

OFFICE OF THE PRINCIPAL

Government Polytechnic Jashpur (C. G.) – 496 338

Village – Jhargaon, Post – Gholeng, Dist. – Jashpur (C.G.)

Website: www.gpjashpur.ac.in

Email: govtpolyjashpur@gmail.com

No. GPJ/EQUIP/TENDER-04/2021-22/626

Jashpur, Date: 29/12/2021

TENDER NOTICE – 04 / 2021-22

Open Tender for Supply and Installation of Softwares

Last date for Receiving sealed tender	: 22 nd January 2022, 3:00 PM
Date and time of opening the tender	: 22 nd January 2022, 4:00 PM
Cost of Tender	: Rs. 500.00 (Rs Five Hundred only)

Sealed Tender are invited from reputed firms/Agencies/Authorized Dealers or Distributors for Supply and Installation of Software items listed in Annexure - III of this OPEN TENDER.

The Tender Schedules containing detailed specifications may be obtained from the office of undersigned from **31st December 2021** on any working day between 10:30 am to 5:00 pm by paying a tender fee of Rs 500/- (Rupees Five Hundred). The tender can also be downloaded from the website www.gpjashpur.ac.in or www.cgdteraipur.cgstate.gov.in. If downloaded from the website tender fee of Rupees Five Hundred in form of demand draft payable to Principal, Government Polytechnic Jashpur should be enclosed at the time of submission of the tender.

Eligibility Criteria: - Firm/bidders blacklisted at any stage or by any NITs/IITs/IIITs/Central Universities/State Universities, Central/State Government institutions/body/PSUs etc. need not to apply.

(a) The bidder should have provides similar services to reputed organization/educational institutions/universities/engineering colleges/polytechnics etc. with at least 3 orders in last 03 years. Duly certified copies are to be enclosed. The bidder should have sufficient Infrastructure, technical expertise and financial strength to undertake the contract.

(b) **Minimum AVERAGE ANNUAL TURNOVER of Rs. 10 lakh** in the last 03 financial years. (CA certificate for turnover to be enclosed for financial years 2017-18, 2018-19 and 2019-20).

[NOTE: The documentary proof of Purchase orders in respect of works mentioned in bid MUST be submitted along with the bid.]

(d) Bidder/Tenderer should submit documents in support of minimum eligibility criteria along with the tender/bid. No document in support of minimum eligibility criteria will be accepted / entertained after opening of tender.

(e) The Bidder/Tenderer should provide the following mandatory information:

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- i. Information on the similar works completed successfully & satisfactorily in last 3 years. Bidder/Tenderer must submit satisfactory documentary proof from end-users.
- ii. List of Organizations/Customers dealt by them.
- iii. Last three year's CA certificate for turnover & PAN number.
- iv. Copy of Registration of Firm.
- v. Copy of GST registration.

(f) Tenders/bids not meeting any of the above — Eligibility Criteria shall be rejected.

Earnest Money Deposit (EMD): - An EMD of Rs. 4,500/- (Rupees Four Thousand Five Hundred) only in the form of an Account Payee Bank Draft (DD) or a fixed deposit Receipt (FDR) payable in favor of **Principal, Government Polytechnic Jashpur** is required to be submitted along with the bid/tender.

Performance Guarantee: - Successful Bidders must have to submit the performance security @ 10 % of the purchase order value or Contract value in the form of Fixed Deposit, Bank guarantee from a schedule commercial bank and will be retained up to the warranty Period.

Instructions for submitting the Tender:

1. Tender will be submitted in four sealed envelope A, B, C and D as mentioned below:

(A) Envelope 'A' shall contain

- I. EMD and Tender Fee

(B) Envelope 'B' shall contain

- I. Technical Bid as per Annexure-I along with all documents
- II. Technical Literature and Original Leaflets of items offered.
- III. Authorized dealer/Manufacturer certificate for the items offered
- IV. Undertaking of fulfillment of all condition

(C) Envelope 'C' shall contain

- I. Commercial Bid for quoted Items as per Annexure - II
- II. Discount Offer, if Any

(D) Envelope 'D' shall contain

All three afore said sealed envelope A + B + C.

Sealed envelope "D" should be super scribed as No. GPJ/EQUIP/TENDER-04/2021-22/626, date 29.12.2021, Jashpur and it should be addressed to **Principal, Government Polytechnic, Jashpur, Village – Jhargaon, Post – Gholeng, Dist. - Jashpur, C.G. – 496 338.**

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Please super scribe the above mentioned Title “**Open Tender for Supply and Installation of Software**” and Tender Notice No. on the sealed cover to avoid the bid being declared invalid.

