



SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN

University of Delhi

Vasundhara Enclave, Delhi – 110096

Phones – 22623503, 22623504, 22623505

www.rajgurucollege.com

SRCASW/e – Tender/Mathematics/2018 – 19/002

**LIMITED E-TENDER FOR SUPPLY OF MATHEMATICA LATEST VERSION PERPETUAL
DESKTOP LICENSE**

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SECTION – 1

NOTICE INVITING TENDER FOR SUPPLY OF MATHEMATICA LATEST VERSION PERPETUAL DESKTOP LICENSE

e-Tenders are invited under Two-Bid system from reputed agencies, either by themselves or as a joint venture/consortium/partnership having proven capacity to provide Mathematica latest version perpetual desktop license in the Department of Mathematics of Shaheed Rajguru College of Applied Sciences for Women at Vasundhara Enclave, Delhi – 110096. **Manual bids shall not be accepted.**

Document Download: Tender documents may be downloaded from www.rajgurucollege.com (for reference only) and Central Public Procurement Portal (CPPP) site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under:

CRITICAL DATE SHEET

| | |
|----------------------------|-------------------------------------|
| Published Date | 02.01.2019 (Wednesday) at 3:00 p.m. |
| Bid Document Download | 02.01.2019 (Wednesday) at 5:00 p.m. |
| Clarification Start Date | 03.01.2019 (Thursday) at 9:00 a.m. |
| Clarification End Date | 03.01.2019 (Thursday) at 5:00 p.m. |
| Bid Submission Start Date | 04.01.2019 (Friday) at 9:00 a.m. |
| Bid Submission End Date | 18.01.2019 (Friday) at 5:00 p.m. |
| Technical Bid Opening Date | 21.01.2019 (Monday) at 11:00 a.m. |

- Bids Submission:** Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.
Bidders are advised to follow the 'Special Instructions to the Contractors/Bidders for the e – submission of the bids online' available through the link 'Help for Contractors' at the e – procurement portal.
Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- Not more than one tender shall be submitted by one bidder or bidders having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e., when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate bidders. A breach of this condition will render the tenders of both parties liable to rejection.
- Bidder who has downloaded the tender from the college website www.rajgurucollege.com and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found



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to be tempered / modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with the college.

4. Intending bidders are **advised to keep checking the college** website www.rajgurucollege.com and **CPPP website** <https://eprocure.gov.in/eprocure/app> **regularly till closing date of submission** of tender for any corrigendum / addendum/ amendment.
5. **EMD Payment** – Earnest Money Deposit of Rs. (₹) 25, 000/- (Rupees Twenty Five Thousand Only) in favour of Principal, Shaheed Rajguru College of Applied Sciences for Women to be transferred to the college Account as Bank Transfer (RTGS). College Bank details are:
Account Name: Principal, S.R.C.A.S.W
Maintenance A/c Account Number: 0877104000035352
IFS Code: IBKL0000877
Bank: IDBI BANKC-35, 36, Acharya Niketan, Mayur Vihar, Phase-I, Delhi-110091.
Cash/Bank Draft will not be accepted.
EMD of unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
6. Bids (Technical) will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid the results of their qualification as well as Financial-Bid opening date will be intimated later.

Submission of Tender – The tender shall be submitted online in two parts, viz., Technical bid and financial bid.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

Technical Bid – As per details given in section 2 of the tender document.

Financial Bid – Financial bid.

Principal



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SECTION – 2

INSTRUCTIONS FOR BIDDERS

1. **GENERAL** – The present tender is being invited for providing Mathematica latest version perpetual desktop license as specified in SCOPE OF WORK (Annexure – II)
2. **BIDDERS** – Bidder is the person who places a bid under this application system.

Eligibility of the Bidders – All agencies that are providing similar kind of services for at least last three consecutive years and having annual turnover of Rs. (₹) 25 lakhs only or more during each of the last three financial years i.e. 2015-16, 2016-17 and 2017-18 in the books of accounts are eligible to bid as on the date of closing of bid. (Proof Audited Accounts)

The bidder should have the experience of atleast three years with similar work in any of the reputed MNCs/Autonomous Institutions/Central or State Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public- Sector Banks.

The bidder should have awarded single work order for at least Rs. (₹) 5 lakh rupees during the last three consecutive years (2016, 2017, 2018 calendar years) from the date of closing the bid.

