



भाकृअनुप-राष्ट्रीय कृषि अनुसंधान प्रबंध अकादमी
राजेन्द्रनगर, हैदराबाद-500030, तेलंगाण, भारत
ICAR-National Academy of Agricultural Research Management

(ISO 9001:2008 Certified)

Rajendranagar, Hyderabad-500030, Telangana, India

<http://www.naarm.ernet.in>; <http://www.naarm.org.in>

Phone No. 040-24581322/393/24015913 : Fax No.24581459 / 24015912



NOTICE INVITING TENDERS

**TENDER ENQUIRY FOR SUPPLY AND INSTALLATION OF
"CREATIVE CLOUD FOR TEAMS SOFTWARE"**

No. 5-445/16-17/PS(09)

Dated : 21st November, 2016

NAARM is a premier publicly funded Training and Research Management Organization under ICAR, DARE, Ministry of Agriculture, Government of India. The Director, NAARM Rajendranagar, Hyderabad – 500 030, Telangana, India now Invites sealed tenders for Supply & Installation of "**CREATIVE CLOUD FOR TEAMS SOFTWARE**" in two bid system (technical bid / financial bid) from the eligible bidders/ authorized dealers/suppliers.

GENERAL TERMS & CONDITIONS

- 1 Cost of Tender Document :** The cost of Tender Document is **Rs.500/-** in the form of **Demand Draft (DD)** drawn in favour of "**ICAR Unit - NAARM A/c.**" Payable at Hyderabad.
- 2 Downloads :** Tender Document with full details can be downloaded from NAARM Website (<http://www.naarm.org.in/>) or the Government of India, Central Public Procurement Portal (<http://www.eprocure.gov.in>) and in such cases, participation in the tender will be subject to remittance of the prescribed **Cost of tender document & EMD** along with the Technical Bids.
- 3 EMD :** EMD in the form of **crossed Demand Draft/Bankers cheque** drawn from any commercial bank *in favour of "ICAR Unit – NAARM A/c."*, payable at Hyderabad should be enclosed with the tender (technical bid) of each item quoted by the bidder(s). The bidder has to submit **EMD** except those who are registered with Central Purchase Organization (CPO), National Small Industries Corporation (NSIC), SSI units registered with NSIC or the concerned Ministry or Department. The unsuccessful bidders EMD will be returned soon after the finalization of Tender, where as the successful bidders **EMD** will be returned subject to furnishing the required **Performance Security** for an amount of **10%** of the value of the contract in the form of **Demand Draft, Fixed Deposit Receipt** or **Bank Guarantee from any commercial bank**. The amount of **EMD** submitted along with tender document will be forfeited in the event of failure to supply the equipment after issue of supply order. The decision in all these matters shall be final and binding on you. No interest will be paid on Earnest Money/Security Deposit for the period of retention in the NAARM.

Description of Item	EMD (Rs.)
CREATIVE CLOUD FOR TEAMS SOFTWARE	10,000/-

- 4 Technical Bid & Financial Bid :** The bidders should submit the bids consists of all technical specifications/details as well as item wise financial cost for the items quoted along with commercial terms and conditions. The original copy of tender should be sent to this Office in a sealed cover in a double envelope. The inner envelope should also be sealed. The outer cover should be super scribed **Tender for "CREATIVE CLOUD FOR TEAMS SOFTWARE"**. The tenderer must place the two sealed envelopes clearly marked '**TECHNICAL BID**' and '**FINANCIAL BID**' by indicating the Draft number, date & amount of EMD on the envelop of '**TECHNICAL BID**', failing which the tender will not be opened. **Financial Bid** to indicate a warning "**DO NOT OPEN WITH THE TECHNICAL BID**".

Rajendra
21/11/16

- 5 **Security Deposit:** The successful bidder has to furnish an amount equivalent to ten (10) per cent of the order value as **Performance Security Deposit** which will be refunded / returned only after satisfactory completion of the contractual obligations including warranty. The Security Deposit should be in the form of Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any Commercial Bank and on which no interest will be paid.

6 **Important Dates:**

1.	Start date of down loading the Tender Document	21.11.2016	1600 hrs
2.	Last date and time for submission of Tenders	12.12.2016	1400 hrs
3.	Date and Time for opening of Technical Bids	12.12.2016	1500 hrs

