



Competition Commission of India
Hindustan Times House,
18-20, Kasturba Gandhi Marg,
New Delhi - 110 001


F.No.D-19015/1/2013-CSD(9B)

Dated : 21st September, 2015

**NOTICE INVITING TENDER FOR SUPPLY OF COMPUTER SOFTWARE
"MS OFFICE - HOME & BUSINESS - 2013"**

Competition Commission of India invites sealed bids from reputed firms possessing the desired qualification and experience for supply of Computer Software - "MS Office - Home & Business - 2013" at its office located at Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi - 110 001.

Tender Document may be downloaded from our website www.cci.gov.in. The Tender may be submitted in the Office of the Commission by 3.00 P.M. of 07th October, 2015.


(Ashok Chakrapani)
Dy. Director (CS)

F.No.D-19015/1/2013-CSD(9B)

dated: 21/09/2015

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 70 nos.(subject to increase) 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 07 th October 2015
(c)	Date and time of opening of Tenders	1600 hrs.on 07 th October 2015
(d)	Place of opening of Tenders	Conference Room, 3 rd Floor, CCI, HT House, 18-20 K.G.Marg, New Delhi-110001
(e)	Contact Person	Sh. Ashok Chakrapani, 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. Ashok Chakrapani, 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 along with 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	70 (subject to increase)		
	Total Amount			
	Add : Taxes (if any)			
	Grand Total			

- (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) Bidder shall attach Microsoft Authorization Certificate in order to be eligible for participation in the bidding.
- (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 bidder should not have been blacklisted by any Govt/Deptt. A certificate on the company's letter-head stating that the bidder has not been blacklisted by any institution/organization/society/Central/State Govt/Ministry/Deptt, or its public sector organizations, with company stamp and signed by authorized signatory should also be submitted.
- (vi) 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.