

OFFICE OF THE DIRECTOR
AIIMS, Bhubaneswar - 751019

No. AIIMS/BBSR/COMPUTER/MS OFFICE/ADMIN/220

Dated Bhubaneswar, the 26th April 2013.

To

M/s _____,

_____,

_____.

Subject: Purchase of Microsoft Office 2013 (Professional Academic) for use at AIIMS, Bhubaneswar – offer regarding

Sir,

This office intends to purchase 70 Nos. (Seventy) Microsoft Office 2013 (Professional Academic) for use in AIIMS, Bhubaneswar. The tender can be sent through registered post, Speed Post, Courier or put personally in the sealed tender box kept in Administrative Officer, AIIMS, Bhubaneswar-751019 and no request will be entertained thereafter. AIIMS, Bhubaneswar will not be responsible for postal/courier delay of receipt of tender document. The quotations will be opened on **03.05.2013 at 1100 Hrs.** by the tender opening committee. The tender terms & conditions, for Microsoft Office 2013 (Professional Academic) and tender format can be downloaded from AIIMS, Bhubaneswar website www.aiimsbhubaneswar.edu.in. At the time of submitting the tender a demand draft of EMD as mentioned in terms & conditions should be attached with tender form in favour of AIIMS, Bhubaneswar. In case the due date is declared a holiday tender shall be opened on next working day.

Yours faithfully,

Administrative Officer
AIIMS, Bhubaneswar

TENDER FORMAT

TENDER FOR THE PURCHASE OF MICROSOFT OFFICE 2013 (Professional Academic)

1. NAME OF THE AGENCY : _____
2. CORRESPONDENCE ADDRESS
WITH TELEPHONE AND FAX NO : _____
3. LOCAL ADDRESS WITH TELEPHONE
AND FAX NO. : _____
4. SALES TAX/VAT REGISTRATION PROOF: _____
5. LATEST SALE TAX/VAT CLEARANCE
CERTIFICATE. : _____
6. COPY OF AUTHORISED DEALER : _____
7. PROOF OF PAST PERFORMANCE
IF ANY : _____
8. LIST OF OWNERS/PARTNERS AND
CERTIFICATION REG. BLACKLIST &
CR. CASE ATTACHED OR NOT : _____
9. EARNEST MONEY DETAIL : _____
10. COPY OF TERMS AND CONDITION
DULY SIGNED : _____

SIGNATURE OF THE TENDERER
WITH STAMP.

TERMS & CONDITIONS

Sealed tenders are invited for Commercial bid by the undersigned from the authorized distributors for the purchase of following item(s) through registered post or these can be put personally in the sealed tender box kept in the reception office of the undersigned located at AIIMS, Bhubaneswar on or before 03rd May 2013 16.00 hrs:-

Sl.No.	Name of the item	QNTY	Delivery Period	Earnest Money
1.	Microsoft Office 2013 (Professional Academic)	70 Nos.	15 days	Rs.10,000/-

Tenderers are advised to quote their Rate after careful study of the tender specifications as well as the following terms and conditions:-

1. Price bid will be submitted in sealed envelope.
2. The tenders should reach this office by **16.00 hrs on 03.05.2013** as per tender notice.
3. **Only authorized distributor/dealer can participate in the tender, the firm should submit proof of their authorized distributor/dealership.**
4. **Only sales tax/VAT payee agencies are eligible to fill this tender.** Interested agencies shall quote their sale tax number/TIN Number of VAT in their quotation and also attach documentary proof of having registered with Sales Tax/VAT department for such store/items etc. with the technical bid.
5. Latest/current Sales Tax Clearance Certificate or latest Sales Tax/VAT Return filed issued from the Sales Tax/VAT department in the language of English/Hindi on the enclosed prescribed proforma must be attached with technical bid.
6. Incomplete tender/conditional tenders will not be accepted.
7. No tender will be accepted without requisite E.M.D. as mentioned in tender notice. The E.M.D. shall be in the shape of A/C Payee Demand Draft/ Banker's Cheque/ Pay Order in favour of AIIMS, Bhubaneswar payable at Bhubaneswar. The EMD can also be submitted either in the shape of FDR or Bank Guarantee duly pledged in favour of Director, AIIMS, and Bhubaneswar. No interest will be given on E.M.D. The EMD should be valid for Forty Five days beyond bid validity.
8. Tenderer would not be permitted to alter or modify their bids after expiry of the deadline for receipt of Bids.
9. The price must be quoted as per proforma for price schedule Annexure "A". Nothing over and above the quoted price would be payable to the successful bidder. Any over writing/cutting etc. render the tender invalid. The option in the rates will not be entertained and the tender will be rejected straightway.
10. In case, the firm does not complete the supply within the delivery period, **liquidated damage charges will be charged @ 2% of total cost per month of the item and action will be taken to blacklisting the firm and forfeiture of its EMD.** No interest will be given on EMD.
11. The tenderer can remain present himself or his authorize representative at the time of opening of tender.
12. The Bid shall remain valid for three calendar months from the date of opening of the tender.

