



**Institute of Economic Growth,
University of Delhi Enclave, North Campus,
Delhi-110007**

Notice Inviting Tender

Dated: - 10-03-2023

File No: IEG/CU/Soft./01/2022-23.

Last Date of Submission:16-03-2023

Reference: Institute of Economic Growth invites sealed quotations for Supply of MS Office OLP Microsoft Office, Pro Plus 2021 SNGL OLP NL Academic (30 Nos) Licenses from reputed manufactures/authorized dealer/Channel Partner.

Requirement:

S. No	Software Name (Academic License)	Users License Required
1	MS Office OLP Microsoft Office, Pro Plus 2021 SNGL OLP NL Academic	30

GENERAL TERMS AND CONDITIONS :-

1. Sealed Quotations are invited for the supply items required for use by Institute of Economic Growth, University of Delhi Enclave, Delhi - 110007 as per list enclosed by 16th March, 2023 upto 03:00 P.M.

The sealed quotations superscribed as “**Supply of MS Office 2021**” shall be received at the Tender Box near the Reception of the Institute **up to 15:00 hrs on 16th March 2023 (Closing Date & Time for Receipt of bids)** or Corrigenda otherwise. It must be addressed to “**Programmer, Institute of Economic Growth, University of Delhi Enclave, North Campus, Delhi-110007**”.

2. The rates quoted should be for IEG inclusive of all charges viz. packing, forwarding, local taxes, railway freight, transit insurance etc. and free delivery at IEG Computer Unit. Taxes and duties should be quoted separately. Rates must be quoted in figures and words in INR with all levies and taxes as per schedule given in the financial bid.
3. Each page of the **Financial bid (Annexure A)** is to be signed by the tenderers and duly stamped.
4. **Special discount/rebate admissible to Educational Institution/University may be specifically indicated in the quotation.**
5. Details of Specifications and make of each item should be clearly given supported by the illustrated pamphlets wherever possible. Quotations without specifying the make and other particulars may be rejected. The payment will be made after the goods have been received, opened, installed & good working, checked & found to be in order to our entire satisfaction. The add-ons included in the Software should also be clearly mentioned. In case the goods are rejected these have to be removed by the supplier at his own cost.
6. Your rates should be valid for at least for two months from the last date of receipt of quotations.
7. Performance Security equivalent to 2% (Two Percent) of the total value of the order will have to be furnished by supplier. Performance Guarantee may be furnished in the form of a Demand Draft / Pay order in favour of **“Institute of Economic Growth”**, payable at Delhi. Cheque/ Money Order/Cash shall not be accepted. Performance Guarantee should remain valid for a period of (60) sixty days beyond the date of successful Supply of MS Office Software.
8. The Director, IEG is not bound to accept the lowest tender and may reject any tender or any part of the tender without assigning any reason thereof.
9. The price/Make/Model/Product Details should be quoted on prescribed format **“ANNEXURE A”** and must be sent in a properly sealed envelope.
10. All the columns of the annexure attached shall be duly and properly filled in separately. The rates and units shall not be overwritten in the price schedule. The rates shall be quoted both in figures and words. The Tender should be signed by the authorized signatory of the firm.

11.

(a) The penalty Clause is as under :-

Should the tenderer fail to deliver the goods within the period specified in the tender form, the Director may, at his discretion, allow an extension in time subject to recovery from the tenderer as agreed liquid damages, and not by way of penalty, a sum equal to the percentage of the value of order which the tenderer has failed to supply for period of delay as stated below:-

(i) Delay up to one week 1%

(ii) Delay exceeding one week but not exceeding two weeks 2%

(iii) Delay exceeding two week but not exceeding one month 5%

(iv) Delay exceeding one month. 5% for each month & part there of subject to maximum 10%

(b) In case of failure to supply the goods within the prescribed time and in accordance with the specifications given in the quotations, the IEG shall be free to cancel the order and make purchases from the next higher tenderer or from the open market as the case may be. In that case the loss sustained by the IEG shall be recovered from the defaulting supplier. The IEG will be at liberty to recover the loss from the payment of earnest money/or any other pending claims of the supplier without prejudice to its general right to effect recovery from the supplier.

12. No payment will be made in advance for any supplies under this tender. The valid documentary proof of GST/Registration No. & details of Income Tax registration (PAN/TAN) should be submitted alongwith the quotation. The taxes must be quoted clearly and separately. If the taxes are not quoted separately, it will be presumed that the rates quoted are inclusive of taxes.

13. IEG reserves the right to accept or reject any tender without assigning any reason. The decision of Director, IEG in this regard shall be final. No enquiries in this regard shall be entertained. Correspondence during tendering process may invite disqualification.

