

Government of Tripura
WOMEN'S POLYTECHNIC
Hapania, P.O. - Amtali, Agartala, Tripura West – 799130

No. F. 1. (66)/WP/Proc./2019/139

Dated: 04/06/2019

Notice inviting tender for Supply, Installation, Commissioning and Testing of Legal Application Software (Academic Version) for Department of Computer Science & Technology, Women's Polytechnic, Hapania.

Sealed **item wise two bid tenders** are invited by the undersigned from the experienced and resourceful suppliers/dealers in accordance with the terms and conditions detailed in the bid document. Interested bidders may send their bids within the time mentioned as under.

Important Information to Bidders

Tender Publication Details	The detailed NIT is posted on the website www.wptripura.nic.in and hard copy of the same is available from of the office of the undersigned.
Last date and time for receiving of sealed tenders	24 th June 2019 upto 2.00 pm
Date and time for tender opening	Technical bid will be opened on 24 th June 2019 at 2.00 pm. (if possible)
Tender Fee (Non-refundable)	Rs. 500/- (Rupees Five Hundred only) In the form of DD drawn in favour of "Principal, Women's Polytechnic" payable at Agartala.
EMD Amount (Refundable)	Rs. 5000/- (Rupees Five thousand only) In the form of DD drawn in favour of "Principal, Women's Polytechnic" payable at Agartala.

The bid proposals are to be sent in three separate envelopes i) Technical Bid ii) Financial Bid/Price Bid iii) Tender Fee and EMD and are kept in one sealed envelope duly superscripted with tender reference no. and tender notice details.

Sealed offers are to be sent to the "**Principal, Women's Polytechnic, Hapania, Tripura(w), Pin: 799130**". This tenders form contains the following documents:

- i) Schedule of requirement with specification and quantity.
- ii) Bid document contains detailed terms and conditions.
- iii) Format for technical bid.
- iv) Format for Financial bid/Price Bid.

Sd/-
(Dr. Tirtharaj Sen, FIE)
Principal
Women's Polytechnic

Requirements

(To be submitted by the bidder mentioning the **Make & Version** of the items quoted along with the Technical Bid. Also submit the colour catalogue mentioning detail tools and features of each item quoted along with the technical bid.)

Sl. No.	Name of the Software	Make	Specification	Quantity
1.	Adobe Creative Cloud	Adobe	Compatible with Windows 10, 64-bit.	3 user license

N.B: The required quantity may increase or decrease as per the requirement and available fund.

General terms and conditions

(Please sign each page of terms and conditions as token of acceptance and submit with the Technical Bid)

1. The bid proposals are to be sent in three separate envelopes i) Technical Bid ii) Financial Bid/Price Bid iii) Tender Fee and EMD and are kept in one sealed envelope duly superscripted with tender reference no. and tender notice details.
2. Contract will be made for item wise or full package as per the discretion of the purchaser. The bidders should quote their offer/rates in clear terms without ambiguity under financial bid.
3. Successful bidders have to submit an amount of 10% (Ten percent) of the contract price as security deposit before award of supply order to the bidders.
4. The rates must quoted inclusive of all taxes, duties, packing forwarding, loading – unloading and installation charges. All Taxes (as applicable) should be charged according to applicable government rates.
5. The bidder has to furnish up to date GST registration and income tax clearance certificate along with the bid.
6. Declaration, typed on company letter head, stamped and signed by authorized signatory must be submitted.
7. The rates quoted by the bidders shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
8. Each bidder shall submit only one Tender. Any bidder, who submits more than one bid, shall be disqualified.
9. Tender shall remain valid for a period not less than **90 days** after the deadline date specified for submission.
10. The purchaser will award the contract to the bidder whose tender has been determined to be substantially responsive and who has offered the lowest evaluated quoted price.
11. Notwithstanding the above, the purchaser reserves the right to accept or reject any tender and to cancel the bidding process and reject all tenders at any time prior to the award of contract.
12. The bidder whose bid to be accepted will be notified for the award of contract by the purchaser prior to expiry of the tender validity period. The terms of the accepted offer shall be incorporated in the purchase order.
13. **Payment:**
 - (i) Advance: - No advance Payment.
 - (ii) On delivery: - No payment on delivery.
 - (iii) On final acceptance: - Full payment of the contract Price shall be given to the supplier after the date of the complete installation of the software.

Signature of the Bidder

14. Warranty / Guarantee shall be for a period of **01 (One)** year as a whole. If normal commercial warranty/guarantee exceeds by **01 (One)** year, then higher of the two as indicated shall be applicable to the supplied goods.
15. Make and Version of each item has to be mentioned wherever applicable along with the copies of authorization letter of the manufacturers or Distributorship or Dealership certificate (duly signed by the bidder or Authorized person of the bidder) from Manufacturers etc. in favour of the bidder. The bidder has to provide the Authorisation Certificate if the bid document is signed by the Authorized person in favour of the bidder.
16. Tender has to be submitted along with Manufacturers' Original or downloaded brochure / catalogues duly signed by the bidder or his Authorized person, without which tender may be rejected at the discretion of the Authority.
17. The security money deposited by the successful bidder will not carry any interest and it will be dealt with as provided in the conditions stipulated in the tender.
18. The Security deposit shall be forfeited.
 - (a) In 50%, if the Tenderer withdraws the Tender during the validity period of Tender.
 - (b) In full, in case the supplier fails to start supply (or cannot show valid reasons which are acceptable to the authority) specified in the tender documents within **30th day** or such time period as mentioned in letter of award after the date on which the Authority issues written orders to commence the work / supply.
19. Supply, assembling, testing etc. of all equipment including others accessories shall be the responsibility of the contractor.
20. Confusions / errors, if any noticed need to be clarified / corrected from the Principal, Women's Polytechnic, Hapania prior to dropping of tender Any claim on such issues after dropping of tender will not be entertained.
21. The bidder shall seal the bid / tender in an envelope addressed to the Principal, Women's Polytechnic, Hapania, Tripura (w) subscribing on it the Name of Work & NITNo.
22. Tender(s) must be received in the office of the Principal, Women's Polytechnic, Hapania, Tripura (w) not later than the time and date given in the notice of invitation. If the specified date is declared holiday, tender(s) shall be received upto the appointed time on the next working day.
23. Before submitting tender, tenderers are to satisfy themselves by actual visit to the site of work / supply as regards the prevailing condition to approaches and roads and availability of labourers and materials etc. and the tenderers submitting tenders shall be deemed to have done so. No claim on the above account will be entertained after wards.

