

	<p style="text-align: center;">भारतीय प्रौद्योगिकी संस्थान मद्रास चेन्नै 600 036 INDIAN INSTITUTE OF TECHNOLOGY MADRAS Chennai 600 036 भंडार एवं क्रय अनुभाग STORES & PURCHASE SECTION Email: adstores@iitm.ac.in दूरभाष: (044) 2257 8285 / 8286 / 8287 / 8288 फैक्स: (044) 2257 8292 Telephone : (044) 2257 8285/8286/8287/8288 FAX: (044) 2257 8292</p>	
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Form for Inviting Quotations

Ref. No. CC /2014/ADMN./MSWINDOWS

Date : 08.09.2014

Dear Sirs,

DUE DATE: 19/09/2014

On behalf of the Indian Institute of Technology Madras, I invite you to tender for supply conforming to the specifications mentioned below

Items
(i) 79P-04730 Office professional plus 2013 single OLP NL ACDMC
(ii) FQC-08173 WinPro 8.1 SNGL UPGRD OLP NL Acdmc
(iii) 4HR-00400 WinSL 8.1 SNGL OLP NL Acdmc Legalization GetGenuine
(iv) 3YF-00262 OfficeMacStd SNGL LicSAPk OLP NL Acdmc

Quote for each of these items should be given separately inclusive of all taxes and duties. The appropriate requirement for all the item are in the range of 750- 1000. The pricing should be given in the following slabs with suitable discount:

1. 1 to 100
2. 101 to 250
3. 251 to 500
4. 501 to 700
5. 701 to 1000
6. 1000 & above

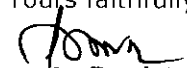
The Quotations should be valid for **sixty days** from the due date and the period of delivery required should also be clearly indicated.

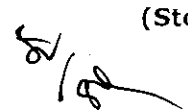
1. **LIMITED TENDER FOR SUPPLY OF MS Office and Windows for Academic users due on 19.09.2014 at 2.00 p.m.** The tender should be sent to: **DEPUTY REGISTRAR, STORES & PURCHASE SECTION, INDIAN INSTITUTE OF TECHNOLOGY MADRAS, CHENNAI-600 036**
2. Right is reserved to ignore any tender which fails to comply with the above instructions. **Tender should be sent either by REGISTERED POST ACKNOWLEDGEMENT DUE OR THROUGH MESSENGER.** If the Tender is sent through Messenger, the same has to be dropped in the **TENDER BOX** kept for this purpose in the **DEPUTY REGISTRAR'S OFFICE (3rd Floor of Administrative Building) before 2.00 PM on due date 19.09.2014.** If it is by post (Registered Post or Speed post only) the same should reach before 2.00 p.m. (i.e.) on the last date 19.09.2014 otherwise it will be summarily rejected.
3. **THE INSTITUTE SHALL NOT BE RESPONSIBLE FOR THE LATE RECEIPT OF TENDER ON ACCOUNT OF POSTAL OR ANY OTHER DELAY. THE TENDER BOX WILL BE CLOSED EXACTLY AT 2 P.M. ON 19.09.2014 SHARP.**
4. **Prices:** The prices quoted must be net per unit shown in the schedule and must include all packing and delivery charges and other statutory levies. The prices quoted by the Tenderer should be inclusive of Sales Tax/VAT and other statutory levies (and should be clearly stated to be so) which will be paid by the Purchaser/if legally leviable at the rate ruling on the date of supply as specified in the Acceptance of Tender. The percentage of tax etc. included in the price should be indicated in clear terms. If the inclusive price is not given, we will treat your offered rate as inclusive rate and comparison be made with others. If at the time of comparison of your offer without taxes etc. is happen to be lowest, you are bound to supply

as per the offered rate, i.e. without taxes etc. Hence you are requested to be careful while quoting for tender. The price should be without customs duty and excise duty since IIT Madras is fully exempted from payment of excise duties and also eligible for payment of concessional customs duty against submission of Essentiality Certificate. The customs duty will be payable / reimbursable by us at the time of clearance on production of necessary proof. Hence these duties need not be included in the price while quoting. Necessary document will be provided at appropriate time. No price revision, changes in the specification already given or changes in the terms and conditions etc. during the period is acceptable. **We are eligible for concessional VAT/CST on submission of concessional certificate. The Institute is not authorized to issue C or D forms of Sales tax certificate. Hence VAT/CST should be charged at concessional rates as applicable to educational and research institutions run without profit motives, for which necessary certificate will be issued on demand at the time of retirement of documents/payment, wherever applicable.**

5. Payment: **Payment will be made after supply.**
6. **TENDERER SHALL SUBMIT ALONG WITH HIS TENDER:** **I.** They have to quote their PAN No. **II.** Name and full address of the Banker and their swift code. **III.** Proof of having ISO 9002 or other equivalent certification given by appropriate authorities. **IV.** Proof of registration with sales tax /VAT authorities like registration number, range etc. in clear terms.
7. **Microsoft Authorized Education Resellers** having place of business in and around Chennai alone can apply for this tender along with the certificate issued by **OEM** with validity date.
8. As this is a bulk purchase, special pricing offered by Microsoft for educational version should be given and no commercial pricing will be accepted.
9. The validity and the consolidated license certificate from OEM should be supplied along with the product and it should be perpetual.
10. List of reputable clients/govt. sectors using Microsoft educational version may also be quoted along with the tender
11. License period starts from the date of activating the original license keys. Free upgradation and update during the license period should be given. Support will be extended over phone, email and on-site. The installation of the license will be taken care by our institute. Hence no payment will be made for installation. Electronic software downloading link will be provided for downloading the software from the portal.
12. **EMD of Rs. 25,000/-** has to be paid along with the tender in the form of Demand Draft drawn in favour of Registrar, IIT, Madras 600 036 payable at Chennai issued by any nationalized bank. This Earnest Money will be returned to the unsuccessful tenderer after the final disposal of the tenders. EMD will not carry any interest. The EMD will be retained in the case of successful tenderer until the warranty period is over for all the supply made by them. Even if they are selected for one System only, the EMD paid for all together will be refunded only after the expiry of contract period. EMD will not be waived under any circumstances. EMD will be forfeited in the case of non-execution of the order within the due date. Non submission of EMD will lead to rejection of tender at the opening stage itself.
13. **Penalty :** It is noticed that there is heavy delay in supply by some of the companies citing one reason or the other. This is not acceptable. If there is a delay in supply without any valid reasons and not accompanied by proof for delay from the manufacturer, the penalty at the following rates will be levied while making payments without any reference to your company.
 - **Delay of 16 to 30 days from the due date** – 1% of the total value of Invoice
 - **Exceeding 30 days to 2 months** – 2% of the total value of Invoice
 - **Beyond 2 months** – 5% of the total value of Invoice, In addition your company name will be removed from our mailing list for further enquiries.

Yours faithfully,


Deputy Registrar
(Stores & Purchase)



TERMS & CONDITIONS for Rupee quote

1.	Sales tax	:	IIT will issue concessional sales Tax certificate for purchase of scientific and research items. IIT is not eligible to issue "C" or "D" form. Percentage of tax if applicable- may be mentioned.
2.	Validity	:	Validity of the license shall be perpetual
3.	Service charges	:	(i) IIT Madras is exempted from Service Tax as per circular dated 19.09.2013 to Government Notification No:25/2012/-ST Dated 20th June 2012, for exempting service tax, for service provided to an Educational Institute. (ii) Exemption certificate will be issued separately. (iii) If the taxation authority insists for service tax in spite of Exemption Certificate, it will be paid later against proof of payment document.
4.	Discount	:	Educational version discount may be offered
5.	Payment terms	:	Payment after supply
6.	Delivery period	:	Within 15 days
7.	AMC / Up gradation	:	May be stated clearly.
8.	Any other details	:	Separate sheet may be attached.