

**F. No. 3-1/2020-21/S&S
(S&S Section)**

Dated: 01/07/2020

Sub:- Tender for the procurement of Corel Draw Graphic Suit – Commercial version 2019 or latest with two years upgrade Software for the use in the different division of NCERT HQ. – reg.

The NCERT is an autonomous organization under Ministry of Human Resource and Development and intends to **procure Corel Draw Graphic Suit – Commercial version 2019 or latest with two years upgrade Software for use in NCERT HQ.**, for which sealed limited tenders are invited from Original Manufacturer or their authorized dealers/Business Partners.

The terms and conditions as indicated below may please be noted carefully and complied with, while submitting the tender with reference to this enquiry. The party who agrees to the said terms and conditions, are requested to quote their lowest rates. Non adherence of terms and conditions may result in rejection of the tender.

1	The financial bid shall be submitted strictly in accordance with Proforma enclosed as per Annexure-“A” .
2	The tenders should be signed by the authorized person and his full name and status should be indicated below his signature. All pages of tenders are signed with office seal. Offers from tenderer, if found incomplete, will be considered as unresponsive.
3	Overwriting, cutting/erasing, if any, should clearly be indicated and should be authenticated/attested by the tenderer. You are required to furnish a certificate to the effect that “ no cutting/overwriting in the rates etc. have been made.” along with the quotation
4	Tender will not be accepted if they are received after the due date and time as specified in the quotations letter i.e. 10:30 A.M. on 15/07/2020 . NCERT will not be responsible for any postal delay.
5	All tenders must be accompanied by earnest money deposit (EMD) for an amount of Rs. 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft/Banker Cheque drawn in favour of Secretary, NCERT and payable at SBI, NCERT Branch New Delhi . EMD will be exempted to MSME registered vendor for which proof has to be attached. The EMD will liable to be forfeited, if the tenderer withdraw, amend and impair the tender in any respect. No interest will be paid on EMD . EMD will be refunded to the tenderers as soon as decision is taken in the matter.

6	The declaration that tenderer is manufacturer or authorized agent/dealer of offered make be furnished and accordingly Manufacturer Authorisation Form (MAF) should be submitted along with the Quoted Prices. The bid without valid MAF will not be accepted.
7	The successful tenderer shall not sublet/transfer/assign the Contract further.
8	The tender should be addressed to Sr. Stores Officer, S&S Section, Workshop Building, NCERT Sri Aurobindo Marg, New Delhi-110016.
9	The right of acceptance of tender(s) will rest with the Council Authority. Also, NCERT is not bound to accept the lowest tender and reserves the right to reject or partially accept any or all the tender(s) received without assigning any reasons.
10	The rates should be quoted in figures as well as in words and should be inclusive of all taxes/levies. Extra charges, if any, shall be borne by the tenderer.
11	Catalogues/full particulars of the Corel Draw Graphic Suit – Commercial version 2019 or latest with two years upgrade Software should also be furnished with the tender bid.
12	The supply of software should be made within 10 days after the acceptance of PO.
13	The Warranty period of the software's will have to be specified in the tender and documents in this regard are required to be furnished along with the software after placement of Supply Order.
14	The successful tenderer requires to furnish Performance Security for an amount of 7% of the total value of the purchase order at the time of supply of stores in the form of an Account payee Demand Draft Drawn in favour of Secretary, NCERT payable at SBI, NCERT Branch, New Delhi or Fixed Deposit Receipt from a Commercial Bank/Bank Guarantee from a Commercial Bank in an acceptable form to ensure due performance of the Purchase Order/Contract. Further, such performance security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations including warranty/ guarantee obligations. No interest will be paid on such deposit.
15	Full payment will be made against the duly-stamped pre-receipted bill (in triplicate) after acceptance of the inspection of the stores. If the software is found to be defective the same will have to be replaced by you. The payment will be released on the receipt of Performance Security Deposit.
16	ITR of the firm or proprietor for the last three years i.e. 2016-17, 2017-18, 2018-19 are to be enclosed.

