DEC/2013/CSG

Tender Notification No. DEC/2013/CSG
**COMPUTER SUPPORT GROUP**
Item No. 4 : 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 TENDER NOTIFICATION NO: DEC/2013/CSG Item No. 4 : SOFTWARE"** so as to reach "The Head, Computer Support Group, National Institute of Technology, Tiruchirappalli - 620 015, India" on or before **December 27, 2013** at **2.30 p.m. along with a Softcopy of the Technical Compliance form and Quotation Forms in MS-Excel or MS-Word file format in a CD/DVD or USB drive.**
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 27, 2013 at 2.30 p.m.**
**Opening Date for Tender**      **: December 27, 2013 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.**

**BIDDER'S COPY**

DEC/2013/CSG

**COMPUTER SUPPORT GROUP**

**Item No. 4 : SOFTWARE**

## "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 TENDER NOTIFICATION No.: DEC/2013/CSG Item No. 4 : SOFTWARE"** so as to reach us **on or before 2.30 p.m. on December 27, 2013.**

2.  Each offer should be sent in a sealed cover with the tender documents. Tenders received through email or FAX will not be considered. **Softcopy of the Technical Compliance form and Quotation Forms should be submitted along with the tender in MS-Excel or MS-Word file format in a CD/DVD or USB drive. However, if there is any dispute between Hard copy and Soft copy, Hard copy will be taken.**

3.  The tenders will be opened on **December 27, 2013 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 Central Customs and 10/97 for Central Excise Duty vide Certificate No.TU/V/RG-CDE(183)/2011 dt.10.10.11. 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.  Eligibility: Quotation from registered firms/company's / manufacturer under TNGST/CST / other statutory bodies alone be considered. Any Manufacturer / Supplier / Dealer who has been declared ineligible by World Bank/government of India shall not be eligible to participate in this bid. Any fraudulent practices including concealing of facts at the time of submission of bid and there after shall lead to disqualification. List of beneficiaries especially from Educational Institutions / R & D Institutions should also be enclosed with the quotations.

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

**COMPUTER SUPPORT GROUP**

**Item No. 4 : SOFTWARE**

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

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 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.

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

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

23. **Liquidated damages:** If the bidder/supplier, after accepting the Purchase Order, fails to deliver any or all of the Goods within the period specified in the Order, NIT-T shall, without prejudice to its other remedies under the Rules of Purchase, proceed to cancel the order or agree to accept a delayed delivery on the condition of payment of liquidated damages by the bidder / supplier a sum equivalent to 0.50% of the total cost as indicated in the Purchase Order (which will be deemed as agreed price) for each week or part thereof of delay until actual delivery or performance is completed and such penal charges shall be limited to a maximum of 5% of the total cost. Once the maximum is reached NIT-T may proceed on its own to consider the termination / cancellation of the order.

24. **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.**

25. Earnest Money Deposit (EMD) or processing fee is NOT required for submitting this tender.

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

27. 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.

28. Orders will be placed during January 2014 to March 2014. The quote should be valid till March 31, 2014.

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

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

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

32. 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**

Tender Notification No.    DEC/2013/CSG

**NATIONAL INSTITUTE OF TECHNOLOGY**
**TIRUCHIRAPPALLI - 620015**

**COMPUTER SUPPORT GROUP**

**Item No. 4 : SOFTWARE**

## "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:

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

| 2010-2011 | 2011-2012 | 2012-2013 |
|---|---|---|
|  |  |  |

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

| 2010-2011 | 2011-2012 | 2012-2013 |
|---|---|---|
|  |  |  |

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 31/03/2013 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 :

