# Madhav Institute of Technology & Science, Gwalior – 474005

(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)

Tender cost: Rs.1000/-

**3**

*TENDER DOCUMENT*

For

**Software for Skill & Personality Development Centre**

**(2020-2021)**

# Madhav Institute of Technology & Science, Gwalior – 474005

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## General Terms and Conditions

**#Validity of rates must be for minimum 8 months.**
**#Warranty period 12 Months ( free of cost).**
**#Performance security 10% will be deducted at the time of payment, with will be released at the end of warranty period on successful working of the equipments.**
**#Supply will be done within 30 days from the date of order.**
**#In case of unjustified delay, liquidity damages will be deducted @0.01% per day.**
**#Tender cost is Rs.1000/- which is to be deposited along with tender in the form of DD in favor of the Director, MITS Gwalior**

**Vendor must give offer for all items in the package. Partial offers will be rejected.**
**The evaluation/award of contract will be done on the basis of total package cost (not on the basis of individual items).**

1. Quotation,
   1.1 The contract shall be for the full quantity as described in the tender.
   1.2 Corrections, if any, shall be made by crossing out, initialing, dating and re-writing.
   1.3 All duties and other levies payable by the supplier under the contract shall be included in the unit price.
   1.4 Applicable taxes shall be quoted separately for all items.
   1.5 The prices quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
   1.6 The Prices should be quoted in Indian Rupees only.
2. Each bidder shall submit only one quotation.
3. Evaluation of Quotations,
   The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which
   3.1 are properly signed and
   3.2 Confirm to the terms and conditions, and specifications.
4. The Quotations would be evaluated for all items together.
5. Award of contract:
   The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
   5.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
   5.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
6. Payment shall be made in Indian Rupees as follows:
   **Delivery, Installation, training and Satisfactory Acceptance - 90% of total cost.**
   **The performance security (10% of basic cost of order value) will have to be deducted from the payable amount and will be return at the end of warranty period on successful working of the equipment.**

7. You are requested to provide your offer latest by **14:00** hours on **25/07/2020. The Technical bid of offers will be opened at 14:30PM on 25/07/2020. The commercial offer of technically eligible bidders will be opened at 15:00PM on 25/07/2020**
8. All supplied items are under warranty of 12 months with support and maintenance (free of cost) from the date of successful acceptance of items.
9. Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for.
10. The Vendors must enclose OEM certificate/authorized channel partner /authorized distributor/authorized dealer.
11. The vendor must submit the GST certificate and ITR of last three years.
12. Vendor must produce a certificate with his seal and sign on his letter head that he accept all the terms and condition in the invitation letter.
13. If items are not supplied within time line, paneling may be imposed on the supplier.
14. Training Clause: Seller has to arrange the training with course material(if required) at MITS, Gwalior without any extra payment
15. Testing/Installation Clause: Seller has to installed the equipments successfully at MITS, Gwalior without any extra payment
16. Sealed quotation to be submitted/ delivered at the address mentioned below,

    Director, Madhav Institute of Technology & Science,
    Gola Ka Mandir, Residency Road Gwalior-474005(M.P) India
17. **Please Mention the following things on the top of the envelop**
    - **i. Package Name**
    - **ii. Last date of Submission**

**18.** The outer sealed envelope must specify the **PACKAGE NAME.** There must be two sealed envelope inside it. The first sealed envelope must be marked as **ENVELOPE – 1.** It must contain following documents:

- GST certificate
- ITR of last three years
- OEM certificate/authorized channel partner /authorized distributor/authorized dealer certificate
- Product catalogue
- Work experience in the same domain if any
- **EMD (Rs10,000.00) in the form of DD in favour of the Director, MITS Gwalior.**

The second sealed envelope must **only contain the financial bid** (marked as **ENVELOPE – 2).** The second envelope will only be opened when the committee finds the offer as technically suitable as per our terms and conditions.

19. The Institute reserve the right to cancel the tender without any notice.

**DIRECTOR**

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It is certified that, the …… (Firm name), agree all the terms and conditions of the tender. We know that in case of any deviation from the terms and conditions our offer will be cancelled.

**Vendor Name, Seal and Sign with Date**

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**INVITATION FOR QUOTATION**

Name of the Department: Institute Level
Name of the Project/Package: Software for Skill & Personality Development Centre

| S N | Item name* | Qty | Make | Model | Unit Rate without GST | Total Cost without GST | GST % | Total Cost with GST |
|---|---|---|---|---|---|---|---|---|
| 01 | Software for communication skills and assessments | 01 (20 user licence) | | | | | | |
| | | | | | | | GRAND TOTAL WITHOUT GST | |
| | | | | | | | GRAND TOTAL WITH GST | |

**Price must be inclusive of supply, installation, commissioning and training.**

**Detailed specifications are attached.**

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It is certified that, the …… (Firm name), agree all the terms and conditions of the tender. We know that in case of any deviation from the terms and conditions will cancel our offer.

**Vendor Seal and Sign with Date**

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Name of the Department: Institute Level
Name of the Project/Package: Software for Skill & Personality Development Centre

**Detail Specification**

| S.No. | Item Name | Detailed Specifications |
|---|---|---|
| 01 | Software for communication skills and assessments | Wordsworth 5000 or similar 20 user license |

It is certified that, the …… (Firm name), the technical specifications are exactly specified in the tender. We know that in case of any deviation, our offer will be cancelled at any stage.

**Vendor Seal and Sign with Date**