भारतीय कपास निगम लिमिटेड.,शाखा कार्यालय::आदिलाबाद

(भारत सरकार का उपक्रम, वस्त्र मंत्रालय के अंर्तगत)

THE COTTON CORPORATION OF INDIA LTD,

(A GOVERNMENT OF INDIA UNDERTAKING, UNDER MINISTRY OF TEXITIELS)

A Miniratna Category-I Company

शाखा कार्यालय: जी.एम.आर.टावर, पहली मंजिल, सिनेमा रोड, आदिलाबाद-504001.

BRANCH OFFICE: GMR Tower, 1ST Floor, Cinema Road, ADILABAD-504001.

दूरभाष/Phones:226538/226708 फैक्स/Fax:08732-226327.

Website: www.cotcorp.gov.in./ www.texmin.nic.in E-Mail: adilabad @cotcorp.com.

Ref: CCI/ADB/IT/2020-21/ Date .17.10.2020.

TENDER NOTICE

SUB: Procurement & Installation for 12 nos. of MS Office 2019 Home and Business Standard– Reg.

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The Cotton Corporation of India Limited, Adilabad invites Sealed Tenders in two bid system, from the Firms/Companies, who are Manufacturer/Authorized partners for the Parent company of the Brand Quoted and have Head Quarter/Branch Office/Support office located in Adilabad or near-by area for P**urchase & Installation for 12 nos. of MS Office 2019 Home and Business Standard** as per the Technical Specifications said in the Scope of work (page no.2).

The eligibility criteria are as under:

1) The Vendor must be a Manufacturer / Authorized Partner for the Parent Company of the Brand Quoted and should hold a valid Copy of certificate issued from Microsoft must be attached along with tender.
2) The Software must be manufactured by ISO 9001:2015 and ISO 14001:2019 Certified Company and should hold a valid certificate.
3) The Vendor Must have executed 2 similar contract for purchase & installation of same brand of PC's for Govt. / CPSU / large commercial organizations during last three years.
4) Vendor must have a Head Quarter / Branch Office / Support Office located in Adilabad or near- by area.

The Vendors may send / submit sealed tender in the prescribed format, in two bid system favouring "**THE COTTON CORPORATION OF INDIA LTD.",** payable at Adilabad, TELANGANA superscripting the envelope **"TENDER FOR PURCHASE AND INSTALLATION OF SOFTWARE",** addressed to Branch Manager at the above mentioned address to reach us latest by 15.00 Hrs on or before 26.10.2020. The Quotations will be opened on the same day at 15.30 Hrs. in the presence of Tenderer who remain present at the time of opening. The detail terms and conditions, Scope of work and formats for technical and financial bids are available on our website www.cotcorp.gov.in and Govt. Tender Portal www.tenders.gov.in.

Branch Manager

Scope of work

The vendor is required to supply and install in PC's Software at **The Cotton Corporation of India Limited, GMR Towers, 1st Floor, Cinema Road, Adilabad-504001, TELANGANA.**

1. **Technical Specifications for 12 nos. of MS Office Software are as under:**
   a) **MS Office 2019 Home and Business Standard.**

Terms and Conditions :

1. Quote rate for each item separately unit wise. The quoted price should be inclusive of all applicable taxes, freight, transportation, octroi and installation at site etc., No Additional amount will be paid for installation at site.
2. The Vender must have local Head Quarter / Support Office/Branch Office at Adilabad or near-by area, a self certified letter containing the office address, contact nos. e- mail id and contact Person's name, Cell No. should be attached along with the tender.
3. The self certified Xerox copy of valid certificate of Manufacturer/authorized Partner from Parent Company of the Brand Quoted must be attached along with the tender.
4. The Self certified Xerox copy of Valid ISO 9001:2015 and ISO 14001:2019 certificate of the manufacturer of the Software Brand Quoted must be attached along with the tender.
5. The Work Order or Work Completion certificate for the successfully executed 2 similar contract for purchase & installation of same brand of Software for Govt. / CPSU / Large Commercial organizations during the last three years must be attached along with the Tender.
6. The quoted price of Software should be valid for a period of three months from the date of initial purchase order. During the period of three months, the Corporation may place order for Software, which the vendor has to supply as per the specifications and scope of work of this tender.
7. The payment will be made within two weeks time through RTGS (ECS), after delivery of items as per the purchase order and satisfactory installation at site.
8. All the rights are reserved with the Corporation for rejection or acceptance of the quotation either fully or partially of it and the decision of the Corporation will be final and acceptable to the supplier.

