

No. D-19016/01/14-Gen.II

Government of India
Planning Commission

Yojana Bhavan, Sansad Marg,
New Delhi, the 21st May, 2014

e-TENDER NOTICE

Subject: Invitation of on-line bids for Supply of 150 Nos. MS-Office Proplus 2013 MOLP Software package in Planning Commission -reg.

Online quotations are invited under Rule 150 of GFR, 2005 from Original authorized distributors for Supply of 150 Nos. MS-Office Proplus 2013 MOLP Software package in two/three phases in a period of one year for the Planning Commission.

2. The bidders have to submit financial bids as per the profoma given at Annexure-II enclosed herewith. The rate of MS-Office Proplus 2013 MOLP Software package is to be quoted in Indian Rupees. The bids have to be uploaded as per the extant procedures of the Government of India for e-procurement. The scanned copy of Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees one lakh only) must be uploaded with the Tender and the EMD in original (in sealed cover super-scribed, "EMD-Tender for supply of MS-Office Proplus 2013 MOLP Software package" is to be dropped in the "EMD Box" kept at Reception Area of Yojana Bhawan during the office hours w.e.f. 05.06.2014 (09.00AM) to 09.06.2014(up to 2:00 PM).
3. All the required documents in support of eligibility criteria are also to be uploaded along with the bids. The bidders are advised, in their own interest, to submit the requisite papers/documents with their bids as per the specification indicated in Annexure-I failing which their bids may be declared non-responsive.
4. The last time and date for submission of bids is 09.06.2014 (up to 2.00 PM). The bids shall be opened online at 3.00 P.M. on 09.06.2014 by the duly constituted Tender Opening Committee. The authorized representative of firms/agencies/companies who wish to be present to view the Tender Opening process will be allowed to do so. Such representatives are to be authorized by the concerned authorized signatories of the representative bidders.
5. This office reserves the right to cancel the instant tendering process at any time/stage or relax/amend/withdraw any of the terms and conditions contained in the Tender documents without assigning any reason thereof. No inquiry in this regard, received after submission of the quotation, shall be entertained. In case of withdrawal of bid, the EMD will stand forfeited. Under no circumstances any bid received after the last date (and time) of submission of bids would be accepted.
6. The instructions to the bidder are at Annexure-III, Terms & Conditions of the tender are at Annexure-IV and instructions for on-line bid submission are at Annexure V.
7. Complete tender documents may be downloaded from the website of Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app>) and from Planning Commission website (<http://planningcommission.gov.in>) with effect from the date of publication of the tender notice. Information or any issue of corrigendum related to this tender will be available only on website of Central Public Procurement Portal/Planning Commission.
8. In case this office feels that the genuineness of the supplied software package needs to be verified from the Original Equipment Manufacturer (OEM), the same would be duly done.

(Awinash Chandra)

Under Secretary to the Govt. of India

(अविनाश चन्द्रा)
Tel. No. 011-23096733

(AWINASH CHANDRA)

अवर सचिव/Under Secretary
योजना आयोग/Planning Commission
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi

APPLICATION

1. Name of the Bidding Company/
Firm/Agency _____
2. Status of the firm _____
(Whether Proprietary/Partnership/Company)
3. Name of the Owner/Partner/Director _____
4. Full address of Registered Office _____

Phone Nos. _____
5. Name of Banker with complete address _____
Telephone no. of the Banker _____
6. Registration Details (self attested copies to be enclosed):
 - (a) PAN/TIN No. _____
 - (b) Service Tax Registration No. _____
 - (c) Proof of Income Tax Assessment _____
(copies of ITR of last three years)
7. Details of Earnest Money Deposit (EMD) (Rs.1,00,000/-):
 - (a) Banker's Cheque No./DD No. _____
 - (b) Date _____
 - (c) Name of the Issuing Bank _____
8. **Documents to be enclosed with the bid are as under:**
 - a. Copy of authorization letter from Original Equipment Manufacturer (OEM).
 - b. Duly signed & stamped Tender documents (All pages) as a mark of your acceptance.
 - c. Self attested copy of non-blacklisting certificate.
 - d. A scanned copy of EMD (DD/Banker Cheque/Pay Order)
 - e. If the bidder is exempted from submission of EMD, copy of relevant orders/documents regarding such exemption to be enclosed with the bid.
 - f. Details of latest three buyers to whom the similar supplies were made should be submitted in the following format:-

S.No.	Name of Client along with contact details	Quantity supplied
 - g. Documents in support of the statements made against Sl.No. 2,4,5 and 6 above.

