



NIRC:2016

2nd November, 2016

Subject:- Purchase, installation, testing and commissioning of single user Library Management Software Package

Dear Madam/Sir,

Sealed offers are invited from qualified software vendors for Purchase, installation, testing and commissioning of single user Library Management Software Package at Northern India Regional Council (NIRC), ICSI-NIRC Building, Plot No. 4, Prasad Nagar Institutional Area, New Delhi-110 005

Technical & Financial bids are required to be submitted in separate sealed covers addressed to the Chairman, Northern India Regional Council, ICSI-NIRC Building, Plot No. 4, Prasad Nagar Institutional Area, New Delhi-110 005 so as to reach us on or before 17th November, 2016 up to 3.00pm, duly super scribing the Technical bid & Financial bid for **“Purchase, installation, testing and commissioning of single user Library Management Software Package”** on the top of the cover.

The vendors may inspect the site with prior intimation to NIRC, on any working day during working hours (10.00 am to 4.00 pm) for collecting any information required.

The Technical bid (Part-I) will be opened at 3:30 PM on 18th November, 2016 in the presence of intending vendors, if any. The Financial bid (Part-II) of the offers will be opened after evaluation of the technical bids and only such bidders, whose bids are qualified in technical evaluation, shall be called for opening of their commercial bids.

Other terms and conditions

1. Eligibility Conditions:

- I. The software vendors have an annual turnover of more than Rs. 10,00,000 (Rupees Ten lakh) during last three years shall only be eligible
 - II. The software vendor should have successfully executed at least three supply orders of similar nature to Central/ State Government Departments/ organizations/ reputed educational institutions in the last three years. Copies of these supply orders should be attached with the Technical Bid.
 - III. The vendor should have PAN No., TIN No. and VAT No. and should submit legible attested copies of PAN No., TIN No. and VAT No. with Technical Bid. Technical Bid not accompanied by these documents would be summarily rejected.
2. PERFORMANCE GUARANTEE: The successful bidder shall provide a Bank Guarantee in favour of NIRC of ICSI, for an amount of Rupees equivalent to TEN PERCENT of the order value for period covering the warranty.
 3. Earnest money deposit: Two percent of the total cost to be deposited.
 4. The bids submitted by the Bidders shall be valid for a minimum period of 90 days, computed from the date of award of the contract.

5. The acceptance of the tender rests with NIRC. The NIRC is not bound to accept the lowest tender bid and reserves the right to accept or reject any or all the bids without assigning any reasons thereof.
6. NIRC also reserves the right to modify and/ or relax, any terms & conditions of this tender document to safeguard its interest.
7. Any inquiry after submission of the tender will not be entertained.
8. NIRC reserves the right to cancel the tender process without assigning any reason whatsoever, at any stage.
9. Following information/inputs are to be provided along with your sealed offer (technical & financial bids).
 - i. Validity of offer (Technical bid)
 - ii. Proprietary Clause (Technical bid)
 - iii. Technical support/ software updation ((Technical bid)
 - iv. Data conversion: offer should includes for conversion of existing data from Excel format
 - v. Warranty/Defect liability period (Technical bid)
 - vi. Payment terms (Technical bid)
 - vii. Total completion period (Technical bid)
 - viii. Delivery period (Technical bid)
 - ix. Installation and testing and commissioning (Technical bid)
 - x. Offer price should be inclusive of delivery, installation, testing, commissioning and all taxes. (Financial bid)
 - xi. Financial implication towards technical support/ software updation within and after warranty period (Financial bid)
10. Escalation in price
No escalation in entire period of execution.
11. AMC
AMC after Warranty/defect liability period are to offered for following period
 - a. 1st year : Rs..... + Service tax
 - b. 2nd year : Rs..... + Service tax
 - c. 3rd year : Rs..... + Service tax
 - d. 4th year : Rs..... + Service tax
 - e. 5th year : Rs..... + Service tax

12. Arbitration clause

- i. In case of any dispute or difference arising in relation to meaning or interpretation of the contract, the same shall be referred to a sole arbitrator to be appointed by the Regional Director, NIRO. The Arbitration and Conciliation Act, 1996 will be applicable to the arbitration proceedings and the venue of the arbitration shall be at New Delhi. The award of the arbitrator shall be final and binding to both the parties.
- i. Jurisdiction : The jurisdiction in case any dispute arises in transacting the contract will be at Delhi

Thanking you,

Yours faithfully

(MANISH GUPTA)
Chairman, NIRC