



Dec/2009

Short Tender Notification No. Dec/2009

COMPUTER SUPPORT GROUP

Item No. CSG 01 : SOFTWARE

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 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.
You are now ready to fill in the checklist for the documents that are duly completed and signed. Put this filled in check list along with the signed "**Terms & Conditions Form**", and "**Details of the Firm offering this quote**" in a Cover.
7. Please send the tenders in a sealed envelope superscribed as "**QUOTATIONS AGAINST SHORT TENDER NOTIFICATION NO: Dec/2009 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 **December 30, 2009 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

: December 30, 2009 at 2.30 p.m.

Opening Date for Tender

: December 30, 2009 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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“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.: Dec/2009 Item No. CSG 01 : SOFTWARE**” so as to reach us **on or before 2.30 p.m. on December 30, 2009** .
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 **December 30, 2009 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 Educational 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.I.F. Chennai Airport basis, and it should include the Freight 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.
16. Authorized signatory should sign on all the pages. Bids without authorized signatures will be rejected.

SIGNATURE WITH DATE

Use only the bar coded form provided by NITT

SEAL OF THE FIRM



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17. 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 unauthorised 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.
18. Delay / loss in postal transit or due to other reasons will not be NIT-T's responsibility.
19. We are not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time scheduled for opening.
20. 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.
21. No Earnest Money Deposit (EMD) or processing fee is required for submitting this rate contact.
22. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.
23. 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.
24. The vendors participated in the tender are expected to renew their offers whenever requested (once in six months)
25. 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.
26. The software quoted should be perpetual license only without any expiry date unless otherwise specified and should be legal & licensed software only.
27. Please quote the application software for Windows OS with CD/DVD Media kits, unless otherwise specified.
28. **If upgrade price is not applicable for certain software, then in that case, quote for fresh new license.**
29. 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.
30. If the orders placed, you should strictly adhere to that the software supply should be in original packing with original media.
31. 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.
32. NIT-T reserves the right to modify or alter the specifications after short listing of tenderers.
33. NIT-T reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) whatsoever.
34. NIT-T reserves the right to reject any or all the tenders without assigning any reasons whatsoever.

ACCEPTANCE

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

NAME OF THE VENDOR:
ADDRESS :

SIGNATURE WITH DATE

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NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620015

COMPUTER SUPPORT GROUP

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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
<input type="text"/>

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

2006-2007	2007-2008	2008-2009
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

2006-2007	2007-2008	2008-2009
<input type="text"/>	<input type="text"/>	<input type="text"/>

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 31/03/2009 with full postal address and name of the contact person with phone, FAX numbers, and E-Mail id. Certificate regarding satisfactory performance of the Personal Computers 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 Computers to National Institute of Technology, Tiruchirappalli in 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.

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NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620015

COMPUTER SUPPORT GROUP

Item No. CSG 01 : SOFTWARE

“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.	Autodesk 3DS Max 2010, 10 user network license (upgrade from 10 user 3DS Max 2009)	
2.	Autodesk AutoCAD 2010, 5 user network license (upgrade from 5 user AutoCAD 2007)	
3.	Autodesk Inventor 2010, 5 user network license (upgrade from 1 user Inventor Prof 11)	
4.	Autodesk Maya 2010, 5 user network license (upgrade from 1 user Maya 8)	
5.	Catia V5 R19 / V6 R2010x (Academic Discover package), 15 user network license with 3 years AMC	
6.	DELMIA V5 PLM / V6 R2010x (Collaboration Academic Bundle), 5 user network license with 3 years AMC	
7.	Abaqus 6.9, 5 user network license (upgrade from 5 user 6.7)	
8.	Matlab R2009b with Simulink, 5 user network floating license (upgrade from 5 user Matlab R2008a)	
9.	Renewal of Microsoft Campus Agreement for 3 years, 125 FTE (Windows, Office, Visual Studio), 2 licenses of Windows 2008 R2 Server	
10.	Microsoft Encarta Reference Library Premium 2009, with DVD Media, Single User	
11.	Microsoft Encarta Premium 2009, with DVD Media, Single User	
12.	Symantec Protection Suite Enterprise Edition, with CD Media	
13.	Symantec End Point Protection 11.0, 10 user with CD Media with 1 year subscription	
14.	Norton Ghost 15 for Windows, 1 user license with CD Media	
15.	Symantec Ghost Solution Suite 2.5 with Media, 5 user with CD Media	
16.	Red Hat Enterprise Linux v5.4 Advanced, x86, 64 bit, with DVD Media with 1 year RHN	
17.	Red Hat Enterprise Linux v5.4 Advanced, x86, 64 bit, with DVD Media with 3 years RHN	

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Item No.	N.I.T.'S SPECIFICATION	PRICE (FIRM'S OFFER)
18.	SuSE Linux Enterprise Server 11 x86, 64 bit with DVD Media	
19.	Unigraphics NX7 (upgrade from NX2) 8 seats of Advanced Designer Bundle, 2 Seats of Mach, 3 Advanced Machinery Bundle, 1 Knowledge Fusion Author Portfolio, 1 UFUNC Portfolio	
20.	Adobe Creative Suite 4, Master Collection, 1 user license(upgrade from CS2)	
21.	Corel Draw Graphics Suite X4, 1 user license (upgrade from Corel Draw Graphics Suite 12)	
22.	Corel Designer Technical Suite X4, 1 user license (upgrade from Corel Designer 10)	
23.	Corel Painter 11, 1 user license (upgrade from Corel Painter 8)	
24.	Intel FORTRAN for Windows, 1 user license	

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.

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TIRUCHIRAPPALLI - 620015

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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 : December 30, 2009 at 2.30 p.m.
Opening Date : December 30, 2009 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

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