

F.No.D-19015/1/2012-CCI (9)

dated:24/09/2014

**Tender**  
**for**  
**Supply of Computer Software**  
**“MS Office Home & Business -2013”**

**Competition Commission of India,**  
**Hindustan Times House, 18-20 Kasturba Gandhi Marg,**  
**New Delhi-110001**

**Instructions to bidders for supply of  
Computer software, MS Office Home & Business in  
CCI, HT House, 18-20 Kasturba Gandhi Marg, New Delhi-110001**

1. Quotations in sealed cover are invited from authorized vendors of original equipment manufacturers (OEMs) for supply of 87 nos. of MS Office Home & Business-2013, Computer software.
2. General information about the Tender:-

(a)	Tender Reference NO.	No.
(b)	Last date and time for receipt of Tenders	1500 hrs. on 15 <sup>th</sup> october'2014
(c)	Last date and time of opening of Tenders	1600 hrs.on 15 <sup>th</sup> 'october'2014
(d)	Place of opening of Tenders	Conference Room, 3 <sup>rd</sup> Floor, CCI, HT House, 18-20 K.G.Marg, New Delhi-110001
(e)	Contact Person	Sh. S.Natarajan, Deputy Director(CS) Phone No. 011 - 23473690

3. **Submission of Tenders:** The Tender shall be submitted in sealed envelope clearly superscribing on the envelope "Bid for supply of Computer software – MS Office Home & Business-2013". The sealed Tenders may be sent by Speed Post / Registered Post or delivered by hand, so as to reach the following address, by due date and time. Tenders received late will be rejected outright.

Sh. S.Natarajan, Deputy Director (CS)  
CCI, Room No. 390, Hindustan Times House,  
18-20 Kasturba Gandhi Marg,  
New Delhi-110001

4. **Earnest Money Deposit:** The bidders shall furnish EMD for a sum of Rs.25,000.00 (Rupees Twenty Five Thousands), in the form of an Account Payee Demand Draft or Banker's Cheque in favour of "Competition Commission of India, (Competition Fund) Account".
5. Guidelines for preparation of Bid :
  - (i) The Bid should contain all Technical details of the software to be supplied along with commercial terms and conditions.
  - (ii) An undertaking clearly mentioning the following shall be furnished:
    - (a) All the Terms and Conditions mentioned in the Tender are acceptable to the Bidder.
    - (b) The software to be supplied by the Vendor would be as per the specifications prescribed.
    - (c) Supply of all the software would be done, in CCI, HT House, 18-20 Kasturba Gandhi Marg, New Delhi-110001, within two weeks from the date of receipt of supply order by the selected vendor.
    - (d) Income Tax returns for the last two years, copy of PAN and VAT Registration need to be attached alongwith bid.

6. Submission of financial Bid: The financial bids for supply of MS Office Home & Business-2013 software shall be submitted in the following format:

	Description	Qty.	Amount in Rs.	
			Unit Price	Total Amount
1	MS Office, Home & Business - 2013	87 (Eighty seven only)		
	<b>Total Amount</b>			
	<b>Add : Taxes ( if any )</b>			
	<b>Grand Total</b>			

- (i) Taxes if any should be explicitly stated in the Commercial bid with the delivery schedule.
- (ii) Price variation clause based on exchange rate of currency and other factors is not acceptable.
- (iii) All costs and charges, related to the bid, shall be expressed in Indian Rupee only and the above total cost is inclusive of all taxes.

7. Payment Terms :

- (i) On completion of supply of the software at CCI, H.T.House, 18-20 K.G.Marg, New Delhi-110001, CCI's IT Division will inspect and certify supply of software before release of payment to the Vendor.
- (ii) All payments will be released based on the rates quoted in the bid and invoices submitted to office of the CCI by the vendor.

8. General Terms & Conditions:

- (i) The Vendors should be the OEM or Authorized Supplier / Channel Partner / Representative of the OEM. In case of authorized supplier / Channel Partner/ representative of the OEM, ***an authorization letter from the OEM to this effect including support to the Vendor after installation, shall be furnished.***
- (ii) CCI reserves the right to reject all or any of the quotations without assigning any reason thereof.
- (iii) The quantity of items is indicative only. Also, CCI reserves the right to split the order.
- (iv) CCI reserves the right to cancel the tender without assigning any reasons. The decision of the CCI in this regard shall be final.
- (v) The Vendor will deposit Performance Security by way of Bank Guarantee for a sum equal to 10 percent of the total value for the warranty period of 5 years.
- (vi) Minimum two Media CDs of soft ware are also to be supplied for installation.
- (vii) EMD to unsuccessful bidders will be returned immediately after award of supply order to the successful bidder. EMD to successful bidder will be refunded only after delivery of the required items.

**Annexure**

Manufacturer's Authorization Form (MAF)

No.....

Dated: ...

To

Competition Commission of India  
18-20, Hindustan Times House,  
Kasturba Gandhi Marg, New Delhi-110001

Dear Sir,

We..... who are established and reputed manufacturers of  
.....having office at.....  
and.....do hereby authorize  
M/S.....( Name and Address of  
supplier / Dealer / Channel Partner / Representative ) to offer their quotation  
and conclude the contract with you against the above invitation for tender  
offer.

We hereby extend our full guarantee and warranty as per the terms and  
conditions of the Tender and the Contract for the software and services offered  
against this invitation for tender offer by the above Firm.

Yours faithfully

Signature with seal .....

(Name) for and behalf of M/S.....

Note: This letter of authority should be on the letterhead of the Manufacturing  
concern and should be signed by a competent person of the Manufacturer.