14. The IEG reserves the right to verify/seek confirmation of all original documentary evidence submitted by the venders in support of the tenders, specifications for eligible criteria. In case any information furnished by vender is found false/incorrect the tender will be rejected.

15. All disputes arising out of this contract shall be referred to the sole arbitration of the Director, Institute of Economic Growth, University of Delhi enclave, Delhi-110007; The venue of arbitration shall be NEW DELHI (INDIA).

16. Earnest Money Deposit (EMD):

(a) **EARNEST MONEY DEPOSIT** :- A Demand Draft for Rs 5000/- D.D. No..... dated..... Bank Name..... Only in the name of **“Institute of Economic**

Growth, Delhi” and payable at Delhi, may please be sent along with your quotation as Earnest Money without which no quotation shall be considered. The Bidders registered with MSME/NSIC will be granted exemption from payment of EMD as per Rule. Bidder has to enclose the MSME/NSIC Registration Certificate.

(b) Earnest Money is liable to be forfeited and bid is liable to be rejected, if the tenderer withdraw or amends impairs or derogates from the tender in any respect within the period of validity of the tender.

(c) The earnest money of all the unsuccessful tenderers will be returned as early as possible after the expiry of the period of the bid validity and after issue of the purchase order. No interest will be payable by the purchaser on the Earnest Money Deposit.

(d) Forfeiture of Earnest Money: The earnest money will be forfeited in the following cases:

(i) When tenderer withdraws or modifies the offer after opening of tender.

(ii) When the tenderer does not deposit the security money after the purchase order is given.

(iii) When the tenderer fails to commence the supply of items as per purchase order within the prescribed period.

(iv) When the tenderer fails to provide maintenance services during the warrantee period.


(v) When information/certificate/document furnished is found false at any stage.

17. Delivery and installation of the items are within 7 days from the date of purchase order.

18. Company should attach Certificate of Authorization channel partner/dealer or other OEM Authorization Certificate.

19. Bids received after due date will be rejected.

20. Conditional Bids will be rejected.


Parag Kamal Sharma
Programmer, IEG
पराग कमल शर्मा/Parag Kamal Sharma
प्रोग्रामर/Programmer
आर्थिक विकास संस्थान
Institute of Economic Growth
दिल्ली विश्वविद्यालय परिसर, दिल्ली-110067
University of Delhi Enclave, Delhi-110067

Annexure A : TECHNICAL BIDS (Filled by Bidder)

The technical bid shall contain following information in a sealed cover super scribed as “**Technical Bid**” only which shall also contain the **EMD**.

Scope of Work and Technical Specifications

S.No.	Product Descriptions	Supply of Software DVD/ Download link	Compliance (Yes/No/Remarks)
1.	MS Office OLP Microsoft Office, Pro Plus 2021 SNGL OLP NL Academic		

1. OEM/Authorized supplier/distributors/channel partners are requested to enclose the letter/certificate of their manufacturer appointing them as authorized for marketing their product. The vendor clearly specify the license/free update period for the software and license agreements should also be provided in the technical bid in detail.
2. Name, address, setup and status of the organization, authorized contact person with telephone number should also be mentioned.

Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five thousand only) in the form of crossed demand draft/pay order drawn in favour of **Institute of Economic Growth, Delhi** shall be enclosed with the technical bid of the tender document. The Bidders registered with MSME/NSIC will be granted exemption from payment of EMD as per Rule. Bidder has to enclose the MSME/NSIC Registration Certificate.

3. GST/PAN/TAN Number must be clearly mentioned in the bid document. Copies of the same should also be enclosed.

I/We have read and understood the terms and conditions of the tender and hereby unequivocally accept the same.

(Authorized Signature)

Name of the Authorized person: _____

Name of the Company: _____

Address of the company: _____

Contact No. : _____

Email Id: _____

Seal of the company:

Annexure B: FINANCIAL BID (Filled by Bidder)

The financial bid should be enclosed in a separate sealed cover super scribed as “**Financial Bid**”. No escalation of prices would be permitted on any ground. Firms must clearly indicate in their offers the different taxes and duties which they propose to charge extra mentioning clearly the present rate(s) thereof. Vague offers like “duties as applicable” shall not be considered.

Sno	Software Name	Qty required (a)	Unit Rate (In Rs.) (b)	Amount (In Rs.) (c)=(a)x(b)	GST (In Rs.) (d)	Total Amount(Rs) (Inclusive of All Taxes) (c) +(d)
1	MS Office OLP Microsoft Office, Pro Plus 2021 SNGL OLP NL Academic	30				
Grand Total (Inclusive of GST)						

Total Cost in Words (Rs.):.....

Period of Delivery of Licenses(ibn Days)

(Authorized Signature)

Name of the Authorized person: _____

Name of the Company: _____

Address of the company: _____

Contact No. : _____

Email Id: _____

Seal of the company: