

PANJAB UNIVERSITY CONSTITUENT COLLEGE

PATTO HIRA SINGH, NIHAL SINGH WALA (MOGA)

NO: 455/D/PUCCNSW

Dated: 27/07/2018

NOTICE INVITING QUOTATIONS FOR SOFTWARES

Sealed quotations are invited by the College in two bid system i.e. Technical Bid and Financial Bid for the purchase of softwares for computer lab. Quotations should reach the college office on or before 17.08.2018 till 5:00 p.m. by registered post/courier.

Sr. No.	Product Detail	No. of Licenses
1.	Microsoft Office 2016	1 (one)
2.	Tally ERP 9	1 (one)
3.	Adobe Dreamweaver	1 (one)
4.	Oracle Database Personal Edition (12c)	1 (one)

Terms and Conditions:

ENVELOPE - A (TECHNICAL BID)

The contents of **Envelop – A** should include following items:

1. Covering Letter indicating the list of enclosures.
2. Name and detailed specifications of the quoted item with Price Blanked.
3. Please send the quotation by the Registered Post along with manufacturer/distributor's certificate.
4. Service facility: Supplier should mention their details of service set up in Nihal Singh Wala and Moga District, Punjab. All the pages of the Technical Bid shall be numbered and signed.

ENVELOPE-B (Financial BID)

The contents of **Envelope-B** should include following items:

1. Name and detailed specifications of the quoted item with Price indicated
2. Other important points w.r.t. Financial bid are
 - (a) All pages in the financial bid shall be numbered and signed.
 - (b) The rates and units shall not be overwritten. The quotation offer should be typed or written in ink. Offers in pencil will be rejected.
 - (c) GST to be charged should be mentioned specifically otherwise the amount mentioned in the bid will be treated as inclusive of tax

ENVELOPE-C (if the total amount including tax exceeds Rupees 1 lac.)

Earnest money 2% of quoted value if the total amount including tax exceed Rupee 1 Lac.

EARNEST MONEY TO BE PAID IN THE SHAPE OF DEMAND DRAFT from any scheduled bank in favour of "**The Principal, Panjab University Constituent College, Nihal Singh Wala, Moga**". EMD of unsuccessful bidders will be refunded without any interest immediately after finalization of the quotations. Earnest Money in any other form will not be accepted.

The technical bid, financial bid and EMD should be sealed by the bidder in separate cover duly super scribed and all three sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed as "Quotation for Softwares".

GENERAL TERMS & CONDITIONS

- 1. If there is any special concession/ discount to be given for the Educational Institutions it must be mentioned clearly in the quotation.**
2. The delivery and installation will be at Panjab University Constituent College, Nihal Singh Wala, Moga.
3. Delivery schedule: Within one week after placement of supply order, failing which the supply order shall be deemed cancelled unless waived off by The Principal, Panjab University Constituent College, Nihal Singh Wala and EMD will be forfeited.
4. Please quote only for the items available in Ready Stock.
5. Rate are F.O.R at Panjab University Constituent College, Nihal Singh Wala, Distt. Moga.
6. Payment will be made through cheque only.
7. Credit period of minimum thirty university working days, no advance payment will be given.

8. The Principal, Panjab University Constituent College, Nihal Singh Wala, Distt Moga has the right to accept or reject any or all the quotations without assigning any reason(s) thereof.
9. The material found defective or damaged in transit will have to be replaced by the firm at its own cost.
10. Bidder must have a working office/Service Centre in Chandigarh or Punjab and have to submit the proof thereof.
11. Vendor should be authorized dealer of the Company and the certificate for the same should be attached.
12. The price of all the articles should be inclusive of the delivery charges and no separate payment will be made.
13. No correspondence regarding acceptance /rejection of a quotation will be entertained.
14. Warranty/guarantee period and service after sale should be mentioned clearly.
15. The vendor/agency should give an undertaking in the form of affidavit that it has not been black listed by any Government / Autonomous/ PSU type organizations, etc.
16. The Quantity may be increased or Decreased as per requirement.
17. The quotation in sealed envelopes be addressed to The Principal, Panjab University Constituent College, Nihal Singh Wala , Distt Moga which must reach the office by 17.08.2018.
18. The quotations will be opened on 18.08.2018 at 11.00 AM in the office of The Principal, Panjab University Constituent College, Nihal Singh Wala, Distt Moga in presence of authorized representatives.

Principal