about Technical and Financial bids etc. (Yes/No) (Document Page No.....)
2. Copy of Annual Income Tax Returns for the past three years (2003-2006) (Yes/No) (Document Page No.....) .
3. Copy of TIN/TAN/WCT/Service Tax No., Sales Tax Registration Certificate, and the PAN Number (All Photo- copies) allotted by the concerned authorities. (Yes/No) (Document Page No.....) .
4. Earnest Money Deposit as mentioned in section 2 of the Tender's Terms & Conditions (draft should be kept properly in an envelope marked Earnest Money) (Yes/No) (Document Page No.....) .
5. Technical bids without mentioning the price in the same order in which Technical requirement and Specification has been floated. (Yes/No) (Document Page No.....) .
6. Technical quotes for **Additional Items asked in the Specification or Technical Terms & Conditions in The Tender** Document (Yes/No) (Document Page No.....) .
7. Technical quotes for Optional items/accessories asked in the Tender Document through its **Technical Terms and Conditions**. (Yes/No) (Document No.).
8. Academic Discounts if any. (Yes/No) (Document Page No.....) .
9. AMC rates after expiry of Guarantee and Warranty period as per relevant para of **Technical Terms and Conditions**. (Yes/No) (Document Page No.....) .
10. Commercial bids in the same order of Technical bids (Sr. No. 5, 6, 7, 8, and 9 as given above) in sealed separate envelop. (Yes/No) (Document Page No.....) .
11. Authentic documents from published Specification Leaflets, Web pages, Manual pages etc. (Yes/No) (Document Page No.....) .
12. Necessary documents and agreement papers if any required for import/execution of P.O. etc., only in comfortably readable format. (Yes/No) (Document Page No.....) .
13. Authorization letter from OEM, performance certificate, list of customers etc fulfilling the requirement mentioned in relevant sections (4, and 7 to 11) of Tender's Terms & Conditions. (Yes/No) (Document Page No.....) .
2. Document for claiming exemption from EMD if any. (Yes/No) (Document Page No.....) .
3. Terms and Conditions contained in the Tender Document must be submitted along with Technical Bid duly signed and stamped on each page. (Yes/No) (Document Page No.....) .

#####End#####