June/2010
Short Tender Notification No. June/2010
COMPUTER SUPPORT GROUP
Item No. CSG 01 : SOFTWARE

**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620015**

BIDDER'S COPY

INSTRUCTIONS TO BIDDERS

1. This document set contains the following:
    a) Terms and conditions of the Tender   -   Pages 2 & 3
    b) Details of the Firm offering this Quote   -   Page   4
    c) NIT-T's Technical cum Price Bid form   -   Page   5 & 6
    d) NIT-T's check list copy   -   Page   7

2. The bidder's copy is for your future records. Please fill in and return only NIT-T's copy.
3. Read through the terms and conditions given and affix your signature and seal if you find them acceptable. Any deviations may be recorded. Read carefully list of specifications that we have enclosed.
4. Fill in the questionnaire regarding the Firm.
5. The downloaded documents **'Technical Compliance Form'** and **'Quotation Form (Price Bid)'** should be **TYPE WRITTEN USING CAPITAL LETTERS ONLY**. At the time of filling the "**Quotation Form** (**Price Bid)**" make sure that you have not missed anything. Specify the model number & specification for each item. The form should be filled in item-wise. Do not leave blank fields. If you are not quoting for a specific item, you should specify "**NOT QUOTING".**
6. **Do not use** ambiguous terms like **"yes", "complied" or "available".** Specifically mention the matching specification of the product offered by you. Make sure that you have affixed your signature with date and seal on all the documents.
7. Please send the tenders in a sealed envelope superscribed as **"QUOTATIONS AGAINST SHORT TENDER NOTIFICATION NO: June/2010 Item No. CSG 01 : SOFTWARE"** so as to reach "The Head, Computer Support Group, National Institute of Technology, Tiruchirappalli - 620 015, India" on or before **July 1, 2010** at **2.30 p.m.**
8. For any further clarifications, contact by E-Mail: purchase@nitt.edu or by written request to "The Head, Computer Support Group, National Institute of Technology, Tiruchirappalli - 620 015"
9. DO NOT VISIT US WITHOUT OUR CONCURRENCE.

Last Date for receipt of tender at NIT-T   : **July 1, 2010 at 2.30 p.m.**
Opening Date for Tender   : **July 1, 2010 at 3.30 p.m.**

CHECKLIST TO BE FILLED IN BY BIDDER	
List of documents to be enclosed	Completed & Signed
1. Terms and Conditions form	YES / NO
2. Details of the Firm offering this Quote	YES / NO
3. NIT-T's Technical cum Price Bid form	YES / NO
4. Other technical specifications & pamphlets	YES / NO

Note: 1. "Cover" should contain the following:
        a. Form of "**Acceptance of Terms and Conditions**".
        b. Form of "**Firms details**"
        c. Pamphlets, if any (in a separate sealed cover)
    2. Quotation Form (Technical & Price Bid)

Please retain this page with you for your future reference.

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NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620015

"TERMS AND CONDITIONS FORM"

IMPORTANT : READ ALL THE FOLLOWING TERMS AND CONDITIONS AND SIGN THE ACCEPTANCE CLAUSE FOLLOWING IT

1. The offers should be addressed to "The Head, Computer Support Group, National Institute of Technology, Tiruchirappalli 620015, India" and should be sent in a sealed envelope superscribed **"QUOTATIONS AGAINST SHORT TENDER NOTIFICATION No.: June/2010 Item No. CSG01 : SOFTWARE"** so as to reach us **on or before 2.30 p.m. on July 1, 2010.**

2. Each offer should be sent in a sealed cover with the tender documents. Tenders received through email or FAX will not be considered.

3. The tenders will be opened on **July 1, 2010 at 3:30 p.m.** in the presence of the vendors present with authorization letter from the respective companies / firms. Suppliers intending to attend the tender opening should intimate us in advance.

4. Full technical specifications and pamphlets should be sent along with the tenders. **Offers without proper technical specifications will be rejected.**

5. All offers should indicate the taxes and duties applicable, if any. Additional charges for packing, forwarding, freight, insurance etc., if any, should be clearly mentioned. Clearance at Customs will be arranged by us.

6. NIT-T is paying concessional Customs & Excise duty under Government of India Notification No.51/96 for Customs and 10/97 for Excise Duty. Currently the purchaser is paying 5% Basic Customs Duty, 2% Educational Cess on Basic Customs Duty, 1% Higher Education Cess on Educaitonal Cess, and 4% Import Additional Duty.

7. The Institute is not authorized to issue C and D forms of Sales tax certificate.

8. In case the offered items are to be imported, the rates should be quoted in foreign currency on C & F Chennai Airport, Insurance Cover should be up to National Institute of Technology, Tiruchirappalli (i.e. The Cost and Freight is up to Chennai airport and the insurance cover should be up to National Institute of Technology, Tiruchirappalli). NIT-T shall pay Customs duty if any.

9. If the price quoted is in foreign currency and if the order value is more than US$10,000 then 100% payment will be made through **Letter of Credit (LC) at sight on acceptance**. If the order value is less than US$10,000 , then 100% payment will be through a Telegraphic Transfer (TT). **The bank charges outside India should be borne by the Supplier / Beneficiary. Part shipment not allowed**. If the price quoted is in Indian Rupees, then 100% payment will be made only after installation and commissioning. **No advance payment will be made.**

10. No revision of the price bid will be allowed once the price bids are opened.

11. No increase in price will be allowed after our firm orders are placed.

12. The warranty period should be clearly mentioned. The maintenance charges (AMC) under different schemes after the expiry of the warranty should also be mentioned.

13. Quote should come from authorized dealer or distributor or reseller for each of the product quoted. An authorization letter should accompany your quote for each product quoted, otherwise it may lead to rejection.

14. The delivery period and other terms should be clearly mentioned.

15. Complete user, technical and service documentation, and catalogue are to be provided along with the supply of the item.

SIGNATURE WITH DATE   *Use only the bar coded form provided by NITT*   **SEAL OF THE FIRM**

Item No. CSG 01 : SOFTWARE

16. The vendors are informed that they should not call us over phone or contact us in person. All clarifications can be obtained through E-Mail/FAX/Post. Vendors shall not make attempts to establish unsolicited and un-authorised contact with us after the opening of the offers and prior to the notification of the award. Any attempt by any vendor to bring to bear extraneous pressures on us shall be sufficient reason to disqualify the vendor.

17. Delay / loss in postal transit or due to other reasons will not be NIT-T's responsibility.

18. We are not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time scheduled for opening.

19. The tender should be made only on the "**Technical compliance form**" & "**Quotation form**" which is available in our website, otherwise it shall lead to rejection. The technical compliance form & Quotation form should be duly filled up (preferably **TYPE WRITTEN IN CAPITAL LETTERS**) and should clearly mention the features offered by the bidder against each specification.

20. Authorized signatory should sign on all the pages. Bids without authorized signatures will be rejected.

21. The manufacturers of the quoted make of the product must be of national / international repute and having ISO certificate.

22. **The vendors are informed that they should sign a stamp paper agreement with us, for Warranty, AMC, etc. before placing the final purchase order as per our terms & conditions and 5% of purchase order value (equipments) in the form of bank guarantee towards performance security. The bank guarantee will be returned to the supplier after the successful completion of supply, installation, and the warranty period.**

23. No Earnest Money Deposit (EMD) or processing fee is required for submitting this rate contact.

24. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.

25. Vendors are informed that once the companies are shortlisted based on the technical specification, only then the price bids of the firms that meet NIT-T's Technical specification / requirements would be compared.

26. The rate contract period is for July 2010 to June 2011. The quoted prices should be valid for the entire rate contract period.

27. NIT-T reserves the right to modify or alter the specifications after short listing of tenderers.

28. NIT-T reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) whatsoever.

29. NIT-T reserves the right to reject any or all the tenders without assigning any reasons whatsoever.

30. Apart from the above General Terms and Conditions, item-wise terms and conditions are enlisted in the Technical compliance form and Quotation form.

******
ACCEPTANCE
We accept the above terms and conditions and shall comply with them strictly.

NAME OF THE VENDOR:

ADDRESS :

SIGNATURE WITH DATE   *Use only the bar coded form provided by NITT*   **SEAL OF THE FIRM**

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TIRUCHIRAPPALLI - 620015

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"DETAILS OF THE FIRM OFFERING THIS QUOTE"
(Write or print or type in block letters and please answer all the questions)

1. Name of the firm:

2. Date of incorporation:

3. Nature of the company - Government / Public / Private Company / Partnership / Proprietorship:

4. Specify the number of years in this line of activity by the company:

No. of years in this line of activity

5. Quantity of sales in the last three years for Software:

2007-2008	2008-2009	2009-2010

6. Turn over in the last three years (Figures should be in Indian Rupees in Lakhs):

2007-2008	2008-2009	2009-2010

7. Provide the postal address, telephone & fax numbers, and email address of the nearest service center.

8. What would be the delivery period from the date of placement of an official purchase order.

9. Enclose the list of customers to whom you have supplied "Software" during the last 3 years ending 31/03/2010 with full postal address and name of the contact person with phone, FAX numbers, and E-Mail id. Certificate regarding satisfactory performance of the "Software" from the minimum three end users should be furnished.

10. **Are you the manufacturer / authorized dealer / distributor / reseller for the product quoted:**

11. Have you supplied any "Software" to National Institute of Technology, Tiruchirappalli is the last 3 years? If yes, specify the quantity supplied in the last 3 years   and last PO reference

12. Was there any elapse or delay in supplying the goods ordered or any service related issue during the warranty period for the products ordered by NIT-T with your firm? If yes, provide details.

13. On Manufacturer's Side to whom NITT have to contact in case of delayed supply and other issues committed by the authorized dealer / distributor / reseller :

Contact Person Name :
Address :
E-mail ID :   Telephone / Cell Phone :

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"TECHNICAL COMPLIANCE CUM PRICE-BID FORM"

SOFTWARE / SOFTWARE UPGRADES / VOLUME LICENSE

FIRM'S NAME & ADDRESS: **FIRM'S REF:**

DATE:

Item No.	N.I.T.T'S SPECIFICATION	PRICE (FIRM'S OFFER)
1.	Renewal of Microsoft Campus Agreement 3.5 for 3 years, 125 FTE (Windows, Office, Visual Studio), 2 licenses of Windows 2008 R2 Server	
2.	Microsoft Encarta Reference Library Premium 2009, with DVD Media, Single User	
3.	Microsoft Encarta Premium 2009, with DVD Media, Single User	
4.	Red Hat Enterprise Linux v5.5 Advanced, x86, 64 bit, with DVD Media with 1 year RHN	
5.	Red Hat Enterprise Linux v5.5 Advanced, x86, 64 bit, with DVD Media with 3 years RHN	
6.	SuSE Linux Enterprise Server 11 x86, 64 bit with DVD Media	
7.	PTC University Plus Pro/ENGINEER Wildfire 5, site license upto 500 user license	
8.	Symantec Protection Suite Enterprise Edition, with CD Media	
9.	Symantec End Point Protection 11.0, 10 user with CD Media with 1 year subscription	
10.	Norton Ghost 15 for Windows, 1 user license with CD Media	
11.	Symantec Ghost Solution Suite 2.5 with Media, 5 user with CD Media	
12.	Unigraphics NX7 (upgrade from NX2) 5 seats of UGACAD 100 bundle	
13.	Corel Draw Graphics Suite X4, 1 user license (upgrade from Corel Draw Graphics Suite 12)	
14.	Corel Designer Technical Suite X4, 1 user license (upgrade from Corel Designer 10)	
15.	Corel Painter 11, 1 user license (upgrade from Corel Painter 8)	
16.	Mathematica 7 (upgrade from 6) – 10 user network license	
17.	Adobe Creative Suite 5, Master Collection, 1 user license(upgrade from CS2 Design Standard)	
18.	SPSS 18, 10 user network floating license (upgrade from 15)	

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S#	Name of the software for which training will be provided	Duration of Training in Days with details like free or if charged specify the charge
1.		
2.		
3.		
4.		
5.		

Note:

1. **Please quote educational / academic pricing wherever applicable**

2. If your firm provides onsite Training at NITT, then in that case specify the duration of training in days.

3. The software quoted should be perpetual license only without any expiry date unless otherwise specified and should be legal & licensed software only.

4. Please quote the application software for Windows OS with CD/DVD Media kits, unless otherwise specified.

5. **If upgrade price is not applicable for certain software, then in that case, quote for fresh new license.**

6. License should not be based on a Hardware lock. License should be purely software based preferably as Networking floating license or as a two-part license as specified above.

7. If the orders placed, you should strictly adhere to that the software supply should be in original packing with original media.

8. If the space provided is not sufficient then additional sheets can be used. But the prices should be quoted only on the enclosed form provided, otherwise it will lead to rejection. All details should be duly filled up and should clearly mention the features offered by the bidder against each item.

9. The order will be based on the actual requirement at the time of ordering, optional items may also be ordered based on the actual requirements at the time of ordering. Not quoting for this may result in disqualification.

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NIT-T'S COPY (To be filled in and submitted by the bidder)

Last Date for receipt of tender at NIT-T   : **July 1, 2010 at 2.30 p.m.**
Opening Date   : **July 1, 2010 at 3.30 p.m.**

CHECKLIST TO BE FILLED IN BY BIDDER	
(Please make sure that these pages are filled and send duly signed)	
List of documents to be enclosed	Completed & Signed
1. Terms and Conditions form	YES / NO
2. Details of the Firm offering this Quote	YES / NO
3. NIT-T's quotation form (Technical & Price Bid)	YES / NO
4. Other technical specifications & pamphlets	YES / NO

SEAL OF THE BIDDER   **SIGNATURE WITH DATE**

FOR NIT-T USE ONLY	
Name of the Vendor Address (Location):	
1. Terms and Conditions form duly signed	YES / NO
2. Details of the Firm offering this Quote	YES / NO
3. NIT-T's Technical cum Price Bid form	YES / NO
4. Other technical specifications & pamphlets	YES / NO
5. No. of enclosures	
6.Status of tender	**Accepted for evaluation / Rejected**
	REGISTRAR

SIGNATURE WITH DATE   *Use only the bar coded form provided by NITT*   **SEAL OF THE FIRM**