13. The rates will be F.O.R. at AIIMS Campus, Bhubaneswar-751019.
14. In case the firm fails to supply the item within stipulated delivery period, the item will be procured from the open market and the difference of cost, if any, will be recovered from the EMD and pending bills of the defaulting firm, by calling explanation after issuing notice.
15. The quantity of the items mentioned in the tender notice can be increased or decreased, at any stage till the delivery of consignment is completed.
16. Tender envelop(s) must be sealed and super scribed" TENDER FOR MICROSOFT OFFICE 2013 (PROFESSIONAL ACADEMIC)" which shall be addressed to Director, AIIMS, Bhubaneswar.
17. The payment will be made on receipt/acceptance of store in good condition as per prescribed software. No advance payment will be made.
18. No claim for interest in case of delayed payment will be entertained by AIIMS, Bhubaneswar.
19. A copy of terms and conditions duly signed by the tenderer, as a token of acceptance of the same should be attached alongwith the tender.
20. **The competent authority reserves the right to relax any terms and condition in the govt. interest.**
21. The purchase committee reserves the right to reject any tender or all tenders without assigning any reasons thereof.
22. All disputes are subject to the jurisdiction of the Courts at Bhubaneswar/Cuttack.
23. In case of violation of any clause of contract/agreement deed, the explanation of the firm can be called by issuing show cause notice, if the reply is not found satisfactory. EMD can be forfeited as well as action for blacklisting can also be taken prior to taking any legal action.
24. The tender will be rejected straight way without assigning any reasons if the firm involves in any criminal case, declared black listed by any Govt./Semi govt. department/agencies etc.
25. In case of any differences, the firm can be called for negotiation to patch up the differences on table prior to approaching court.
26. Only authorized representatives will be allowed to attend the meeting of the Purchase Committee. They should also bring Letter-Head of the Firm with an undertaking that any decision/negotiation taken by them would be accepted by firms.
27. The Price bid should be in accordance with the format as at Annexure-A.

NOTE :-

(A) DOCUMENTS REQUIRED TO BE ATTACHED WITH COMMERCIAL/PRICE BID IN THE FOLLOWING ORDER:-

1. **E.M.D. in favour of AIIMS, Bhubaneswar amounting Rs. 10,000/-.**
2. Sale Tax/ VAT Registration Certificate.
3. Latest Sales Tax Clearance Certificate/VAT deposit receipt.
4. Copy of authorized distributorship/dealership.
5. Documents relating to past performance, if any.

6. TIN number
7. **Copy of terms and conditions duly signed with seal of the firm, in token of acceptance of terms and conditions.**
8. All the firms participating in the Tender must submit a list of their owners/partners etc. and a Certificate to the effect that the firm is neither blacklisted by any Govt. Department nor any Criminal Case is registered against the firm or its owner or partners anywhere in India by the agency.
9. All Other supporting documents as required in the tender shall be attached.
10. Details of Rates of the item quoted by the tenderer shall be submitted on their letter pad as per Annexure "A" format in clear terms, in words and in figures. The cutting & over-writing not valid. The option in the rates will not be entertained.

Administrative Officer
AIIMS, Bhubaneswar

SIGN. OF TENDERER _____
NAME IN BLOCK LETTERS: _____
FULL ADDRESS: _____
(With e-mail & Phone/Mobile Number)

PROFORMA FOR PRICE SCHEDULE
(Enclose with commercial bid)

TENDER FOR THE PURCHASE OF MICROSOFT OFFICE 2013 (Professional Academic)
FOR USE IN AIIMS, BHUBANESWAR

We _____ hereby certify that we are authorized representatives of M/s _____
_____ with office at _____ hereby offer to supply the following items at the prices indicated below :

S. No.	Description of work/ item	Qty.	Unit Price In Indian Rupees	Sales Tax/VAT In Indian Rupees	Other Govt. Levies, if any (To be specified)	Total Price FOR Destination In Indian Rupees
a	b	c	d	f	g	i
1.	<u>MICROSOFT OFFICE 2013 (Professional Academic)</u>	70 (Seventy)				

It is hereby certified that we have understood all the terms and conditions specified in the tender document and are thoroughly aware of the nature of job required to be done and goods/items to be supplied. We agree to abide by all the tender terms and conditions.

We hereby offer to carry out the job and (or) supply the goods/items detailed above or such portion(s) thereof as you specify in the notification of award.

(Signature and seal of Bidder)
Dated: -----