- 6 **Submission:** Tender with proper superscription on the cover as "**Tender for CREATIVE CLOUD FOR TEAMS SOFTWARE**" should be submitted in the Office of the Director, NAARM, Rajendranagar, Hyderabad – 500 030, Telangana, on or before the due date and time as given in the tender document.
- 7 **Due Date:** Tenders received after due date and time will not be considered. Academy will not be responsible for postal delays.
- 8 **Delivery Schedule:** Unless otherwise specified, the **software should be supplied & installed within 30 days** from the date of issue of the Purchase Order. No part supply is allowed. Specific mention should be made as to whether delivery will be from ready stock or will have to be imported / acquired and in the latter case the time required for delivery after purchase order is placed should be indicated clearly.
- 9 **Note:** The Envelope containing the tender, as well as all subsequent Communications should be addressed/delivered to:
- Director
National Academy of Agricultural Research Management
Rajendranagar, Hyderabad – 500 030, Telangana, India**
- 10 All communications must be addressed to the above Officer by designation but not by name.
- 11 **Payment:** No advance payment is permissible. Payment will be made only after satisfactory supply & installation of the software in couple of weeks with due certification of the concerned in-charge.
- 12 **Place of Delivery :** Stores & Purchase Officer, National Academy of Agricultural Research Management, Rajendranagar, Hyderabad – 500 030, Telangana
- 13 **Liquidate Damage:** if you are failed to deliver the software or to perform the services with in the delivery period specified above, a sum equivalent to **0.5%** of the contract price per week or part thereof off delay until actual delivery or performance shall be deducted from the bill up to a maximum deduction of **10%** of the contract price. Once the maximum is reached, we may consider termination of the contract.
- 14 **Bank details for e-payment:** The bank details may be furnished along with tender for making e-payment to the successful bidder
- 15 **Period of Validity:** The rates quoted shall be valid for a minimum period of **90 days** beyond the date of opening of tenders.
- 16 **Rates:** Rates should be quoted in the prescribed Price Schedule in Indian Rupees only.
- 17 **Specifications:** Full specifications of the item quoted for should be indicated in the tender along with illustrated pamphlets, drawings etc. wherever available. The supplier has to submit the compliance statement on the technical specifications in the prescribed format enclosed to this schedule.
- 18 **Indigenous items:** Articles of indigenous origin are required except where specified otherwise. Where indigenous make is not available foreign made articles can be quoted for, provided, payment is acceptable in Indian currency.
- 19 **Shipment:** Supply is to be made by passenger train or by road transport securely packed at supplier's risk, unless otherwise specified.

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- 20 Rate Contracts:** In case of any of the item mentioned in the schedule are covered by Rate Contract of DGS&D etc. the rate contract number and date of validity may be specified invariably. Supply of copy of the Rate Contract is more helpful.
- 21 Taxes / Duties:** If taxes, duties, or any other charges over and above the rates quoted are payable by the purchaser, actual / percentage of such taxes / duties / charges should be clearly indicated.
- 22** While submitting the tender document the brochures, catalogues etc. must be invariably enclosed with technical bid.
- 23 Excise Duty:** Academy is exempted from payment of Customs / Central Excise Duty charges Vide Govt.of India, Ministry of Science and Technology, Deptt.of Scientific and Industrial Research, vide Letter No.TU/V/RG-CDE(464)/2016, dated 24/08/2016.
- 24 Service Support and Warranty: Comprehensive warranty and Service** from the date of installation and acceptance by the Academy as specified in the Schedule of Requirements. However, the manufacturer's warranty, which exceeds the period specified in the Schedule of Requirements, should be extended accordingly.
- 25 Enquiry's on tender:** Any enquiry's regarding the tenders will not be entertained once the tenders are opened.
- 26 Acceptance of tender:** Director, NAARM reserves the right to accept or reject any of the tenders either in part or in full without assigning any reason thereof.
- 27 Quantities:** Director, NAARM reserves the right to reduce or increase the quantity at the time of placing the Purchase Order.
- 28** The Technical Bids are to be evaluated technically by the Institute Technical Advisory Committee (TAC). At the second stage Financial Bids will be opened only for the technically qualified tenders for further evaluation before awarding the contract.
- 29 Decision:** The Decision of the Director, NAARM on any dispute in the matter will be final and legally binding.
- 30 Jurisdiction:** All disputes including court proceedings shall be settled within the Hyderabad jurisdiction only.
- 31 Rejection of tenders:** Tenders not complying with the above conditions are liable to be rejected.
- 32 IMPORTANT NOTE:** The bidder should submit the Technical & Financial bid separately including specifications/details along with item wise price mentioned in the Financial bid. The Technical bid must be accompanied with earnest money deposit in the form of Demand Draft. In any case, the technical bid without EMD/Demand Draft will not be entertained. The bid should be sealed properly by the bidder and duly super scribed and submit to the above office at the date and time specified above.
- 33 Other conditions :**
- Late submission of tenders & unsigned tenders shall not be entertained at any cost after specified date & time as indicated. **The tenders without EMD amount will not be considered.**
 - In the event of the date & time specified for tender receipt being declared as a closed holiday for purchaser's office, the due date for submission of tenders will be the following working day at the specified timings. NAARM does not hold any responsibility for postal delays.
 - The supply and Installation of "**CREATIVE CLOUD FOR TEAMS SOFTWARE**" as per supply order shall be transported to NAARM campus at your cost.
 - The tender document should invariably be filled in and duly signed by the authorized signatory by affixing the company/firm seal on every page of tender and the terms and conditions should strictly be followed before submitting the tender.
 - The bidders/representatives who are going to attend the technical bid/financial bid opening may invariably bring authorization letter issued by the respective company/ firm for the purpose.