9. No additional amount will be paid for installation at site.

10. Order will be awarded to the party quoting lowest rates. Negotiations if any shall be done with the lowest Tendrer.

Submit your sealed tenders to our Office **The Cotton Corporation of India Limited, GMR Tower, 1st Floor, Cinema Road, Adilabad – 504 001, TELANGANA,** covers should reach us latest by 15.00 Hrs on or before 26.10.2020. The Quotations will be opened on the same day at 15.30 Hrs. in the presence of Tenderer who remain present at the time of opening. Please visit our website www.cotcorp.gov.in and www.tenders.gov.in

BRANCH MANAGER

TENDER FOR PURCHASE AND INSTALLATION OF SOFTWARE
TECHNICAL BID : I

<table>
<tr><th>SPECIFICATIONS</th><th colspan="2">REMARKS</th></tr>
<tr><td></td><td>Yes</td><td>No</td></tr>
<tr><td>1) Whether the vendor has a Support Office in Adilabad with help desk facility:

i) Name of the Organization / Firm

ii) Year of Establishment

iii) Contact Person

iv) Address of the Registered Office

v) Address of Office at Adilabad (with Phone No’s, Fax No’s & E-mail ID)</td><td></td><td></td></tr>
<tr><td>2) Whether Proprietorship, Partnership firm, or Company.Please enclose self certified copies of documents, proof such as certificate of incorporation, Partnership deed etc.,</td><td></td><td></td></tr>
<tr><td>3) Manufacturer / Authorized Partner for the Parent Company of the Brand Quoted and holding a valid Certificate:If yes, please enclose self certified copy of Certificate</td><td>Yes</td><td>No</td></tr>
<tr><td>4) Whether the vendor has quoted for the Software Manufactured by ISO 9001:2015 and ISO 14001:2019 Certified Company holding a valid Certificate. If yes, please enclose self certified copy of Certificate.</td><td>Yes</td><td>No</td></tr>
<tr><td>5) Whether the Vendor have successfully executed Minimum 2 Contracts in supply & installation of same Software in CPSUs / Govt. Organizations / Leading commercial organizations during last 3 years: If yes, the following details be given: (Separate sheet can be enclosed)
<table>
<tr><th>Sr. No.</th><th>Name of the Orgn. / CPSU</th><th>Contract Handled year</th><th>Duration of the Contract</th></tr>
<tr><td></td><td></td><td></td><td></td></tr>
</table>
</td><td>Yes</td><td>No</td></tr>
</table>

(**Note:** Completion Certificate or the Work order duly self-certified along with Contact details of the concerned organization should be attached.)		
6) Whether, Model No. & Specifications of the Software has been enclosed with the tender: If yes, the details should be enclosed I Separate Sheet	Yes	No
7) PAN No.		
8) Sales Tax Registration Number		
9) Tin No. / CST No.		
10) Service Tax No.		
11) Details of Bank Account Name of the Bank Account No. and type MICR No. / IFSC Code.		