Signature of the Bidder with seal

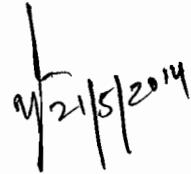
21/5/2014 (अविनाश चन्द्र)
(AWINASH CHANDRA)
अवर सचिव/Under Secretary
योजना आयोग/Planning Commission
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi

Financial Bid

Sl. No.	Items Description	Quantity	Amount (Rs.) in INR (per Unit)	Taxes as Applicable (Rs.) in INR	Total Amount (Rs.) in INR
1	MS Office Proplus 2013 MOLP Software package	150 (approx.)			
		Total Cost(Rs.)			
			Grand Total (Rs.)		

Grand Total in words:.....

Signature of the Bidder with seal



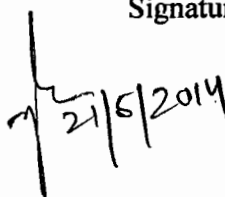
(अविनाश चन्द्र)
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INSTRUCTIONS TO THE BIDDERS

1. The Bidder shall be OEM or Authorized Distributors/ Partners/ Dealers of Microsoft having authorization to supply the product. A copy of Authorization letter issued by the OEM to the Distributors from the OEM/ Partners/ Dealers to sell MS-Office software packages must be enclosed with the bid. Any such authorization would have to have validity till the end of the validity period of the bid.
2. Tender form can be downloaded from the website www.planningcommission.nic.in from the 23rd May, 2014 to the 9th June 2014.
3. **The Earnest Money Deposit of Rs. 1,00,000/- (Rupees One Lakh only) by way of D.D. only drawn in favour of "Pay and Accounts Officer, Planning Commission." payable at New Delhi shall be submitted along with Technical and Financial Bid. The validity of EMD should be six months w.e.f. the last date of submission of bids.**

The offers not accompanied by any/ inappropriate EMD will be rejected. However, there is exemption of EMD applicable to the units registered with Central Purchase Organization (DGS&D), National Small Industries Corporation (NSIC) or the concerned Ministry or Department as defined under Rule 157 of General Financial Rules (GFR), 2005, subject to production of the proof of such exemption.
A copy of valid certificate shall have to be enclosed along with the Technical and Financial bids for availing EMD exemption.
4. Tender form(s) shall be duly, properly and exhaustively filled in. All pages of the tender should be **signed with stamp by the Authorized Signatory of Bidder with company stamps on all the pages of this tender.**
5. Any overwriting/strike-through etc., in the tender must be signed by the person who is signing the tender as the authorized signatory of the concerned bidder. There should be no overwriting in rates/units. **The financial figures in the bid shall always be both in figures and words. In case of any discrepancy in figures and words, the amount written in words shall be considered.**
6. The bidder shall submit the copy of PAN, TIN, VAT registration along with the Applications/Financial Bid of the tender document.
7. The tender shall be placed in a properly sealed envelope addressed to Under Secretary (Gen-II), Planning Commission, New Delhi- 110 001 super-scribed as "**Tender for Supply of "MS-Office Proplus 2013 MOLP Software package"**".
8. The bids will be opened on the 9th June 2014 at 15:00 hours in the Room No. 412, Planning Commission. The authorized representative of any bidder may be present at the time of opening of the tender.
9. *We confirm our acceptance to the Instruction to the bidders at S.No-1 to 8 as stated above.*

Signature of the Bidder with seal



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TERMS & CONDITIONS

Submission of the duly signed bids implies that these conditions of tender have been read by the bidder and he is aware of the scope of the supply and the quality of the materials to be supplied. The final acceptance of the tender rests with the Planning Commission, who reserves the right to accept or reject any or all tenders without assigning any reason therefore.

