



कृषिमूला ऋद्धिः

Director of Information Technology
Navsari Agricultural University, Navsari-396450, Gujarat

Tender Document

for

Purchase and Installation of Microsoft Office Standard Edition

Academic License

NAU/IT/03-2015-2016

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Chapter 1: Tender Notice - NAU/IT/03-2015-2016

Purchase and Installation of Microsoft Office Standard Edition Academic License

Navsari Agricultural University, Navsari is in need of **Microsoft Office Standard 2013 Academic Paper License (Part no.: 021-10234)**. Bids from suppliers are invited for the supply and installation of Microsoft Office Standard 2013.

Tender Fee	Rs. 500
Period for Bid Document Downloading	20/06/2015 to 10/07/2015 up to 18:00 Hrs.
Last date for submission of tender fee, EMD and other documents. (Physical Submission)	13/07/2015 up to 17:00 Hrs.
Bid Validity Period	3 Months
Earnest Money Deposit (EMD)	Rs. 4,000
Security Deposit (For qualifying bidders only)	Rs. 6,500
Technical documents available on	www.nau.in
Tender must be submitted at	Director IT ASPEE Agribusiness Management Institute, Navsari Agricultural University, Near Eru Char Rasta, Dandi Road, Navsari – 396 450

The detail requirements of purchase and tender document will be published on website www.nau.in under tender section. If any future updates regarding tender will be there, it will be published as corrigendum in website www.nau.in during tender period.

Chapter 2: Price Bid

Item No.	Item Specification	Qty.	Unit	Price per Unit.	Total Price
1	Microsoft Office Standard 2013 Academic Paper License (Part no.: 021-10234)	36	Nos.		

Total Price in Word: _____

SEAL AND SIGNATURE

Chapter 3: Guidelines and Terms & conditions

- 1 Tender cover should be super scribed with "Tender: NAU/IT/03-2015-2016".
- 2 At any time prior to the last date for receipt of bids, the Purchaser, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective party, modify the tender document by an amendment which will be only notified through website www.nau.in in the form of corrigendum.
- 3 The bidders should have to quote the prices in Indian Rupees including installation and all taxes (VAT, CST, Service tax, Entry tax, LBT, Octroi, etc.). Prices quoted must be firm and final and shall remain constant throughout the bid validity period of the contract and shall not be subject to any upward modifications, whatsoever.
- 4 Taxes and Other Charges
 - 4.1 The successful party shall be entirely responsible for all taxes (VAT, CST, Service tax, Entry tax, LBT, etc.), duties, Octroi, License fees, demurrage charges etc., in respect of this contract and provisions of Income tax Act regarding deduction of tax at source shall apply.
 - 4.2 Travel expenditures of man power for installation and maintenance during warranty period will not be given by Navsari Agricultural University.
- 5 Terms of Payment
 - 5.1 The Bidder should specifically note that no advance payment will be made.
 - 5.2 The payment of all charges shall be made after satisfactory completion of the installation of all 36 Microsoft Office Standard Academic License in Computers/Laptops.
- 6 One year on-site warranty should be given by the supplier for installation of the license software.
- 7 Right is reserved to accept or reject any or all tender without assigning any reasons thereof.

We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake to provide services as per these terms and conditions.

SEAL AND SIGNATURE

Chapter 4: Technical Bid Document

❖ PRIMARY DETAILS:

1. Name of the Firm:

2. Address of Firm (Office Address):

3. Contact Telephone No. & Mobile No.:

4. PAN No.:

5. Registration with VAT / Service Tax:

6. Demand Draft Details:

	D.D.No. & Date	Value	Name of Bank with Branch
Tender Fee			
EMD			

NAME & ADDRESS OF BIDDER
WITH SEAL AND SIGNATURE

Chapter 5: Tender Fee, EMD and Submission Address

Tender Fee: Bidder has to submit nonrefundable Tender Fee 500 in the form of Bank Draft in favor of "Drawing and Disbursing Officer (DDO) ASPEE Agri. Mgmt. Inst. A/c", payable at Navsari.

Earnest Money Deposit: Tender shall be accompanied by an earnest money, without which tenders will not be considered. The amount 4,000 (Rupees Four Thousand) should be deposited in the form of Nationalized or Scheduled Bank Draft in favor of "Drawing and Disbursing Officer (DDO) ASPEE Agri. Mgmt. Inst. A/c", payable at Navsari.

Refund of earnest money: The earnest money of unsuccessful Bidder will be refunded.

Forfeiture of earnest money: The earnest money will be forfeited in the following cases:

- When Bidder withdraws or modifies the offer after opening of tender.
- When the Bidder does not deposit the security money after the purchase order is given.

Security Deposit: Successful bidder shall deposit Rs. 6,500 (Rupees Sixty Five Hundred) as the security/performance guarantee money in the form of Bank Draft in favor of "Drawing and Disbursing Officer (DDO) ASPEE Agri. Mgmt. Inst. A/c", payable at Navsari.

Refund of Security Deposit: The amount of security deposit will be refunded after completion of one year from the date of purchase order given to the successful bidder.

Forfeiture of Security Deposit: The security deposit will be forfeited in the following cases:

- When works/services are not successfully executed as per requirement mentioned in the tender document.
- When successful bidder terminate the works/services in during execution period.
- When any issue raised in quality or services during warranty period

Tender Fee, EMD and Tender Submission Address:

Director IT,
ASPEE Agribusiness Management Institute,
Navsari Agricultural University,
Eru Char Rasta, Navsari– 396450 (Gujarat)
Email: dit@nau.in