

CHECK LIST FOR BIDDERS / APPLICANTS

1. The Bidder should ensure that all documents and papers submitted in this BID are fully authenticated by the authorized signatory under his signature with official seal wherever applicable.
2. The following documents form part of the BID and should be submitted with BID:

Sr. No	Documents to be submitted	Documents Submitted	
1.	All pages of this BID document should be duly signed by the authorized signatory as a token of acceptance of all terms and conditions by the bidder. Any other document submitted by the bidder should also be signed by the authorized signatory.	Y / N	Page No. at which Document Attached
2.	Statement indicating experience of supplying such items & working with Govt. Ministries/ Departments/PSUs/College/Univ.		
3.	Attested copy of Article or Memorandum of Association or partnership deed or proprietorship registration as the case may be.		
4.	Attested copy of VAT/CST/Service TAX Registration number, if applicable.		
5.	Attested copy of PAN/Number.		
6.	Attested copy of return for last month/quarter as the case may be submitted towards Central and State Sales Tax/VAT if applicable.		
7.	Details of turn over for the last three years		
8.	Bank Account No. of the Firm with IFSC code & Bank Branch Name along with the cancelled cheque		
9.	Bid Form		

Signature of the Bidder

MCM DAV College for Women Sector 36-A, Chandigarh

TENDER DOCUMENTS FOR PROCUREMENT OF LICENSED SOFTWARE

(OPEN VALUE SUBSCRIPTON OF EDUCATION SOFTWARE)

01. Sealed tenders are invited from reputed Companies / supply agencies for procurement of Licensed Software . The interested Company/ Supplier/Agency may submit their technical and financial bid documents in prescribed format in separate sealed cover. Details of Specification of License software & estimated quantities are as follows:-

S.No.	Previous year item code	Product	Quantity
1	S3Y-00001	MicrosoftO365ProPlusOpenforFaculty ShrdSvr AllLng MonthlySubscriptions-VolumeLicense Academic OLV 1License LevelE AdditionalProduct 1 Month	119
2	KW5-00359	MicrosoftWINE3 AllLng Upgrde/Software AssurancePack Academic OLV 1License LevelE Enterprise 1 Year	119
3	3LN-00001	MicrosoftIntuneOpen ShrdSvr AllLng MonthlySubscriptions- VolumeLicense Academic OLV 1License LevelEAdditionalProduct Faculty 1Month	119
4	77D-00161	MicrosoftVisualStudioProw/MSDN AllLng License/SoftwareAssurancePack Academic OLV 1License Level E AdditionalProduct 1 Year	30
5	P73-05566	Microsoft WindowsServerStanard AllLng License/SoftwareAssurancePack Academic OLV 1License Level E AdditionalProduct 2Proc 1 Year	2

1. The College reserves the right to alter the quantities specified in the offer in the event of changes in plans of the college. The same shall be advised at the time of placing the order with the bidder(s).

2. The bidder's bid for the software, as selected to bid, must be for its latest version only.

02. Delivery Place :

Bidder will supply and deliver the material in requisite number at the office of **Principal, MCM DAV College Sector 36-A, Chandigarh, India. 160036.**

3. Qualification Conditions:

- a) Bidder should be authorized supplier/service provider of the quoted item/work from Microsoft office and should submit the relevant documents/certificates.
- b) Bidder should have experience of supplying such items and will have to furnish details of previous supplies.
- c) Bidder shall provide all relevant records required i.e. Income Tax Return Certificate/PAN, Commercial Tax Clearance/V.A.T. Certificate and other taxes (whichever applied)

4. Bid Price:

- a) The contract shall be for a period of one year.
- b) All duties, taxes and other levies including the transportation expenses are payable by the Supplier/Agencies/Company under the contract and shall be included in total price.
- c) Each bidder shall submit only one quotation in the format supplied with Invitation for Quotation (IFQ). Bidder submitting more than one quotation for the same package will not be entertained. All the columns and requisite information's must be filled in the supplies Format.

5. Submission of Quotations/Bid:

- a) Each bidder should submit sealed quotations (in two separate part i.e. **Technical (Part – I)** and **Financial (Part – II)** in separate sealed envelopes.
- b) The following documents will form the Technical part (Part –I) of the bid (Photo copy duly self attested to be compulsorily enclosed)
 1. Establishment Registration Certificate
 2. Current Return of Income Tax.
 3. Commercial Tax Clearance Certificate
 4. Certification of authorization of the company.
 5. Bid Security as stipulated in the bid document.
 6. Details of Work Experience.
- c) The Financial part (Part – II) of the bid shall consists of only Rate/Price in Performa supplied with the IFQ on the company's /Firm's letter pad. All the column and requisite information must be filled in the prescribed format. Bidder must quote the item wise rate.

6. Award of Contract:

The Principal, MCM DAV College for women , Sector : 36-A, Chandigarh will award the contract to the bidder whose quotations has been determined to be substantially responsive, and who has offered the lowest evaluated quoted price.

Notwithstanding the above, the Principal 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 the contract.

You are requested to send your offer during working hours on or before **2.00 PM** of **the 21.03.2016** in the prescribed format (enclosed herewith) in sealed envelopes in form of Technical – (Part – I) and Financial (part – II) bids /quotations to the Principal MCMDAV College Sector 36-A, Chandigarh, 160036. Sealed quotations received till then will be opened in the office on the same day i.e. **21.03.2016** at **3:00 PM** in the presence of bidders or their authorised representatives who desire to be present.

We look forward to receiving your quotations and thank you for your interest in this project.

Principal

**MCM DAV College for Women
Sector 36-A, Chandigarh**

PROFORMA FOR TECHNICAL BID (PART - I)

Place :

Signature of the Bidder

Date:

Office Seal

Annexure : II
FORMAT OF FINANCIAL BID

Name of the Firm :

Quotation for purchase of Computer Software License

Sl. No.	Name of Item	Features & Specification	Brand	Qty.	Rate Per Unit (including VAT)	Amount (in Rs.)
01.	Computer Licensed Software					
	Total					

Payment Terms :-

1. We agree to supply the above mentioned items in accordance with technical specification for a total contract price of Rs. (in words Rupees) including taxes, Transportation etc. within five days of the issue of supply order.
2. We also confirm that the normal commercial warrantee/guarantee shall apply to the supplied items.
3. We also agree and abide with the terms and conditions stipulated in the bid document.

(Signature of Bidder with Seal) Name :

Designation : Address: Contact No.: Date:

