NOTICE INVITING TENDER
NEW DELHI

Tender No. – DLI/CON/ITD/416/MS Office
1. Last date of receipt of tender: 07.08.2014 till 03:00 pm
2. Date & Time for opening of Technical Bid: 07.08.2014 at 03:30 pm
3. Date & Time for opening of Price Bid: To be intimated separately to qualified parties

TENDER ENQUIRY IN TWO BID SYSTEM

Sealed tenders are invited in two separate covers as follows for items as per the attached specifications.

Item: Supply & Installation of 33 Nos. MSOffice Standard 2013 as per Specifications at IT Division, EPI Corporate Office, New Delhi.

Delivery Schedule for supply of above items

<table>
<thead>
<tr>
<th>Sno</th>
<th>Description of Item</th>
<th>Delivery Schedule</th>
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<tbody>
<tr>
<td>1.</td>
<td>33 Nos. MSOffice Standard 2013 as per the technical specifications attached at Annexure-I</td>
<td>Within four weeks from date of Purchase Order(P.O.)</td>
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</table>

Pre-Qualification Criteria:
1. The bidder should be either (i) manufacturer (OEM) / authorized distributor/authorized dealer for MSOffice. In case of dealer/distributor being the bidder; attach the OEM authorization(s) issued by the OEM for this tender clearly mentioning the tender number, date (in the name of bidder specifically addressed to the Group General Manager (Contracts) Contracts Division for the same).

2. The Bidder should have registration of PAN NO, Sales Tax/VAT. Documentary proof to be enclosed.

3. The bidder should have required previous experience in supply, installation and support of MS office as main contractor during last preceding three financial years 2011-12, 2012-13, and 2013-2014 amounting to Rs.5.00 lakhs in a single order. Documentary proof for the same to be attached.
4. The bidders annual sales turnover from sale of software and/or IT solutions/Services should be at least an average value of Rs. 50 Lacs (Rupees fifty lacs Only) during the last Three years 2010-2011, 2011-12 and 2013-13. Attach documentary evidence (audited balance sheet/certificate from CA) for confirmation regarding turnover. The turnover refers to a company and not the composite turnover of its subsidiaries / sister concerns etc.

5. The Bidder should have valid ISO certificate. Documentary proof of the same to be attached with the tender.

6. The bidder should have office in Delhi or NCR.

7. Bidder should indicate whether OEM support facility at EPI Corporate Office, New Delhi will be provided directly by OEM or through franchisee. OEM's letter of the support facility being provided shall be submitted.

1. Technical Bid:

i) Technical Specifications with terms and conditions of supply along with PQ document and un-priced copy of bid in DUPLICATE and EMD (Earnest Money Deposit) in one sealed cover duly superscribed ‘Technical Bid’.

ii) Original Tender document copy signed and stamped by the bidder on each page accepting tender terms and conditions.

2. Price Bid:

Price alone in both figures and words, in the other sealed cover duly superscribed ‘Price Bid’. (as per Price Bid format enclosed at Annexure ‘A’)

Note: Each cover must be clearly marked with Title, Number and Date of the tender enquiry and last date of receipt of tender.

Tenderer shall clearly certify that the items quoted strictly conform to the specifications, deviations if any, should be clearly indicated on a separate deviation sheet.

Tenders shall be accompanied by total Earnest Money Deposit of ₹8580 (Rupees Eight thousand five hundred and eighty only) in the form of crossed Demand Draft/Pay Order in favour of ‘Engineering Projects (India) Ltd.’ payable at New Delhi. Tender not accompanied by Earnest Money Deposit are liable to be rejected.

The offer should be valid for a minimum period of three months from the date of opening of price bids.
All bidders are required to enclose signed and stamped copy of General Purchase Conditions (GPC) as a token of acceptance alongwith Technical bid.

EPI reserves the right to accept or reject any or all tenders and also the right to place orders for full or part quantities or distribute amongst various bidders without assigning any reason whatsoever.

Tenders to be addressed to:

**Group General Manager (Contracts)**
Contracts Division
Engineering Projects (India) Ltd.
Corporate Office
Core – 3, Scope Complex
7, Institutional Area
Lodhi Road
New Delhi – 110003
Phone No: 24361666
Fax No: 011 – 24363426
E – Mail: contracts@epi.gov.in

Tender document available from:
Enclosures: 1. Technical Specifications as per Annexure-I
2. General Purchase Conditions of EPI as per Annexure-II.
3. Check List as per Annexure-III.

GGM(Contracts)
23.07.2014