

# Short Term Tender Document

## Supply & Installation of System Software at SPIC

Tender No. *SPIC/2015/29258*  
Date. *18/12/2015*

Society for Promotion of IT in Chandigarh (SPIC)  
PEC University of Technology Campus, Sector 12, Chandigarh - 160012.  
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E-Mail: [info@spicindia.com](mailto:info@spicindia.com).  
Website: [www.spicindia.com](http://www.spicindia.com).



Sealed Tenders in 'two part' are being invited from reputed vendors for supply, installation of System Software at SPIC in the form of sealed hard copy of the same tender for the following job from reputed organizations having sufficient experience and credentials for successful supply, installation and commissioning of system software, supporting software preferably in government /quasi-government organizations. Vendor should be capable of supplying, Installation & Commissioning of the software under this tender.

**Tender Processing Fee:** - ₹ 2,000/- (Two Thousand only) in the form of Non refundable bank draft in favour of 'Society for Promotion of IT in Chandigarh' payable at Chandigarh must be submitted along with tender.

**Last date & time of submitting the tender (Hard Copy): 28/12/2015 up to 3:00 PM**

Interested bidders can download the tender document from SPIC's website <http://www.spicindia.com> and submit the bid with Tender Processing Fee in favor of **SPIC** payable at Chandigarh.

SPIC reserves the right of accepting and/or rejecting any/all Tenders without assigning any reasons thereof.

The Offers should be submitted in two sealed covers one super scribed "Technical Bid" and other "Price Bid". Both covers shall be put in another sealed cover super scribing the envelope with "Tender for supply, installation & commissioning of System Software at SPIC". Technical BID should also contain versions of the Software to be supplied under this tender.

The Technical bid cum qualification BID will be opened at **28/12/2015 at 3:30 PM at SPIC Office** on the same day in the presence of attending tenderers or their authorized representatives.

After opening of Technical bid, the capability and suitability of the bidders shall be evaluated and Price bid of the qualified bidders shall only be opened in the presence of the attending Bidders. The date of opening of Price bid will be informed to the qualified bidders.

**Following are the Qualifying Criteria:**

1. The Bidder must be registered/ incorporated under Indian Companies Act 1956 & should be an established Authorized dealer engaged in the supply/ installation / maintenance Activities of IT Infrastructure for more than 5 years in India.
2. The bidder should have an annual turnover of 5 Cores or more in each of the last 3 financial years (2012-2013, 2013-2014 and 2014-2015). The bidder should submit Certificate from CA or Audited Balance sheets of last three financial years.
3. The bidder should have at least 5 technically Competent and experience key personnel on its rolls and to be associated in this project for installation. The bidder should submit resumes of all such human resources, duly verified by authorized signatory.
4. The bidder should have successfully implemented at least one project amounting to INR 10 Lacs for supply, installation and commissioning of various IT components like System Software, Hardware etc. in Central Government /State Government/ Govt. PSUs.

Or



The bidder should have successfully implemented at least two projects, each project amounting to INR 5 Lacs for supply, installation and commissioning of various IT components like System Software, Hardware etc. in Central Government /State Government/ Govt. PSUs. The bidder should attach Work Order/Contract Letter along with commissioning Report.

5. The Bidder must be ISO 9001:2000 or above certified (copy of the certificate to be attached).
6. The Bidder should be an authorized partner for the product being quoted (supported by letter from OEM).
7. The bidder should have registered office in Tri City, operational for at least 5 years with adequate staff. The bidder should attach Undertaking from authorized signatory.
8. The bidder should have valid PAN and Service Tax Number. The bidder should attach Valid Certificates.
9. The bidder should not be joint venture/joint bidding/consortium and should be exclusively associated with supply and installation IT components.
10. Even though the bidder meet the above qualifying criteria, they are subject to be disqualified in case of following conditions:
  - a. The bidder is in litigation with any Govt. Organization / Society / Trust / Board / Corporation.
  - b. The bidder has made any false representation in the forms, statements and attachments submitted in proof of the pre-qualification requirements.
  - c. The bidder has a record of poor performance such as abandoning of any allotted project, inability to complete any allotted project, delay in completion of any allotted project etc.
  - d. The bidder has been black listed by any Government or its organizations.