2. The address and contact numbers for sending bids or seeking clarifications regarding this OPEN TENDER are given below –

Bids/queries to be addressed to: Principal, Government Polytechnic, Jashpur

Postal address for sending the bids: Principal, Government Polytechnic Jashpur
Village – Jhargaon, Post – Gholeng, Dist. - Jashpur,
C.G. – 496 338

E-mail ID: govtpolyjashpur@gmail.com

3. This OPEN TENDER is being issued with no financial commitment and the buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the OPEN TENDER, should it become necessary at any stage.
4. No tender document shall be sold by the institute. Prospective bidder may download the tender paper from the website and submit the bid in the institute in due time & date as mentioned in the tender document.

TERMS AND CONDITIONS:

1. Terms and conditions for supply of are as following:
 - a. The tender is liable to be rejected if not submitted as per the prescribed conditions and in the prescribed format.
 - b. The bidder should quote their offer / rate in clear terms without any ambiguity.
 - c. The tender will be opened as per the date and time given above in the presence of such tenderer(s) or their representatives who are desirous to be present.
 - d. Tender received after due date and time will not be entertained.
 - e. The tender form is non-transferable.
 - f. Item No. and page no. of the tender form should be strictly in chronological order. Make, name of the manufacturer with complete address should be mentioned against each item.
 - g. Printed condition on the back of the tender will not be binding unless separately mentioned. The tenderer must furnish complete and detailed specification supported by printed literature of the equipment offered.
2. All the Envelopes should be signed & sealed tape on all joints.
 - a. The rate should be FOR destination including Excise and PFFI. Nothing extra will be paid.
 - b. If rates are quoted Ex-Go down / Ex-Factory then Excise duty and PFFI charge should be clearly indicated for proper rate compatibility/ comparability.
 - c. Taxes, if liable extra, should be clearly indicated failing which the rate quoted in the tender will be considered as inclusive of all taxes.
 - d. There should be no alterations / corrections made in the Tender. The quoted rate should be in figures and words.

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- e. The tender should clearly indicate whether the equipment is complete in itself. If in the opinion of the tenderer, certain accessories are necessary with the type of the equipment tendered, the tenderer must quote for aforesaid accessories under the heading Extra but Essential.
3. Bidders are required to submit Earnest Money Deposit (EMD), in the form of an Account Payee Bank Draft (DD) or a fixed deposit Receipt (FDR) payable in favor of **Principal, Government Polytechnic Jashpur** for amount of **Rs. 4,500/- (Rupees Four Thousand Five Hundred)** along with their bids. The EMD is to remain valid for a period of 90 days. EMD of the unsuccessful bidders will be returned to them at the earliest. The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender.
4. The EMD will be adjusted towards the Performance Security in case of successful/selected tenders. The Performance Security will be forfeited in case of breach of agreement towards the supply of materials and installation - commissioning by the Tenderer (Supplier). The order shall stand cancelled and Performance Security shall be forfeited:
- (i) If supplier expresses his inability to execute the order for the quoted items within validity period of the tender at the rate quoted in the tender and for makes / brand quoted in the tender.
- (ii) If the complete equipment is not supplied within the delivery period mentioned in the order or within the extended period permitted.
- (iii) If the supplier executes only part of the order.
5. Any failure/breakdown of the item must be attended within 7 days during the valid warranty period of the item free of cost.
6. Payments shall be released only after the successful installation and demonstration of the software.
7. The training for handling the software, if any, shall be mandatorily provided by the supplier at his own cost. The tenderer may be asked to give demonstration of the software preferably at Jashpur.
8. Extension of Delivery Period and Penalty – One time extension in the delivery period may be granted at the discretion of the undersigned. The penalty at a rate of 2% per month (of the cost of the software) is liable to be charged for the extension of the delivery period. In addition penalty will also be levied if the item (s) is received after the delivery period or is dispatched after the delivery period mentioned in the order.
9. If defects of any kind 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 item will not be accepted and will be returned to the supplier at his own cost and risk, and the EMD/Performance Security will be forfeited.
10. The undersigned reserves the right to increase/ decrease the quantity of the software to be supplied.

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11. The submission of the tender will be deemed to be the acceptance of all the terms and conditions of the tender.
12. Tender-Rates should be valid for at least Twelve months from the date of opening of the tender. The prices should be firm without variations of any kind.
13. 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 he may deem fit.
14. Exact and earliest possible time of delivery should be indicated in the tender against each item. The delivery period given in the order will be the date of receipt of the software in the institute and not the date of dispatch of the software by the supplier.
15. All items quoted must conform to the BIS/ISO or other certifications as far as possible related to item categories.
16. No advance payment shall be made.
17. The Tenderer/Bidders shall provide TIN No. and GST registration certificate having mentioned tendered item. In case of imported item bill of clearance is required. If, tender received without these certificates shall be rejected without assigning any reason.
18. The Minimum Warranty / Guarantee period for the software 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 items free of cost at the institution during the warranty / guarantee period.
19. All the disputes with regard to the contract of purchase of equipment etc. is subjected to Jashpur, Chhattisgarh Jurisdiction only.
20. In the event of the order, supplier who are the manufacturer of the software will be required to furnish a certificate to the effect that they are manufacturers of such and such make whereas the authorized agent or stockist will have to furnish certificate issued by the manufacturer, importer certifying that M/S is their Authorized Agent / Reseller / Retailer/ Distributor under the brand name. No item without this certificate will be accepted.
21. The tenderer shall guarantee that after sales service shall be provided as and when required. The contact details of the person for all post sales/installation/maintenance support should be clearly given with Name and Designation, Phone No., Mobile no., email and official address
22. The supplier will render necessary assistance, if required, in the installation of the software at the institute/site free of charge.
23. 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 designated institute (s) and payment will be made in Rupees.
24. The payments shall be released only after satisfactory and successful commissioning and installation of the software.

