

Subject: Enquiry for Sealed Tenders for Supply of Licensed Software

Sir,

DOEACC Society is an Autonomous Scientific Society of Department of Information Technology, Ministry of Communications and Information Technology, Government of India, mandated with carrying out Human Resource Development and related activities in the area of Information Technology, Electronics and Telecommunication Technologies (ICT). In execution of its mandate the Society conducts various courses through its own Centres as also through accredited institutes. Various DOEACC Centres have been assigned the responsibilities of overall coordination and functioning as nodal centre for different courses. The DOEACC headquarters located at Electronics Niketan, 6 CGO Complex besides performing the role of headquarters, is also functioning as nodal centre for implementation of DOEACC Scheme.

The Society wishes to procure licensed software as per the tender document available on our website. You are requested to furnish your proposal strictly as per terms and conditions stipulated in the Tender Document and as such you are requested to kindly go through the same before submitting your proposal. As per the terms of Tender, you have to submit your bid by the closing date and time given on the Tender document and to supply the Softwares within 15 days from the date of placing the purchase order.

Your proposal (bids) must reach the undersigned in sealed cover superscribed with "**Tender for the supply of Licensed Software**" and addressed to the Asstt. Director (Admn.), DOEACC Society, Electronics Niketan, 6 CGO Complex, New Delhi – 110 003 at or before 1500 hrs on 16-11-2009.

Yours faithfully,

(S.C. Dhyani)
Asstt. Director (Admn.)
Ph.- 24365592
E-Mail:-scdhyani@doeacc.edu.in

TENDER DOCUMENT FOR SUPPLY OF LICENSED SOFTWARE

Terms and Conditions

- a) Last date of receiving Quotation : 16-11-2009 at 1500 hrs
- b) Date of opening the Quotation at DOEACC SOCIETY : 17-11-2009 at 1100 hrs

The DOEACC Society is an autonomous Scientific Society under the administrative control of Department of Information Technology, Ministry of Communications and Information Technology, Government of India mandated with carrying out Human Resource Development and related activities in the area of Information Technology, Electronics and Telecommunication Technology (IET). In execution of its mandate the Society conducts various courses through its own centres as also through accredited institutes. Various DOEACC Centres have been assigned the responsibilities of overall coordination and functioning as nodal centre for different courses. The DOEACC headquarters located at Electronics Niketan, 6 CGO Complex besides performing the role of headquarters, is also functioning as nodal centre for implementation of DOEACC Scheme. The DOEACC scheme consists of 4 levels of courses namely 'O', 'A', 'B' and 'C' levels. Under the DOEACC scheme Computer training institutions in non-formal sector meeting well-defined criteria are granted accreditation for conducting different levels of courses and examinations are conducted for the students undergoing these courses.

2) The activities pertaining to the implementation of the DOEACC scheme have been computerized and for the purpose Information System has been set up in the Society, which runs on SUN Solaris Servers with Oracle 9i based database and D2K based application. The Society proposes to procure licensed software as per specifications provided in Appendix A to this document.

3) The bidder should be an authorised Dealer / Agent of the manufacturer. A copy of authorisation / agency / dealership certificate from the manufacturer should be furnished along with technical bid.

4) Rates offered should be valid for a minimum period of 180 days from the date of opening of Tenders. If there is any deviation in the prices written in figures and words the price indicated in words shall be considered as final.

5) The vendors shall supply the Software within 15 days of the date of placing firm Purchase Order. Delivery period shall be specifically indicated in the Tenders and strictly adhered to. If no delivery period is stated in the Tender, it will be taken for granted that the supply will be arranged to us within 15 days of the issue of Supply Order. Any extension in the delivery period after the supply order is placed may result in the cancellation of the Purchase Order.

6) Tenders (Technical Bid) shall invariably be accompanied by manufacturer's catalogues and leaf-lets giving full technical specification and complete details of the softwares.

7) All items offered shall conform, in all respects, to the relevant Indian Standard specifications with up to date amendments, wherever applicable. All the Software supplied must be accompanied with restore CDs, drivers and manuals, etc.

9) The DOEACC does not bind itself to accept the lowest or any tender and reserves with itself the right of accepting whole or any part of the Tender and the Bidder shall be bound to supply the accepted items at the rates quoted.

10) On taxable items of supply, Sales Tax shall be shown separately. The DOEACC would be eligible for concessional rates as applicable to educational institutions run without profit motives. Necessary and relevant certificates will be issued in this regard at the time of supply, if required.

11) No advance payment will be made. Quotation of tenders demanding advance payment and clearance through Banks will not be accepted.

12) Tenders shall be preferably be typed and should be free from typographical errors. Any fluiding, overtyping, overwriting should be signed by the authorised signatory signing the Bid.

13) **PAYMENT TERMS:**

The payment shall be made against a pre-receipted bill after supply of softwares, ordered, as per quantity and specification mentioned in the purchase order. DOEACC Society reserves the right to reject the item, if found unsuitable or do not conform to the specification. For claiming the payment the following documents would be produced before paying authority.

- i) Invoice
- ii) Delivery Challan containing receipt from the consignee
- iii) Satisfactory installation of the item

14) The last date for receipt of tender document and the date of opening of Technical Bids are indicated on top of this document. The bidders can depute their personnel for Technical Bid opening.