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

**NATIONAL INSTITUTE OF TECHNOLOGY**
**TIRUCHIRAPPALLI - 620015**

Tender Notification No.   DEC/2013/CSG

**COMPUTER SUPPORT GROUP**

**Item No. 4 : SOFTWARE**

## 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. | PTC Campus Agreement (for Pro/ENGINEER, CREO software) with 3 years AMC. Site license i.e. up to 500 user license. During this period all upgrades should be provided as and when released without any addition in price. | |
| 2. | Catia v6 R2013 (upgrade from v5 6R2012) – 15 user network floating license with 1 year AMC | |
| 3. | Delmia v6 R2013 (upgrade from v5 6R2012) – 5 user network floating license with 1 year AMC | |
| 4. | Ansys 15.x (upgrade from 14.5) for 50 Users Academic Teaching Advanced licenses and 5 User Academic Research Unlimited Nodes with 1 year AMC valid up to December 31, 2014. During this period, all upgrades should be provided as and when released without any addition in price. | |
| 5. | Mathematica 9 (upgrade from Mathematica 6) - 5 user network floating license with 1 year AMC | |
| 6. | Matlab R2013b, license no. 344715 with 1 year AMC up to December 31, 2013 + additional 10 license of Matlab | |
| 7. | Abaqus 6.13 (upgrade from Abaqus 6.10) with 1 year AMC | |
| 8. | Minitab 16 Statistical Software (Single User) Perpetual (Lifetime) license | |
| 9. | Adobe Creative Suite 6 Master Collection or higher – Academic (upgrade from Adobe Creative Suite 5 Master Collection). It should include the following software: Photoshop CS6 Extended, Illustrator CS6, InDesign CS6, Dreamweaver CS6, Flash Professional CS6, Flash Builder® 4.6 Premium Edition, Dreamweaver CS6, Fireworks CS6, Adobe Premiere Pro CS6, After Effects CS6, Adobe Audition CS6, SpeedGrade CS6, Prelude CS6, Encore CS6, Bridge CS6, Media Encoder CS6 | |
| 10. | Unigraphics NX 9 (upgrade from Unigraphics NX2), 10 seats of Academic network floating license (UGACAD 100 bundle or equivalent) | |
| 11. | SuSE Linux Enterprise Server 11 SP3 x86, 64 bit with DVD Media with 1 year subscription | |
| 12. | Red Hat Enterprise Linux v 6.x Server, x86, 64 bit, with DVD Media with 1 year RHN subscription | |
| 13. | Red Hat Enterprise Linux v 6.x Server, x86, 64 bit, with DVD Media with 3 year RHN subscription | |
| 14. | Symantec  Academic Band S-1 and A-5  (Asia Pacific) under Academic Charitable Program - Central Anti Virus Software – Site License | |
| 15. | Symantec Academic Subscription Program with Symantec Endpoint Protection 12.x, with 3 years subscription for 10 Windows Servers | |
| 16. | PASW Statistics (formerly SPSS) Customer ID: 200694 – (upgrade from v18) with 1 year AMC | |

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

DEC/2013/CSG

Tender Notification No.    DEC/2013/CSG

**COMPUTER SUPPORT GROUP**

**Item No. 4 : SOFTWARE**

| S# | Name of the software for which training/ Workshops will be provided | Duration of Training in Days (indicate free or if charged specify the charge) | Duration of Workshops in Days (indicate free or if charged specify the charge) |
|---|---|---|---|
| 1. | | | |
| 2. | | | |

**Note:**

1. **Please quote educational / academic pricing wherever applicable**
2. If your firm provides onsite Training / Workshop at NITT, then in that case specify the duration of training / workshop in days.
3. The software quoted should be perpetual license only, without any expiry date, unless otherwise specified. The software should be legal & licensed software only.
4. License should not be based on a 'Hardware lock' / 'Dongle'. License should be purely software based preferably as 'Networking floating license' or as a 'two-part license'.
5. After submitting the bid/offer and before placing the purchase order, if a new version of software comes out, then the latest version of software should be supplied.
6. **If upgrade price is not applicable for certain software, then in that case, quote for fresh new license.**
7. If the purchase orders are placed, you should strictly adhere to the terms and conditions.
8. The software should work in Windows XP Prof. 32-bit and Windows 7 / 8 Prof. 32-bit and 64-bit. Provide the required CD/DVD Media kits accordingly.
9. Software supply should be in original packing with original media in DVD or CD format from OEM.
10. If the OEM is not providing the media option, only in that case electronic download option from OEM site should be provided. This should be indicated in the offer.
11. The order will be based on the actual requirement at the time of ordering based on funding available.
12. 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 the offer. All details should be duly filled up and should clearly mention the features offered by the bidder against each item.

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

**DEC/2013/CSG**

**NATIONAL INSTITUTE OF TECHNOLOGY**
**TIRUCHIRAPPALLI - 620015**

**COMPUTER SUPPORT GROUP**

**Item No. 4 : SOFTWARE**

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

**Last Date for receipt of tender at NIT-T**     : **December 27, 2013 at 2.30 p.m.**
**Opening Date**                                  : **December 27, 2013 at 3.30 p.m.**

| CHECKLIST TO BE FILLED IN BY BIDDER<br>(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 |

| 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**