Signature of the Bidder

24. Supply order may be issued to the successful bidder(s) depending on the available sanctioned amount. Hence, quantity may be increased or decreased at the discretion of the authority during the time of evaluation of tender.
25. The tenderers are requested to visit the office website www.wptripura.nic.in for any information/updates/corrigendum. The Principal, Women's Polytechnic, Hapania, Tripura (W) may be consulted if required.
26. All legal disputes shall be subject to jurisdiction of Tripura High Court.
27. The party must mention in the quotation, the rate/amount of annual maintenance charges, if we opt for maintenance contract after expiry of the warranty period.
28. The contractor shall quote the rates and amounts tendered by them **both in figures as well as in words**. The amount for each item shall be worked out and requisite totals shall be given.
29. The bidder has to provide the duly signed (by the bidder or his Authorized Person) copy of Work / Supply order in similar nature of work / supply in support of previous experience as a prime contractor at least for one similar work of value not less than 80% of the estimated cost put to tender in the last 3 (Three) years to qualify for awarding of the work.
30. Tenderer(s) who do not fulfil any of these conditions or are incomplete in any respect liable to be rejected. The authority also reserves the right to cancel any of these tenders without assigning any reason.
31. Canvassing in connection with tenders is strictly prohibited and the tender submitted by the tenderers who will resort to canvassing will be liable to rejection.

Signature of the Bidder

Declaration

(To be typed on the Company Letter head and submitted by the bidder along with Technical Bid)

**To
The Principal
Women's Polytechnic
Hapania, Tripura (W)**

**Subject: Supply of Legal Application Software (Academic Version) for Women's
Polytechnic, Hapania.**

Dear Sir,

I/We, the undersigned bidder having read and examined in details, the specifications and all bidding documents, in respect to the tender no. _____

Dated: _____ do hereby propose to provide services as specified in the bidding documents also do hereby solemnly affirm and declare that

1. My/Our organisation does not have any legal suit/ criminal case pending against it for violation of any law.
2. My/Our firm has not been blacklisted or debarred by any state or central government organisation.
3. The information furnished in all parts of this tender document is accurate and true to the best of my knowledge.
4. My/ Our firm shall not pay any type of commission to any person in regard to this tender.
5. The Terms & Conditions of this proposal are valid for a period of 90(ninety) days from the last date of submission of the bids.
6. I/We have paid Tender cost of **Rs. 500/- (Five Hundred only)** through Deposit at call /Deposit receipt/ Bank Demand Draft / Bank Guarantee No. _____ Dt. _____ and Earnest money to **Rs. 5000/- (Rupees Five Thousandonly)** through Deposit at call /Deposit receipt/ Bank Demand Draft / Bank Guarantee No. _____ Dt. _____.

Thanking you

Yours Faithfully

Bidder Profile
(To be submitted with the Technical Bid)

Sl. No	Terms & Conditions as per Bidding documents	Give details or write attached (Yes / No)
01	Name of Company / Firm / Organisation with address, contact No., Fax No. & email ID.	
02	Nature of the Company / Firm/ Organisation (Govt./Public/Private/partnership/Proprietorship)	
03	Name of the Contact Person with contact No. & email.	
03	Whether Tender fee and EMD attached (Write Yes/No)	
04	Status of Bidder: (Manufacturer or Authorized Agent of the Manufacturer.)	
05	Whether attached Authorization certificate or Dealerships certificate with Technical Bid. (Yes/No)	
06	Acceptance of terms and conditions attached (Yes/No)	
07	Previous experience (Supply order copy)	
08	Whether rates quoted are inclusive of all taxes or not	
09	Whether rates quoted as per format mentioned in the bidding document or not.	
10	Declaration attached or not.	

Signature of the authorised signatory
with seal of tendering firm

Date: _____ Name: _____
Place: _____ Address: _____
Mobile No.: _____

Technical Specifications of the Software

(To be submitted with the Technical Bid)

Sl. No.	Name & Technical Specifications of the Software	Product Name/Version	Compliance (Yes/No)	Remarks
1.	Adobe Creative Cloud Compatible with Windows 10, 64-bit.			

Price Bid

Tender No: **F. 1. (66)/WP/Proc./2019/139**

Dated: 04/06/2019

Sl. No	Description of Items & Specification	Qty. (in unit)	Unit Price (in Rs.)	GST.....% (in Rs.)	Total Unit Price (in Rs.)	Total price (in Rs.)
01	Adobe Creative Cloud					

1. Delivery Mode: - Delivery at Institute site only. Total price in the above column should be inclusive of all taxes and levies, transportation, loading, unloading etc.

Delivery perioddays.

2. Terms of Payment: - Payment within 30 days from the date of submission of bill.

Signature of the authorised
signatory with seal of tendering firm

Name:

Date:

Address:

Place:

Mobile No.:

Note: Price Bid should be submitted in given format only. For additional information/extra items above format may be typed and used.