CORRIGENDUM

The last date for submission of “Tender for Supply of Software Licenses” has been extended upto October 07, 2016 by 3:00 PM due to administrative reasons and date of opening of the quotation shall be October 10, 2016 at 11:00 AM at ICSI House, 22, Institutional Area, Lodhi Road, New Delhi.

Other terms & conditions of “Tender for Supply of Software Licenses” dated August 31, 2016 remains the same.

The bidders may take note the above changes.

Date: September 29, 2016

(Dr. SANJAY PANDEY)
JOINT SECRETARY
Purchase: 2015-16(SL)                                      Date 31/08/2016

Sub: Tender for ‘Supply of Software Licenses’

Dear Sir,

The Institute of Company Secretaries of India is a statutory body set up by an Act of Parliament. It is functioning under the overall administrative jurisdiction of Ministry of Corporate Affairs, Government of India, and its Headquarters is located at “ICSI House” 22 Institutional Area Lodi Road New Delhi-110 003.

The Institute proposes for ‘Supply of Software Licenses’ as per enclosed tender document and accordingly sealed offers are invited as stated in the said document.

The sealed quotations is to be sent to , The Institute of Company Secretaries of India, by name at the Institute’s Headquarters in the envelope super scribing tender for ‘Supply of Software Licenses’ due on September 20, 2016 by 3:00 PM.

Thanking you,

Yours faithfully,

(Dr. Sanjay Pandey)
JOINT SECRETARY
No. Purchase: 2015-16(SL)                                      Date : 31/08/2016

Supply of Software Licenses

TENDER DOCUMENT

PART-A
Sealed Offers are invited by the Institute of Company Secretaries of India (ICSI), a statutory body under an Act of Parliament. It is functioning under the administrative jurisdiction of Ministry of Corporate Affairs, Government of India with its headquarters located at “ICSI House” 22, Institutional Area, Lodi Road, New Delhi-110 003 for Tender for ‘Supply Software Licenses’ as per details given in the “Part-C” of the quotation document. The terms and conditions governing the instant quotation are as under:-

1. The sealed quotations are to be submitted in prescribed format on your business letter head duly stamped and signed and dated on each page of Part ‘A’, ‘B’ & ‘C’ as their unconditional acceptance to the terms prescribed by the Institute, details/supporting documents wherever applicable, if attached with the quotation should be duly authenticated by the vendor/s. No overwriting shall be accepted unless authenticated with full signature of the vendor/s.

2. Each Tenderer shall submit the offer in two separate sealed envelopes, Part ‘A’ & ‘B’ along with EMD should be put in Envelop No. 1 (Please mark the envelope as “No.1 – Technical Bid”, Envelop No. 2 will contain only Part ‘C’ (Please mark the Envelope as “No.2 – Financial Bid”). Both the sealed envelopes bearing No. 1 and 2 are to be put in the main envelop i.e. Envelop No.3.

3. The sealed quotation duly superscribed, “Tender for ‘Supply of Software Licenses’ due on September 20, 2016 by 3.00 PM”, should be addressed by name to The Secretary, The ICSI and sent at the Institute’s address given below either by registered post/speed post/or by dropping in the tender box placed at IIIrd floor of Institute’s Headquarter & should reach on or before September 20, 2016 by 3.00 PM.

Address:

   The Secretary
   The Institute of Company Secretaries of India
   ICSI House, 22, (IIIrd Floor : Tender Box)
   Institutional Area, Lodi Road
4. The bids received after the stipulated date and time shall not be entertained. The Institute shall not be liable for any postal delays what so ever and bids received after the stipulated time/date are liable to be rejected summarily without giving any reason.

5. The **Technical Bid** shall be opened on September 21, 2016 **by 11.00 AM** in the Institute at ICSI House, 22 Institutional Area, Lodi Road, New Delhi in the presence of those tenderer(s) who wish to be present. No separate communication will be sent in this regard. In the event of due date being a closed holiday or declared Holiday for Central Government offices, the due date for opening of the bids will be the following working day at the appointed date, time & venue.