- a) No representation for the enhancement of the price of the accepted tender or alteration of the terms and conditions will be entertained at any stage.
- b) The delivery period of the supplies is a period of **15 days** from the date of confirmed order from Planning Commission, for any particular phase of supply. In case the successful bidder fails to supply within the accepted period, penalty at the rate of 1% of value of the order, per week of delay subject to maximum of 20% of the order value will be levied. In case there is an excessive delay in supplying the software packages, the contract may even be cancelled for the next phases.
- c) The MS-Office shall have to be operationalized without any extra cost and to the satisfaction of the Planning Commission, New Delhi. In case this office feels that the genuineness of the supplied software packages need to be verified from the OEM, the same would be duly done.
- d) 100% Payment will be made against successful delivery of the required no. of packages in any phase and installation thereof for which the Bidder shall submit bills in duplicate (original + copy) giving the reference number of the supply order along with delivery note.
- e) While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected.
- f) Any request by the bidders to consider their EMD furnished by them to Planning Commission for any other contract/ tender cannot be considered as EMD for this tender.
- g) The EMD will be refunded to the unsuccessful bidders after the orders are placed on the successful bidder. In case of successful bidder, the EMD will be returned after three months of delivery. No interest on EMD will be paid.
- h) The EMD will be forfeited in following cases:
 - i. If the bidder fails to accept the order based on his offer within the prescribed time.
 - ii. If the bidder fails to supply the MS-Office Software with specifications in compliance to specifications given in Applications.
 - iii. If the bidder delays supplies beyond a reasonable time resulting in disruption of Planning Commission works.

21/5/2014

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- i) Any controversy or dispute arising out of this contract shall be referred to the sole arbitration of Adviser(Adm) or any Joint Secretary level officer of the Planning Commission, New Delhi or to any officer nominated by him/her. There shall be no bar to the reference of dispute to the arbitration by such officer as nominated by the competent authority even though the said officer as an employee of the Planning Commission, New Delhi might have dealt with the matter earlier or expressed his opinion thereon. In case the arbitrator to whom the matter earlier is originally referred to is transferred or vacates his office or is unable to act for any reasons, the Joint Secretary level officer shall be competent to appoint another person as arbitrator, who shall be entitled to proceed with the reference, from the stage at which it was left by his predecessor. No person other than the one nominated by the Adviser(Adm) shall act as arbitrator. The decision of the Adviser(Admn.) or the officer nominated by him shall be final and binding on the party/parties. The arbitration proceedings shall be held at an appropriate location in Delhi/New Delhi. The limitation for filing claim for arbitration is 180 days from the expiry of the contract period and in case no claim is filed within this period, it shall be presumed that there is no claim. The place of settlement of disputes shall be Delhi. In the case of settlement of dispute in the Court of Law, it will be in jurisdiction of Court in Delhi.
- j) Planning Commission, as per its discretion, may procure above mentioned software from one or more than one suppliers, or procure in parts or may change the quantity of software or reject entire procurement process/quotations.
- k) The contract will be valid for a period of nine months from the date of award of contract.

21/5/2014
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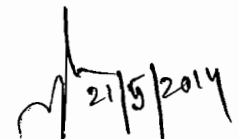
Copy to:-

Dy. Secretary (C&I), Planning Commission with the request to upload the tender document in the Planning Commission's website.