17	The average annual turnover of the firm should be Rs.50,00,000/- (Rupees Fifty Lakh Only) during the last three years i.e. 2016-17, 2017-18, 2018-19 to be obtained from Chartered Accountant and to be enclosed.
18	The tenderer must be available at his postal address furnished in the tender. Any change in the address must be communicated to the NCERT well in time.
19	The firm will not lodge any claim with regard to interest for delay in settlement of his dues due to any administrative reasons.
20	In case the last day of receipt of tender enquiry is declared a holiday on any account, the tenders will be received on the next working day.
21	No advance payment will be made. Those who don't accept the above terms and conditions need not quote their rates. The tenderer demanding advance payment in full or parts are liable to be rejected without any notice.

Yours faithfully

(R. Selvaraj)
Sr. Stores Officer
Ph: 26534138, 26592300

Technical Criteria

S.N	Description of Company/Firm	Detailed to be filled up	Whether the document/certificate is enclosed or not. (Yes/No) (If yes please mention the page No.)
1.	Name of Firm/Company		
2.	Address		
3.	Telephone No.		
4.	Mobile		
5.	E-Mail		
6.	PAN number of the firm		
7.	GST number of firm		
8.	EMD of Rs.10,000/- in shape of DD/BC. Or Valid MSME Certificate for claiming exemption.		
9.	Firm should enclose the Bid/Tender Specified Manufacturer Authorisation Form (MAF)		
10.	Acceptance of all Terms & Condition of the Bid.		
11.	Average Annual turnover of the firm for last three F.Y i.e 2016-17, 2017-18 & 2018-19 is Rs.50.00 lakh duly attested by CA.		
12.	ITR of the firm of last three financial year i.e 2016-17, 2017-18 & 2018-19.		

ANNEXURE- A

Proforma for Financial Bid

(This should be typed on your Firms Letter head)

To

The Sr.Stores Officer,
Store of S&S Section,
Workshop Building, Sri Aurobindo Marg,
New Delhi – 110016.

Sub: Tender for the supply of Corel Draw Graphic Suit – Commercial version 2019 or latest with two years upgrade Software for the use in NCERT – reg. sir,

With reference to your advertisement published on the NCERT Website on, we are submitting our most competitive rates for the supply/use of **Corel Draw Graphic Suit – Commercial version 2019 with two years upgrade Software, for the use in NCERT as under:**

S. No.	Name of Items with detailed specifications	Qty	Unit Price	GST Rate in %	GST Amount	Total Amount including GST
1.	Corel Draw Graphic Suit - Commercial version 2019 or latest with two years upgrade Software for use in NCERT HQ.	23 Nos.	Rs...../-		Rs...../-	Rs...../-

(Total Amount in words including GST Rupees.....)

We also undertake that all the terms and conditions of the tender documents are acceptable to us. We are also enclosing a DD/BC for an amount of Rs.10,000/- as EMD vide DD/BC No.....dated.....drawn on the Branchin favour of **Secretary, NCERT, payable at New Delhi.**

Authorised Signatory

Signature.....
Name of Firm with Rubber Stamp

Date.....

F.3-1/2020-21/S&S
NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
(S&S- Section)

Dated: 01/07/2020

Sub:- Uploading the tender documents on the NCERT Website – reg.

Please find enclosed herewith a copy of the Limited Tender Enquiry Notice for inviting the quotations for the procurement of **Corel Draw Graphic Suit – Commercial version 2019 or latest with two years upgrade Software** for the use in the different division of NCERT. Accordingly, JD, CIET is requested to kindly issue necessary instructions to the officer concerned to upload the Limited Tender Enquiry Notice along with the terms and conditions of the quotations on the NCERT Website immediately.

(R. Selvaraj)
Sr. Stores Officer (S&S)
Ph: 26534138, 26592300

Encl As above

DS(S&S)

JD, CIET