6. ICSI shall have the right to assess the competencies and capabilities of the Tenderer by going through the credentials given in the Technical Bid and on the basis of such credentials, ICSI may reject the candidature of the Tenderer without assigning any reason. In such case(s) the Financial Bid shall not be opened for that particular Tenderer. The Financial Bid of only those parties who qualify in the technical scrutiny shall be opened and time and date for opening the financial bid shall be intimated separately.

7. Prices quoted should be FOR Institute premises (ICSI) Headquarters New Delhi and ICSI-Noida at Noida and should be inclusive of all charges/taxes.

8. Institute’s usual payment terms are 30 days upon receiving of Licenses and confirmation of same from OEM.

9. Though Institute prefers to deal with manufacturers/principal manufacturers directly, it may also consider the offers received through its authorized channel partners, provided the principal authorizes the said channel partner in this regard.

10. Delivery period should be mentioned clearly in the proposal. Penalty for the late delivery and installation would be levied at the rate of half percent per week subject to a maximum of 10 percent of the value of the order as has not been supplied during the stipulated period. In case of delay beyond fifteen days from the stipulated period, Institute may at its discretion cancel the order and arrange to procure the same from the next bidder on the panel/open market at the sole risk, cost and responsibility of the vendor.

11. While Part “C” describes specifications desired by the Institute, vendors are also welcome to quote for richer specifications, which will be considered at the sole discretion of the Institute.

12. The bids shall be valid for at least 90 days from the date of opening.
13. The tenderers are required to deposit an earnest money of Rs. 70,000/- (Rupees Seventy thousand only) for supply of Software Licenses by way of demand draft drawn in favour of ‘The Institute of Company Secretaries of India’ payable at ‘New Delhi’. The quotation not accompanied with earnest money shall be rejected summarily. The earnest money of unsuccessful tenderers will be refunded without any interest/bank commission/collection charges within 60 days, after the order has been issued in favour of successful party. The EMD of successful bidder will be refunded after supply of the software licenses.

14. The EMD of the bidder shall be forfeited in the following circumstances:-
   i. the bidder withdraws his bid;
   ii. the bidder does not accept the Purchase / Work Order;
   iii. the bidder fails to supply goods / services as per the terms of the quotation and Purchase / Work Order.
   iv. any other justified reasons e.g. misleading or wrong information in the Bid, violation of the terms and conditions of the Tender, involvement in forming ring / cartel, submission of multiple bids in different names etc.

15. Kindly submit duly filled in and signed Declaration & Acceptance of Terms and Conditions, as per Performa enclosed in Annexure – I

GENERAL:

a) All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator to be appointed by the President of the Institute of Company Secretaries of India, New Delhi. The award of the sole arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Conciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Delhi.

b) The Institute reserves the right to accept or reject any or all quotations including the lowest quotation/s without assigning any reason at its sole discretion and the decision of the Institute will be final and binding on all concerned.

c) The quantities indicated in Part “C” are tentative and may be increased/decreased at the sole discretion of the Institute and the vendor shall have not right to claim any minimum/definite volume of business.

d) For any details/clarifications, Shri Asit Kumar Rath, Director, IT on telephone No. 0120-4522008, may be contacted.

Date: August 31, 2016

(Dr. Sanjay Pandey)
Joint Secretary
Supply of Software Licenses
PART ‘B’ INFRASTRUCTURAL BID

1. Name and complete address of the Tendered Company

2. Tele/Fax/E-mail/Cell No. of the Tendered Company

3. Contact person’s name & residence telephone No.

4. Details of registered office, if any, along with contact person’s name and Telephone. No.

5. Legal status i.e. public / private limited / any other along with documentary evidence.

6. Income-Tax registration number along with documentary evidence.

7. Sales Tax registration number along with documentary evidence.

8. List of existing clients to whom software in last One (1) year installed with details of company, value of business, concerned person name & his telephone no. (Please attach full details)

9. Please indicate in full the following details:
   Escalation matrix for lodging the complaint during the warranty.

10. The establishment of the bidder should be operational in India for last three (3) years.
    The firm should provide its balance sheet for the immediate past three financial years.

