

Indian Institute of Corporate Affairs
Ministry of Corporate Affairs (Govt. of India)
Plot No. 6, 7 & 8, Sec. - 5, IMT Manesar, Gurgaon
Tender no: IICA 15-15/2012

Indian Institute of Corporate Affairs, Plot No. 6, 7 & 8, Sector 5, IMT Manesar, Gurgaon invites sealed bids quotation for the below mentioned software in a sealed cover mentioning therein the lowest price, validity of the offer etc. Kindly look into the terms and conditions overleaf.
The list of items is given in Annexure I annexed hereto.

SCHEDULE

Last Date/Time for receipt of Bids	: 30 December, 2013 /3:00 PM.
Place of Submission of Bids	: Indian Institute of Corporate Affairs Plot No – 6, 7 & 8, Sector – 5, IMT, Manesar, Gurgaon.
Address for Communication	: Indian Institute of Corporate Affairs Plot No – 6, 7 & 8, Sector – 5, IMT, Manesar, Gurgaon. Tele: 0124-2640142, Email: chopra.iica@gmail.com , chetan.iica@gmail.com

ELIGIBILITY CRITERIA FOR BIDDERS

- A. Bidder should be a reputed firm/dealer having minimum of two years experience in the same field.
- B. Vender should submit its PAN, and Tax/VAT/Regis. No's.

1. The terms and conditions

The following conditions should be observed while submitting the quotation:

THE ENVELOPE CONTAINING QUOTATION MUST BE SUPERSCRIBED "QUOTATION AGAINST TENDER NO. IICA15-15/2012 DATED 3/10/3103 " AND ADDRESSED TO THE Sh.B.S. CHOPRA, ADMIN OFFICER, Indian Institute of Corporate Affairs, Plot No. 6, 7 & 8, Sec. - 5, IMT Manesar, Gurgaon.

- The price shall include complete break-up of packing, airfreight, transportation charges, insurance & other statutory Govt. Charges etc., if applicable.
- The rates quoted should remain valid for three months from the date of opening of the tender.
- The quotations should be complete in all respect and cover the cost for the materials of the exact specifications and descriptions of the work as stated above otherwise the same shall be ignored.
- The orders must be executed within stipulated date otherwise the same is liable to be cancelled without any reference.
- IICA reserves the rights to himself to alter/modify the order at any stage and or to reject any offer without assigning any reason thereof.
- FULL PAYMENT OF BILLS WOULD BE MADE NORMALLY WITHIN 30 DAYS FROM THE DATE OF RECEIPT OF STORES IN GOOD CONDITION/SATISFACTORY DEMONSTRATION WHEREVER NEEDED AND SUBMISSION OF BILLS IN DUPLICATE DULY PRE-RECIPTED REVENUE STAMP WHICH EVER IS LATER.

Please note that all payments shall be made (in the event of Purchase/Work Order) only through Electronic Fund Transfer/RTGS methods, and you are required to furnish the following information in your offer/: (a) Your Account Name (b) Bank Name (c) Branch Name and Address (d) Account No. (e) Type of Account-Current/Cash Credit etc (f) IFS Code (g) MICR Code (should be supported by a cancelled Cheque leaf copy to eliminate typing errors and (h) PAN No.

(AUTHORISED SIGNATORY)

Annexure-I

1. Name of the proprietor/registered Firm/company
2. Address of the concern
3. Contact person(s) (with mobile numbers)
4. Permanent Account Number/TAN Number/ VAT Registration
5. Contact details of two referees
6. Pricing as per format given below.

S.no	Product Name/ Description	Rate/ unit(Rs)	Quantity	Taxes (%)	Total	Remarks
1.	ADOBE DREAMWEAVER		1USER			
2.	MICROSOFT .NET VISUAL STUDIO 2012		2 USER			
3.	MICROSOFT SSQL SERVER		1 USER			
4.	Adobe Photoshop CS 6		1 USER			

(Signature of authorized signatory with seal & date)