Signature of the Tenderer:

Name of the Tenderer :

Address & Seal :

Telephone No. :

TENDER FOR PURCHASE AND INSTALLATION OF SOFTWARE

FINANCIAL BID : II Total Amount (INR)

(PRICE QUOTATIONS)

Sl No	**Particulars**	**Cost (Per Software) (INR)**	**Total Amount (INR)**
1	A. Cost of 12 nos. of **MS Office 2019 Home and Business Standard** (As per specification mentioned in the tender notice under Scope of Work) B. Taxes (if any) Please Specify _____		
2	Total (1) (A + B)		
	Gross Total (2)		

Gross Total mentioned above will be the basis for deciding L-1

Signature of the Tenderer:

Name of the Tenderer :

Address & Seal :

Telephone No. :

SELF-DECLARATION

Date: _____

Ref:_____

To,
The Branch Manager,
The Cotton Corporation of India Ltd.,
GMR Tower, 1st Floor, Cinemar Road,
Adilabad – 504 001,
TELANGANA.

In response to the tender No._____ Dated._____

As a owner / partner / Director of _____ I / We hereby declare that our Agency _____ is having unblemished past record and was not declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time.

I / We M/s _____ (Name of the Company are not blacklisted in any department of Government of India or any State Government.

I / We hereby declare that there are no pending cases against

M/s _____ (Name & Address of Bidder) with department of Government of India or any State Government or any other court of law.

I / We hereby declare that Bidder's company or Director / Owner of the company have not been declared by any Court or Competent Authorities in solvent or involved in any fraudulent mean (Economical & Criminal) as on Date _____.

Name of the Bidder:

Signature:

Complete Address
(with Seal of the Organization)

Tender Submission:

(1) Tenderer should submit the tender in the tender box installed in our Office premises **The Cotton Corporation of India Limited, GMR Tower, 1st Floor, Cinema Road, Adilabad – 504 001, TELANGANA.** On or before due date and time as under:

Envelope A: Sealed Envelope **"A"** marked as "Technical Bid – I" on the envelope should contain Technical Bid – I.

Envelope B: Sealed Envelope **"B"** marked as "Financial Bid – II" on the envelope should contain Financial Bid – II (Price Quotations).

Envelope C: Sealed Envelope **"C"** should contain Envelope "A" and Envelope "B" duly superscribing **"Tender for Purchase & Installation of Software**

Note: Each envelope should contain the name and address of the Vender.

(2) I/We hereby declare that I/We have downloaded the tender documents from the Cotton Corporation of India Ltd. Website **www.cotcorp.gov.in / www.tenders.gov.in** And printed the same. I/We have verified the contents of the printed documents from the website and there is neither any addition nor any deletion nor any alteration to the content of the tender documents.

(3) I/We declare that the information / tender form downloaded is original and in the event of this being different from the original tender documents, my tender form may be rejected by the Corporation.

(4) Date of opening of Technical Bid-I 26.10.2020 at 15.30 hrs in the presence of tenderers, who may remain present.

(5) Financial Bid-II for price quotations shall be opened in respect of those tenderers, who qualify Technical Bid – I for specifications and other requirements.

(6) The tender should be signed by the person having necessary authorization.

(7) Tenders containing false, incomplete and / or inadequate information are liable to be rejected.

(8) The Corporation reserves the right to accept or reject any / all tender without assigning any reason thereof.

Signature of the Tenderer :

Name of the Tenderer :

Address & Seal :

Telephone No. :

Other Terms

CCI Invites the vendors' attention to the following terms and conditions, which underline this tender:

1. **Contract with the Vendor**

CCI would enter into a contract with the vendor who will be responsible for supply, delivery, installation, configuration and maintenance of the Software supply, installation & configuration of the same and to be installed at **The Cotton Corporation of India Limited, GMR Tower, 1st Floor, Cinema Road, Adilabad – 504 001, TELANGANA.**

2. **Proposal Process Management**

CCI reserves the right to accept or reject any or all proposals, to revise the tender, to request one or more re-submissions or clarifications from one or more vendors, or to cancel the process in part or whole. Additionally, CCI reserves the right to alter the specifications, in part or whole, during the Tender process, and without re-issuing the Tender. All claims for functional/technical delivery made by the vendors in their responses to the tender shall be assumed as deliverable within the quoted financials. Vendors shall be entirely responsible for their own costs and expenses that are incurred while participating in the Tender and contract negotiation processes.