A self-certificate to this effect is required from the bidder. If at a later stage it is found that any Bidder has wrongly certified, the bidder shall be liable for action under the Criminal law.

### **Scope of work**

The work to be rendered by the Vendor under this tender/ agreement is supply of the System Software at the users' premises. The tender should include the installation material like DVD,S/ CD's whenever required.

During the 1<sup>st</sup> year, the vendor would also serve as a single point support services and should have the capability to provide all updates.

The vendor would also be responsible any delay in the implementation process and may also be penalized @₹500/- per day for each day delay for the same. In case of any penalty levied, the same would be adjusted in the payment to the vendor.



**Terms & Conditions:**

1. The Tenderer must be required to deposit Tender Processing fee through Bank Draft drawn in favor of 'Society for Promotion of It in Chandigarh' payable at Chandigarh. No tender shall be accepted without the Processing Fee of Tender.
2. 100% payment will be made against submitted bill after supply of all items of the tender.
3. The rates should be valid for at least 6 months.
4. The rates should be quoted in words as well as in figures in respect of each item.
5. Prices shall be INR, including all taxes.
6. All essential items needed for the smooth operation shall be assumed to have been included in the quoted price/items if these have not been quoted separately.
7. Clause by clause compliance with the technical specification/version in this tender is required.
8. Technical specification/Model/Make shall be strictly as per the requirements laid down.
9. The Authorized Distributors /Authorized Service Providers of the brand (s) shall have to produce original certificate from the OEM to the effect that they are authorized to quote, negotiate, sign documents, effect the deliveries and arrange after sale service on behalf of the manufacturing company. The said should be valid for the effective period with reference to this specific Tender; else the tender will be rejected.
10. **Period of delivery:** Should be within Thirty days from the date of opening of purchase order.
11. The vendor should quote and be capable to supply all the necessary Software. However, SPIC has the right to procure a part or a whole of List of Items.
12. **Warranty/Update:**  
The OEM should give update support for a period not less than one year.
  
13. SPIC reserve the right to purchase varying quantity of material, less or more than the quantity specified in the tender.
14. SPIC reserves the right to reject any/all tenders or cancel the accepted tenders without assigning any reason.
15. Tender paper should be signed in all pages with seal and rate of each item should be entered in the tender form in the specified pages of the tender. Total amount should be calculate and entered in the sheet included in the tenders.
16. Tenderers should quote all items of the tender. Partial quoting will not be accepted.
17. The tender should be prepared & submitted after carefully perusing the complete tender document (including the guidelines, instructions, terms and conditions, nature & scope of work, specifications of the equipment to be supplied & work to be performed etc.)
18. Only those Tenderer(s) who meet all the guidelines and terms & conditions in all respects should submit their tender, complete in all respect, after perusing complete tender document.
19. Please confirm that only original Software and components will be supplied by you.
20. Please note that the SPIC reserves the right to place orders in part(s) or part thereof for individual items (if needed) on the rates quoted by you.
21. Please quote all price/s inclusive of all taxes and duties.



**BILL OF QUANTITY & PERFORMA FOR PRICE BID**

To,

The Chief Executive Officer,  
 Society for Promotion of IT in Chandigarh (SPIC)  
 PEC University of Technology Campus,  
 Sector:12, Chandigarh.

From,

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Sr.	Description of Items	Types of License	Unit Price	Tax	Total Unit Price	qty	Total Price
1	Windows Server 2012 Standard R2 OLP	Academic				3	
2	Windows Server 2012 Standard R2 OLP	Production				1	
3	Visual Studio Professional 2013 OLP	Academic				15	
4	Visual Studio Professional 2013 OLP	Production				2	
5	SQL Server Standard 2014 with 15 CAL	Academic				1	
6	SQL Server Standard 2014 OLP 6 CAL	Production				1	
8	Office 2013 Standard OLP	Academic				20	

**Place:**

**(Signature of authorized person with seal)**

**Date:**

**NOTE: Bid must be submitted on letterhead of the company**

**Note :**

1. The commercial figure quoted will be an all-inclusive figure – inclusive of out-of pocket expenses and all taxes, duties, etc. payable. No out-of-pocket expenses will be reimbursed separately.
2. Should the commercial quote include separate out of pocket expenses or any taxes, duties, etc., other than mentioned above, such a commercial proposal would be treated as an invalid.