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25. The rate should be quoted as per given format in Annexure-II. Packing, forwarding, freight, insurance and other incidental charges should be included in the offer price.
26. In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Government Polytechnic, Jashpur shall be final.
27. The bid document /resultants contract will be interpreted under Indian laws.
28. If the successful Tenderer / Bidders, on receipt of the order, fails to execute the order within the stipulated period, in full or part, it will be open to the Government Polytechnic, Jashpur, to recover liquidated damage from the firm at the rate of 2% of the value of undelivered goods per month or part thereof, subject to a maximum of 5% of the value of undelivered goods. Alternatively, it will also be open to the Government Polytechnic, Jashpur, to arrange procurement of the required goods from any other source at the risk and expenses of the Tenderer / Bidder.
29. The undersigned is not responsible for any loss or damage to the items during transit irrespective of the fact that they are insured or not insured or delivery is ex-godown or factory station.
30. The Tenderer / Bidder is required to execute the agreement bond duly signed and witnessed to this office along with the letter confirming the acceptance of the order. It should be noted that in the event of failure to submit agreement bond duly filled in within the stipulated period, i.e. 10 days (Ten days), entire amount of Earnest Money / Performance Security is liable to be forfeited and order cancelled and if supply have been made in the meanwhile, they will be at the risk and responsibility of the supplier.
31. No claim shall be entertained in respect of interest on Earnest Money /Performance Security.
32. Inspection of the items will be carried out at the institution after their receipt. Any request for the inspection of the same at the firm's factory / go-down / showroom etc. will not be entertained.
33. Illustrated manuals, working instructions, trainers and software and hardware details of the ordered items must be supplied in suitable damp proof cover.

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ANNEXURE-I

PERFORMA FOR TECHNICAL – BID

Format of Application (printed on the letterhead of the Bidder/tenderer)

Sub: Supply and Installation of Software at Government Polytechnic Jashpur

1. Name of the Firm :
2. Complete Postal Address :
Mob. No. : Telephone No:
Email: Fax No:
3. Details of Tender Fee:
4. Earnest Money Deposit details:
5. Are you a manufacturer/distributor/dealer/supplier? If so attach the authority letter(s) in support of your claim.
6. Year of starting of the Firm with Registration Number & Date:
7. PAN (Attach copy):
8. TIN & GST Registration No. (Attach copies):
9. Certificate for turnover of last three years (Attach copies):
10. Number of Important Institutions served as supplier software (Attach at least one copy of the latest Purchase Order handled by your firm with copy of the Certificate of successful completion of supply on time from the institute concerned, use additional sheets if required).
11. Delivery Period in days:

DECLARATIONS:

- (i) I/We (names of partners/Proprietors) do hereby declare that the entries made in this application form are true to the best of our knowledge and believe.
- (ii) Mr..... whose Signature is given below, is an authorized representative of this firm.
- (iii) I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.

Date:/...../2022

**Authorised Signatory and
Seal of the Firm**

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Technical Bid

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

NOTE: Attach Technical Catalogue/Brochure of the product in original for above quoted Items.

**Authorised Signatory and
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UNDERTAKING BY THE BIDDER/TENDERER

(To be signed and returned along with the tender)

I / We (Full Name,

Address.....,

have read the tender rules for the supply of various stores as per tender notice **No. GPJ/Equip/Tender-04/2021-22/626, date 29.12.2021** of Principal, Government Polytechnic, Jashpur (C.G.) and I / We, fully accepts the bidding rules / terms & conditions supplied with the bidding documents. Also I /We have been not suspended / blacklisted by any government institution / department / court.

Date:/...../2022

Signature and Seal:

(Name & Full Address of the Firm)

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ANNEXURE-II

PERFORMA FOR COMMERCIAL BID (printed on the letterhead of the tenderer)

The offer should be submitted in the following format only:

S.No.	Name of Item with specification , Make and model (wherever applicable)	Price per unit of item	Cost of item Inclusive of all taxes	Remarks

NOTE: All the above quoted items rate should be in confirmation with the tender conditions.

**Authorised Signatory and
Seal of the Firm**

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Annexure III

Technical Specifications of Software

S.No.	Name of Item with Specification	Quantity
1	Microsoft Office Academic Version, Latest Edition, Perpetual License	10
2	Windows Server Academic Version, Latest Edition along with CAL, Perpetual License	1 + 20 CAL