15) The Bidder shall sign the tender at the space provided in the tender form and affix his office seal and indicate the date, otherwise the tender is liable to be rejected.

16) The tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the tender are not fully filled in or not duly signed/ authenticated. Each page of the tender documents required to be signed and bear the official seal of the Bidder.

17) Bidder should have PAN No. in the name of firm/proprietor. Sales tax registration number may be quoted in all cases.

18) The rate quoted by the Bidder shall be final and no enhancement shall be allowed under any circumstances.

19) The DOEACC reserves the right to reduce / enhance the quantity of the items for which quotations are being invited.

20) A copy of this document duly signed by authorized signatory (who has signed the Tenders) in token of acceptance of the terms and conditions stipulated herein should be submitted with the Performa for furnishing the Technical Bid without which the Quotation shall be treated as incomplete and hence summarily rejected and the Financial Bid of the Bidder will not be opened.

21) Licences as required for software in original must be supplied.

PROFORMA FOR TECHNICAL BID

(Please go through the terms and conditions stipulated in Tender Document before filling up this Proforma)

1. Name of the Organisation :
Address & Tele. No.
Email Id

2. Date of commencement of Business :

3. Status of the organisation :
(i.e. whether proprietorship, Partnership,
Pvt. Ltd., / Public Ltd. Company, Regd.
Under Societies Regn. Act etc.)

4. Regn. No. of the Organisation. Please :
attach Certificate of Regn / Incorporation)

5. Name of the CEO / Proprietor :

6. Business of the Organisation :
(i.e whether Dealer, Agent)
(Enclose a copy of dealership / agent
Certificate)

7. Annual Turnover : 2006-07 2007-08 2008-09
(attach photostat copies of Income-
Expenditure Statement / IT Returns /
CA's certificate) for last 3 years

8. CST No., if any :

Service Tax no. if any :

PAN No. of the Organisation :

9. Details of EMD (Enclosed DD) : DD no. _____ dated _____

for Rs. 70,000/- drawn on _____

_____ Bank in favour

of DOEACC payable at New Delhi

10. Name & address of three prominent Organisations provided with similar services in
the recent past (please also furnish copies of the supply orders)

1)	2)	3)
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Contd.

- 11(a) Do you agree with the terms and conditions stipulated in Tender Document :
- 11(b) Please list out any points of disagreements with proposed solution (attach a separate sheet in case space provided is insufficient) :
- 12. Delivery period. (Please indicate the delivery period you would need after receipt of firm orders) :

Declaration:

- a) It is certified that the information furnished above is correct.
- b) We have gone through the terms and conditions stipulated in Tender Document and confirm to abide by the same. Disagreement and solution proposed has been listed in a separate sheet and being attached with this Bid. A copy of the Terms and Conditions with its each page signed, in token of acceptance of the same is enclosed.
- c) We understand that the decision of the DOEACC to accept / reject "the points of disagreements and proposed solution provided by us" would be final and binding;
- d) The signatory to this bid is authorised to sign such bids on behalf of the organisation.

Signature

Name

Designation

Date.....

PROFORMA FOR FINANCIAL BID

(Please go through the terms and conditions stipulated in Tender Document before filling up this Performa)

- 1. Name of the Organisation :
- Address & Tele. No. :
- Email ID :
- Service Tax no. :
- Sales Tax no. :
- PAN No. :
- 2. Rates offered :

All products as per specifications given in Appendix 'A'

Sl. No.	Software	Qty.	License	Price in Rs.
1	Windows 2003 Server Enterprise Edition 64 Bit	2	5X2	
2	MS SQL Sever 2008 Enterprise Edition 64 Bit	2	5X2	
3	Visual Studio 2008 Professional Edition	1	5	
4	MS Office 2007 Professional Edition	1	15	
5	Adobe Creative Suit 4 Master Collection	1	2	
6	Tally ERP 9	1	5	
7	Antivirus Corporate Edition(McAfee,Symantec or TrendMicro)	1	100	

Note:

- a) The company will have to quote for all of the above items
- b) Quantity of equipment listed above may vary slightly when final order is placed.
- c) All taxes – sales tax, octroi, service tax etc. (if applicable) should be specified separately.
- d) DOEACC Society reserves the right to accept or reject any offer without assigning any reason whatsoever.
- e) Successful bidder shall not be allowed to transfer the order in the name of some other company or it's principal.
- f) DOEACC reserves the right to cancel this tender in case no satisfactory proposal is received.

Declaration:

- a) It is certified that the information furnished above is correct.
- b) We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same.
- c) The signatory to this bid is authorised to sign such bids on behalf of the organisation

Place:.....

Signature

Date:.....

Name

Designation

Software requirement of DOEACC Society

Sl. No.	Software	Qty.	License
1	Windows 2003 Server Enterprise Edition 64 Bit	2	5X2
2	MS SQL Sever 2008 Enterprise Edition 64 Bit	2	5X2
3	Visual Studio 2008 Professional Edition	1	5
4	MS Office 2007 Professional Edition	1	15
5	Adobe Creative Suit 4 Master Collection	1	2
6	Tally ERP 9	1	5
7	Antivirus Corporate Edition(McAfee,Symantec or TrendMicro)	1	100