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Instructions for Online Bid Submission
Instructions to the Bidders to submit the bids online
thro' the eProcurement site
<https://eprocure.gov.in>

- 1) Bidder should do the registration in the tender site using the "Click here to Enroll" option available.
- 2) Then the Digital Signature of SIFY/TCS/nCode or any Certifying Authority is to be registered after logging into the site.
- 3) Bidder can use "My Space" area to update standard documents in advance as required for various tenders and use them during bid submission. This will facilitate the bid submission process by reducing time.
- 4) Bidder may read the tenders published in the site and download the required documents/tender schedules for the tenders he is interested.
- 5) Bidder then logs in to the site using the secured log in by giving the user id/ password chosen during registration and password of the DSC/etoken .
- 6) Only one DSC should be used for a bidder and should not be misused by others.
- 7) Bidder should read the tender schedules carefully and submit the documents as asked, otherwise, the bid will be rejected.
- 8) If there are any clarifications, this may be obtained using clarifications, or during the pre-bid meeting. Bidder should take into account of the corrigenda published before submitting the bids online.
- 9) Bidder must in advance prepare the bid documents to be submitted as indicated in the tender schedule and they should be in required format. If there are more than one document, they can be clubbed together.
- 10) Bidder should prepare the EMD as specified in the tender. The original should be posted/couriered/given in person to the specified location as per Tender Document, latest by the last date of bid submission.
- 11) Bidder selects the tender which he is interested using search option & then move it to the my favourites folder.
- 12) From the my favourites folder, he selects the tender to view all the details indicated.
- 13) The bidder reads the terms & conditions and accepts the same to proceed further to submit the bids.
- 14) The bidder has to select the payment option as offline to pay the EMD as applicable.
- 15) The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the bid submitted will not be acceptable.
- 16) The bidder has to enter the password of the DSC/etoken and the required bid documents have to be uploaded one by one as indicated.


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- 17) The rates offered details have to be entered separately in a spread sheet file (xls) in the space allotted and should be updated as BOQ.xls file for each tender after the financial bid. The BOQ file, if found modified by the bidder will result in rejection of the bid.
- 18) The tendering system will give a successful bid updation message & then a bid summary will be shown with the bid no & the date & time of submission of the bid with all other relevant details. The bidder has to submit the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 19) The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid.
- 20) The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.
- 21) For any clarifications with the TIA, the bid number can be used as a reference.
- 22) Bidder should log into the site well in advance for bid submission so that he submits the bid in time i.e on or before the bid submission time. If there is any delay, due to other issues, bidder only will be responsible.
- 23) Each document to be uploaded online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced by scanning at lo resolution and the same can be uploaded. However if the file size is less than 1 MB, the transaction/uploading time will be very fast.
- 24) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the eProcurement system. The bidders should follow this time during bid submission.
- 25) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 26) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 27) Any document that is uploaded to the server is subjected to symmetric encryption using a generated symmetric key. Further this key is subjected to asymmetric encryption using buyers public keys. Overall, the submitted tender documents become readable only after the tender opening by the authorized individual.
- 28) For any queries, the bidders are asked to contact by mail cppp-nic@nic.in or by phone: 1-800-233-7315 well in advance.

21/5/2014


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ANNEXURE-VI

CHECK LIST

DOCUMENTS TO BE SUBMITTED ALONG WITH THE BID

1. E.M.D. (Pay Order/Demand draft) to be dropped in EMD box separately. (clause No. 3 at Annexure-III).
2. Proof of Registered Office / Branch Office of Company /Firm /Agency in Delhi/NCR (clause No. 4 at Annexure-I).
3. Proof of own Bank Account, TIN, PAN, VAT/Sales Tax Registration & latest copy of Income Tax Return (clause No. 5 & 6 at Annexure-I).
4. Proof of authorization from the original manufacturer for supply of cartridge valid on the day of contract (clause No. 1 at Annexure-III).
5. Self attested copy of a certificate indicating that the bidder has carefully read the terms and conditions of the tender and accepted al the provisions of the tender (clause No. 9 at Annexure-III).
6. Self attested copy of non-blacklisting certificate (clause No. 8 (c) at Annexure-I).
7. A scanned copy of E.M.D. (Pay Order/Demand draft) to be enclosed with the tender bid (clause No. 8 (d) at Annexure-I).
8. If the bidder is exempted from submission of EMD, copy of relevant orders/documents regarding such exemption to be enclosed with the bid (clause No. 8 (e) at Annexure-I).


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