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Director, NAARM reserves the right to accept or reject any or all the tenders. Decision of the Director will be final and legally binding. All disputes will be subject to Hyderabad Jurisdiction only.

N. Raghunath
21/11/16
Stores & Purchase Officer



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CHECK LIST

Please give page numbers to the tender document and all enclosures and also verify the following documents before submission of the tender in the sequence listed below, to avoid rejection or disqualification of your tender.

PLEASE NOTE THAT ALL RELATED PHOTO COPIES MAY PLEASE BE ENCLOSED WITH THE TENDER DOCUMENT AS A PROOF

S.No.	List of the Documents to be enclosed with the Tender	Page No.	Enclosed (Yes/No)
1.	Cost of Tender Schedule: Rs.500/- in the form of Demand Draft drawn in favour of "ICAR Unit – NAARM A/c.". The Tender Document can also be downloaded with full details through NAARM Website (http://www.naarm.org.in/) or the Government of India, Central Public Procurement Portal (http://www.eprocure.gov.in)		
2.	Earnest Money Deposit: EMD D.D. for Rs.10,000/- should be drawn on any Commercial bank as indicated in the notice inviting tenders in favour of "ICAR UNIT – NAARM A/c" EMD D.D.No. _____ Dated: _____ for Rs. _____ ; Bank _____		
3.	Following documents as indicated in the tender document printed on the tenderer's letterhead with date signature and seal.		
3 (a)	Tender Form		
3 (b)	Statement on Compliance of the Technical Specifications with deviations, if any and technical literature of the product to be enclosed;		
3 (c)	Financial Bid		
3 (d)	The entire original tender document (Technical Bid) with seal and signature on each page at the time of submission of tender document(s) with in the due date.		
4	Document regarding registration /Certificate of incorporation/ Sales Tax / VAT of the firm issued by the appropriate government to be enclosed.		
5	The firm should submit Income Tax returns of previous 3 assessment years i.e., 2014-15, 2015-16 & 2016-17 along with the tender document.		
6.	NSIC/SSI certificates registered with NSIC (if applicable) to be enclosed		
7.	Any other document or information as required in the tender document.		
8.	Total pages of your entire Tender Document (Technical Bid) including Enclosures	No.of Total Pages : _____	

Certified that the above information is correct and the firm is willing to accept all the terms and conditions of the tender document.

Signature and Seal of the Bidder: _____

Business Address: _____

TENDER FORM**(To be filled in by the Tenderer duly printed on their letter head)**

Tenderer's Ref.No. _____

Date: _____

From: _____

Grams: _____

PIN _____

Phone No. _____

Fax No. _____

To

The DirectorNAARM, Rajendranagar,
HYDERABAD – 500 030

Ref: Your Tender Notice Advt. No. _____ dated-----.

Dear Sir,

I/We hereby offer for your requirements detailed in the schedule hereto or such portion thereof as you may specify in the Acceptance of Tender at the **rates given in the said schedule and agree to hold this offer for 90 days for acceptance**. I/We shall be bound by a communication of Acceptance dispatched within the prescribed time and also execute agreement required in this regard.

2. I/We have understood the Instructions to Tenderers and General Conditions of Contract governing such contracts placed by Indian Council of Agricultural Research and its Research Institutes and the Special Conditions of Contract, and have thoroughly examined the details indicated in the Schedule to Tender thereof and am/are fully aware of the goods and/or services required and my/our offer to supply/provide the goods and/or services strictly is in accordance with the requirements.

3. D.D.No. _____ Dt. _____ for Rs. _____ (in words) Rupees _____ only) drawn on (Bank) _____ is enclosed towards Earnest Money Deposit.

The following pages have been added to and form part of this tender.

Yours faithfully,

Signature of the Witness

Name: _____

Address: _____

Signature: _____

Name : _____

Address : _____

SCHEDULE OF REQUIREMENTS & FULL TECHNICAL SPECIFICATIONS WITH COMPLIANCE
(Should be submitted duly printed on the letterhead of the bidder separately for each item and option)

Specifications / particulars	Compliance * (Yes / No)	Specifications * offered by the Tenderer
Creative Cloud for Teams Software With full educational cloud based licence for 3 years Qty. 5 licences with 3 year validity		

Signature and Seal of the Bidder: _____
Business Address: _____