3. **Date of Bid Expiration**

Due to the nature of the evaluation process, and approval activities that may occur, proposals must be valid for a minimum of **90** days from the last date of proposal submission. The Corporation reserves the right to ask the vendors for extension of bid validity.

4. **Bidder Authorization to Bid**

Responses submitted by vendors to this Tender represent a firm offer to contract on the terms and conditions described in the vendor's response. The proposal must be signed by an official duly authorized to bid. An authorization Letter in this regard must be attached with the tender.

5. **Proposal Ownership**

The proposal and all supporting documentation submitted by the vendors shall become the property of CCI.

6. **Effective date of start of contract**

The effective date of start of contract will be as per the work order by the corporation.

7. **Sub-let / Outsource**

The vendor will not be allowed to sub-let / outsource the contract to any other party.

8. **Penalty**

If the vendor will not be able to deliver the items i.e., Software within 7 days time, then penalty will be imposed as under:

a. Deduction of 0.50% of total value of the contract for per week delay or part thereof. Subject to maximum deduction of 10% of the total value of the contract.

9. **Time of completion of the Contract**

The Time limit for supply of materials i.e., Software will be 7 days effective from the date of work order.

10. Payment Terms

The payment terms of the Software contract will be as under:

After successful installation of Software	100%

The payment will be made through Cheque / Electronic Clearing Services (ECS) for which vendor has to provide details of Name of the Bank & Branch, MICR No. and Bank A/c No to CCI with IFSC Code details etc.,

11. Financial Bid

In Financial Bid-II, Cost of **Software** and taxes if any are given separately in the prescribed format. Wherever options are given, the bid is liable to be rejected.

Note: "Corporation / CCI" wherever appears in above documents means "The Cotton Corporation of India Ltd".

CHECK-LIST FOR PREPARING THE TENDER DOCUMENT (Software)

Sr No	Particulars	Yes / No
1	Whether, the Technical Bid-I each column has been filled, sealed and signed in specified format ?	
2	Whether, Authorized Manufacturer / Authorised Partner Certificate from Parent Company of Brand Quoted and a valid certificate having validity dated printed on it duly self certified copy attached with Technical Bid-I ?	
3	Whether, the vendor has executed 2 similar contracts for purchase & installation of Software for Govt. / CPSUs / Govt. Organizations / Leading Commercial Organizations during last three years? Whether, work Order containing cost from the client duly self certified copies alongwith contact details of the client has been attached alongwith the tender?	
4	Whether, the vendor has quoted for the Software Manufactured by ISO 9001: 2015 & ISO 14001:2019 Certified company holding a valid certificate?	
5	Whether the Tenderer has Support Office at Adilabad or near-by area. The certificate containing Office addresses along with Contact Person and telephone nos. is attached with Tender?	
6	Whether, Model no. & Specifications of the hardware has been enclosed with the tender?	
7	Whether proprietorship, partnership firm or company? The self certified copy of documentary proof such as certificate of incorporation, partnership deed etc. attached with Technical Bid-I?	
8	Whether the Tenderer has PAN number and Service Tax registration no. and it is mentioned on Technical Bid-I?	
9	Whether, the Bank Details and MICR details mentioned on Technical Bid-I?	
10	Whether the Technical Bid-I alongwith necessary documents/certificates has been stapled properly and page no. has been put on each paper?	
11	Whether, the Financial Bid-II has been filled, sealed and signed in specified format?	
12	Whether the quoted price I Financial Bid-II is inclusive of all applicable taxes like VAT, Service Tax etc., ?	
13	Whether envelope A marked as Technical Bid-I on the envelope contains Technical Bid-I along with certificates / documents.	
14	Whether envelope B marked as Financial Bid-II on the envelope contains Financial Bid-II?	
15	Whether envelope C contains Envelope A & Envelope B duly superscribing “TENDER FOR PURCHASE & INSTALLATION OF Software”?	
16	Whether the Tender Documents are signed by the Authorized Representative?	