11. The bidder should be Microsoft Authorized Education Reseller for past 01 (Year) years

12. The bidder should have executed at least three orders for supply of similar Software Licenses in last one year.

13. CIN Number along with documentary evidence.

14. TAN Number along with Documentary evidence.

15. Service Tax Registration number (if any).

Date: ____________________________ Name and Signature of Bidder with Corporate Seal

ICSI Page 6 of 8
Supply of Software Licenses  
PART ‘C’ Financial Bid

Cost Quoted should be Net Unit Cost (Unit Price + taxes + Cartage, if any) 

<table>
<thead>
<tr>
<th>S.NO</th>
<th>Description</th>
<th>Part Number</th>
<th>Microsoft Product description</th>
<th>Unit of Measurement</th>
<th>Qty</th>
<th>Unit Cost in Rupees (Inclusive All Taxes)</th>
<th>Total Cost in Rupees (Inclusive All Taxes)</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>User Licenses for Microsoft Exchange Standard (latest version) Academic.</td>
<td></td>
<td></td>
<td>Users</td>
<td>17</td>
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<td></td>
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<tr>
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<td>Microsoft Office Professional (latest version) Academic ( Software and License)</td>
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<td></td>
<td>No’s</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Crystal Report (Latest Version) Academic ( Software and License)</td>
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<tr>
<td>4</td>
<td>Adobe Acrobat Writer (latest version) Academic ( Software and License)</td>
<td></td>
<td></td>
<td>No’s</td>
<td>31</td>
<td></td>
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<tr>
<td>5</td>
<td>SQL Server Enterprise (latest version) Academic ( Software and License)</td>
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<td>Windows Operating System 2012 R2 Datacenter (latest version) Academic ( Software and License)</td>
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<tr>
<td>7</td>
<td>Team Viewer Corporate suite (latest version) Academic (Software and License)</td>
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<td></td>
<td>No’s</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: For item No 2 to 7 the vendor has to provide the Software in CD / DVD / Through Online link with user ID and Password compulsorily along with paper license mentioning the no of license’s being procured for the respective software.

DELIVERY: Delhi / Noida  
Delivery Period Days: ___________________________  
Validity of Offer: ____________________________  
Any Special Terms (Please Specify):  

Date: ___________________________  
Name and Signature of Bidder with Corporate Seal
To,
The Secretary
Institute of Company Secretaries of India
ICSI House, 22, Institutional Area,
Lodi Road, New Delhi-110003

Sub: Tender for Supply of Software Licenses

Sir,

This is with reference to your tender no: Purchase: 2015-16(SL) due on September 20, 2016. We are interested to participate in the Tender for Supply of Software Licenses. We declare that:-

i) We have read and understood the terms and conditions given in the quotation / tender Document;

ii) We are eligible for award of the contract as per the qualification criteria mentioned in the quotation / tender Document;

iii) We accept and agrees to all the terms and conditions of the quotation / tender;

iv) We shall comply with all the terms and conditions of the quotation / tender;

v) All the information / documents provided in this bid are true to the best of his knowledge and belief. If at any stage, the information / documents are found to be false, misleading or incorrect then this Bid / Purchase Order shall be cancelled at his cost and risk and he shall indemnify the Institute for the loss caused due to the cancellation and we shall be liable for penal / legal action including black listing.

vi) We understand that the Institute reserves the right to cancel the quotation / tender at any stage or to cancel / reject any one or more bid without incurring any liability.

vii) The duly signed copies of all the tender pages are attached herewith.

(Signature of the Bidder)
Printed Name Designation
Official seal/ stamp
Date: