



**INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY**  
(A Central University by an Act of Parliament)  
AMARKANTAK – 484 887

**TENDER NOTIFICATION FOR SUPPLY AND INSTALLATION OF SOFTWARE**

Reference: IGNTU/b.Voc./2018/-*IA*

Date: 15/05/2018

Sealed tenders/ quotations are invited from **Firms & Companies** for Supply and installation of software under the Faculty of Technical Vocational Education and Skill Training, Indira Gandhi National Tribal University, Amarkantak. The brief details are as follows:

1. Nature of work : Supply and installation of software
2. Cost of Tender Form : **Rs.1000/- (Non - refundable)**
3. Last Date of submitting Tender Form : **18/06/2018**
4. Tender opening (technical bid) Date : **19/06/2018**
5. Amount of E.M.D : **Rs.21750/-**

**Mode of EMD and Tender fee:** Tenderers should have to deposit separate amount for each "Tender fee and EMD" through Demand Draft in favour of **INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY**.

**Important Note for the Bidder:** All the pages of the tender document should be submitted

altogether. Tenders shall be submitted in 2 different parts i.e. Part A (Technical Bid) and Part B (Commercial/ Finance bid). The Envelope of Technical bid as per annexure B and Financial bid as per annexure C should be kept in separate envelope duly super scribed with "Supply and installation of software" may be sent to:-

**Project Investigator**  
**B. Voc Program**  
**Indira Gandhi National Tribal University,**  
**Amarkantak – 484887, Distt. Anuppur, Madhya Pradesh**

Please Note that the tender document is subject to verification with the original document, and if any discrepancy is found, the tender would be rejected. Technical bid will be opened first in the presence of the attending tenderers. The University reserves the right to reject any or all tenders, without assigning any reason.

  
Register  
Indira Gandhi National Tribal University  
Amarkantak (M.P.)  
I.G.N.Tribal University  
Amarkantak, M.P.-484887

### Terms and Conditions

1. Only **the reputed firms/Agency** needs to submit their tender. At least Two to three years work experience required in the field of Supply and installation of software.
2. The minimum average annual turnover of the bidding firm, during last three year should not be less than Rs. 50.00 lakhs. This turnover should exclusively be related to Supply and installation of software
3. The bidder should have done work in educational institutes/ Govt. Organisations/ other public or private institutions. The firm who has experience in Supply and installation of software will be preferred..
4. Tenderer should have to deposit separate amount for each "Tender fee and EMD" through Demand Draft in favour of **INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY**. The earnest money of all unsuccessful tenders will be returned to them at the earliest within 30 days after opening of bids.
5. Items required for setting of film production/editing lab cum studio are given in **Annexure-B**.
6. (a) Tender/quotation for "Supply and installation of software" must be submitted in a sealed cover envelope, addressed to the **Project Investigator B. Voc** by Registered post or by person so as to reach on or before **18/06/2018 up to 05.00 PM** (The last date for submission of the tender). The tender/quotation will be opened on **19/06/2018 at 03.00 PM** in the office of the **Project Investigator B. Voc**, Indira Gandhi National Tribal University in the presence of the bidders.  
(b) Tender /quotation without earnest money will be rejected.  
(c) Belated Tenders/quotation due to postal or any other kind delay will be rejected.  
(d) The cover of the sealed envelope should be superscribed and quoted thereon as:  
**Tender for Supply and installation of software**
7. Indira Gandhi National Tribal University reserves the right to extend the due date and or the date of opening the tenders/quotation.
8. Authorized person should mark all the leaflets in the offer with signature and seal.
9. **The intending bidder shall give his presentation of previous similar work executed by him along with photographs, samples of material proposed to be used in the work. List of organization served must be enclosed.**
10. The prospective bidders are advised to visit university campus before bidding to access the actual requirement of work and site condition. No advance payment shall be made. Payment shall be made after successful completion of the work, through Bank transfer only and after TDS.
11. The other terms & conditions may be mentioned in the tender/quotation by the bidder.
12. The rates of tax, if chargeable, should be clearly mentioned. Otherwise, it will be presumed that the rates quoted are inclusive of all taxes.
13. The material should be delivered and installed at Indira Gandhi National Tribal University campus. Installation, and any other charges, if any, may be included with items.

14. Normally payment shall be made via Bank transfer within 45 days after completion of work to our entire satisfaction and after submission of bill with proper enclosures, certified by the University representative authorized by the Competent Authority. (if any).
15. The University is not bound to accept the lowest tender and may reject any tender or any part of the tender without assigning any reason thereof.
16. The price should be quoted on prescribed price schedule and must be sent in a properly Sealed envelope.
17. All the columns of the annexure attached should be properly filled. The rates and units shall not be overwritten in the price schedule. The Tender should be signed by the authorized signatory of the firm.
18. Any deviation, variation of noncompliance of the terms and conditions by the tenderers shall be considered as a breach of contract and Indra Gandhi National Tribal University reserves the right to forfeit the amount of earnest money and take action as per legal procedure.
19. Agencies black listed and suspended from carrying out business by any Government office need not submit their quote. Suppression of facts in this regard will be taken seriously.
20. If any dispute arises, the Committee constituted by Indra Gandhi National Tribal University, shall be the sole Arbitrator whose decision in the matter shall be final and binding.
21. The University reserves the right to accept or reject any or all offers in full or in part without assigning any reason(s) thereof.
21. The tenderers shall have to give an undertaking that the terms and conditions of the tender are acceptable to the tenderers.
22. University shall have right to execute any part or all the work as per requirement of the University. University can decrease or increase the items mentioned in tender documents.
23. Rate should be quoted as per annexure. Bidder are required to quote all such items also which is not included in the list of price schedule, if they feel so, for proper setting of lab.
24. Consolidated rate should be quoted separately, if University wishes to execute the whole work as a job work.
29. Qty. (BOQ) mentioned in the annexure is tentative. Final quantity for work order will be decided by the University and quantity may increase or decrease as per requirement of the University.

**Evaluation criteria**

- i. At first stage only technical bid will be opened.
- ii. The cost of tender document and amount of EMD is deposited by bidder.
- iii. Average annual turnover of the firm during last three years.
- iv. Experience of Supply and installation of software in the universities/Govt. Institutions/ Public and Private Organizations.
- v. The bidder shall give his presentation of previous similar work executed by them alongwith photograph, samples of material proposed to be used in the work.
- vi. Financial bid will be opened for only those bidders who qualify the technical evaluation. Evaluation done by the university will be final.

# INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY

Annexure-A

## TENDER FORM FOR SUPPLY AND INSTALLATION OF SOFTWARE

Tenderer are required to fill the following form. Tenders with illegible/incomplete/false information will be summarily rejected.

1. Tender Notification No. : .....
2. Name of tenderer & name of firm : .....  
.....
3. Registration No. of the firm : .....
4. Complete address of Tenderer : .....  
Phone No.: ..... Mobile .....
5. Permanent Account No. (PAN) : .....
6. GST Registration No. : .....
7. Bank Account No. : .....  
Details of IFSC Code : .....  
Bank Name and Address : .....
8. Details & Date of Tender Fee : .....
9. Details & Date of F.M.D. : .....
10. TDS (previous 3 years) : .....
11. Balance sheet (previous 3 years) : .....
12. Annual turnover : .....
13. List and copy of the previous works : .....

I have read and understood all terms and conditions of tender and submitting this tender document.

**Signature of tenderer  
Name & Seal**

**TECHNICAL BID**  
(To be submitted in the separate envelop)  
Annexure-B

S.No.	Required Products	Quantity	Compliance (Yes/No)
<b>Supply and installation of software</b>			
1	Adobe Master Collection CS6	1	
2	Flip PDF Professional Version Number: 2.4.8.5 or Higher	1	
3	mocha Pro 5	1	
4	Pf track (The Education Pack)	1	
5	Coral Graphics Suit X8	1	
6	Autodesk Maya 2018	1	
7	Final Cut Pro	1	
8	Leo HD by Monarch	1	
9	Twister by Monarch	1	
10	Wireless Video by Monarch	1	
11	Addage Convertor Series by Monarch	1	
12	EDS 8	1	
13	Autodesk 3DS max	1	
14	Autodesk Fusion 360	1	
15	Foundary nuke	1	

**Seal and Signature of the Bidder**

**FINANCIAL BID**  
(To be submitted in the separate envelop)

**Annexure-C**

S.No.	Required Products	Quantity	Price	Tax and duties	Total price
Supply and installation of software					
1	Adobe Master Collection CS6	1			
2	Flip PDF Professional Version Number: 2.4.8.5 or Higher	1			
3	mocha Pro 5	1			
4	Pf track (The Education Pack)	1			
5	Coral Graphics Suit X8	1			
6	Autodesk Maya 2018	1			
7	Final Cut Pro	1			
8	Leo HD by Monarch	1			
9	Twister by Monarch	1			
10	Wireless Video by Monarch	1			
11	Addage Convertor Setics by Monarch	1			
12	EDS 8	1			
13	Autodesk 3DS max	1			
14	Autodesk Fusion 360	1			
15	Foundary nuke	1			
			Total		

I/We agree to undertake above work on amount of Rs. \_\_\_\_\_/- inclusive lump sum of all charges i.e Supply, Installation, testing, commissioning, transportation, labour and applicable Govt. Taxes.

**Seal and Signature of the Bidder**