

 **Dated :- 22.02.18**

**BIDDING DOCUMENT**

**(Tendor No.IIITK/Tender/2018/69)**

**For Procurement of Software**

**Subject :- Procurement of Software for IIIT-Kalyani.**

IIIT Kalyani, an institute of national Importance, invites sealed Bids from Principal companies/ authorized distributors/bonafide suppliers who have adequate credential for Procurement of Software for IIIT-Kalyani as per the details given below.

**List of Software**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No. | Item | Description | No. of Licence |
| 1 | Microsoft OfficeProfessional | Office Pro Plus 2016SNGL OLP NLAcdmcPart No. 79P-05537 | 25 |
| 2. | Adobe Acrobat | Acrobat ProPart No. 65280356AE01A00 | 09 |
| 3. | iThenticate | Plagiarism Checker | 05 |

**TERMS & CONDITIONS AND IMPORTANT INSTRUCTIONS FOR BIDDING**

1) Bidders are to invited to submit sealed quotations on the official pad/letter head of the Company/authorized distributor/bonafide supplier as per the Technical Specifications for tendered items to office of Registrar , Indian Institute of Information Technology , Webel IT Park, Kalyani, Nadia, Pin Code - 741235, West Bengal between 11.00 am to 3.00 pm

2) The last date of receipt of tender is 10.03.2018. Quotations received later will not be entertained under any circumstances.

3) **EMD of Rs. 500/- and tender fees of Rs. 200/- has to be submitted through separate Demand Draft in favour of Registrar, Indian Institute of Information Technology Kalyani.**

4) Date and Timing of opening the bid is the same day of receiving quotation at 3.30 pm and the place of opening of bid is office of IIIT Kalyani.

5) Bidders are to submit the quotations in sealed cover to the office in the Following address.

 Registrar,

 Indian Institute of Information Technology,

 Webel IT Park, Kalyani

 Nadia, Pin Code- 741235

 West Bengal.

**6) All bidders should submit in ONE-BID (TECHO-COMMERCIAL BID) in sealed envelope (Tender Number must be mentioned on envelope). The price quoted should be inclusive of all Taxes, duties, levies or any other charges to deliver items at the premises of the Institute. All taxes, freight, insurance charges, installation charges or any other specified overheads etc. should be clearly indicated . Inclusion of Tax/levy or any other charges at a later stage will not be accepted . At the end , the total price of a single item must be indicated as TOTAL PRICE: Rs.............only INCLUDING ALL.**

**7. Vendors must enclose attested copies of Trade licence, GST Registration, PAN Card or any other statutory testimonials etc. along with the bidding document, otherwise their tender will be cancelled.**

8) The items must be supplied within a period of 07 days after the receipt of the purchase order

9) The materials are to be supplied at a place within IIITK s premises between 11.00 am and 4.00 pm. The tenderer will be responsible for any breakage , damage in item/product detected subsequently.

10) Bills in triplicate should be presented for payment within 15 days of supply/completion of work. **No Advance Payment can be Allowed.**  All bills are to be accompanied by order copies and challan receipt. The order number is to be noted on both the challan and the Bill.

11) Documents to be submitted with the tender . Tender documents/Terms & Conditions in Original duly signed by the Proprietor/Partner/Director of the company as a token of acceptance of terms & conditions of Tender.

1)If there are any doubt please contact Dr Oishila Bandopadhyay( 9433887145) between 2.00 pm - 4.00 pm. Bidders are advised to clear all doubts (if any) before submitting quotations. After submission the same, they shall not be entertained / not eligible to re-consider any issues under any circumstances.

We accept the above conditions.

Dated: Signature of Bidders/Suppliers

 with date & seal