3. **QUALIFICATION OF THE BIDDERS** – The bidder shall not engage any sub-contractor or transfer the contract to any other person in any manner.
The bidder shall submit full details of his ownership and control or, if the Bidder is a partnership, joint venture or consortium, full details of ownership and control of each member thereof.
Bidder or members of a partnership, joint venture or consortium shall submit a self-attested copy of PAN card under Income Tax Act.
Bidder must submit copies of all documents required, duly self-attested, along with technical bid of the tender.
Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.
4. **ONE BID PER BIDDER** – Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the tender applications are liable to be rejected.
5. **COST OF BID** – The bidder shall bear all costs associated with the preparation and submission of this bid and the College will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.
6. **TENDER DOCUMENTS** – The Tender Invitation Document has been prepared for inviting



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tenders for providing Mathematica latest version perpetual desktop license. The Tender document comprises of –

- a) Notice Inviting Tender (Section 1)
- b) Instructions for Bidders (Section 2)
- c) Tender form for providing Mathematica latest version perpetual desktop license (Annexure I)
- d) Scope of Work (Annexure II)
- e) Check list for pre-qualification eligibility (Annexure III)
- f) Evaluation criteria for Technical Bid (Annexure IV)
- g) Financial Bid (Sample of BOQ) (Annexure V)
- h) Undertaking (Annexure VI)

The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.

Clarification of Tender Document – The bidder shall check the pages of all documents against page number given in indexes and, in the event of discovery of any discrepancy or missing pages the bidder shall immediately inform the Office of Section Officer, Shaheed Rajguru College of Applied Sciences for Women.

In case the bidder has any doubt about the meaning of anything contained in the Tender document, he shall seek clarification from the teacher in – charge of the respective department before submitting his bid. All communications between the bidder and the college shall be carried out in writing.

Except for any such written clarification by the college, which is expressly stated to be an addendum to the tender document issued by the Office of Principal, no written or oral communication, presentation or explanation by any other employee of the College shall be taken to bind or fetter the college under the contract.

7. PREPERATION OF BIDS –

Language: The bids and all accompanying document shall be in English.

Documents comprising the bid: Tender document issued for the purposes of tendering as described in Clause 6 and any amendments issued shall be deemed as incorporated in the Bid. Upload one copy of the Tender document and Addenda, if any, thereto with each page signed and stamped shall be attached to acknowledge the acceptance of the same.

The bidder shall deposit Earnest Money Deposit for an amount of Rs. (₹) 25, 000/- (Rupees Twenty Five Thousand Only).



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All correspondence shall be addressed to the Principal, Shaheed Rajguru College of Applied Sciences for Women, Vasundhara Enclave, Delhi – 110096.

The Bidder (each member in case of joint venture/consortium/partnership firms) shall furnish the details regarding orders completed in preceding three years, which were similar in nature and complexity as in the present contract for providing Mathematica latest version perpetual desktop license.

Bid Prices

Bidder shall quote the rates in Indian Rupees excluding taxes for the entire contract on a 'single responsibility' basis such that the Tender price covers bidder's all obligations mentioned in or to be reasonably inferred from the tender document in respect of the cost including installation of Mathematica latest version perpetual desktop license at Shaheed Rajguru College of Applied Sciences for Women. This includes all the liabilities of the bidder. Conditional bids/offers will be summarily rejected.

8. **FORM OF BID** – All the documents attached with the bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representatives of the Bidder. If the Bidder comprises a partnership firm, consortium or a joint venture, it shall be signed by a duly authorized representative of each member of participant thereof. Signatures shall be witnessed and dated. Copies of relevant power of attorney shall be attached.

Currencies of Bid and Payment – The Bidder shall submit his financial bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees.

Format and Signing of Bid

The bidder shall upload all the tender document and addenda, if any, thereto, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions of the tender by the bidder.

The documents comprising the bid shall be typed or written in indelible ink and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.

The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the College, or are necessary to correct errors made by the bidder, in which case such corrections shall be initialed/signed and dated by the person or persons signing the bid.

9. SUBMISSION OF BIDS

The bidder shall submit the Pre-qualification eligibility (Annexure III) and Technical Bid (Annexure IV) and the Financial Bid (Annexure V) online.



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Pre-qualification eligibility (Annexure III) and Technical Bid (Annexure IV) should consist of the following documents:

- a) Earnest Money Deposit;
- b) Name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Directors/Partners also;
- c) Undertaking on a non-judicial stamp paper of Rs. 100/- as per the format prescribed in Annexure VI
- d) Self-attested copy of GST Registration Number;
- e) Proof of IT returns of previous three years supported by audited balance sheet and P/L A/C.
- f) Other documents, if any;
- g) Duly filled and signed Annexure(s).

The tender bids shall remain valid and open for acceptance for a period of 180 days from the last date of submission of tender.

10. BIDDING PROCESS

Bid Opening and Evaluation

The authorized representatives of the College will open the Technical Bids.

The bid of any bidder who has not complied with one or more of the conditions will be summarily rejected.

Conditional bids will also be summarily rejected.

Technical bids will be evaluated as per the methodology given in the Annexure – III and IV of the Tender document.

Financial bids for evaluation will be opened of those who qualify from Technical bids.

Financial bid will be evaluated as per methodology given in the Annexure – VI of the Tender document.

Right to accept any Bid and to reject any or all Bids

Shaheed Rajguru College of Applied Sciences for Women is not bound to accept any bid and may at any time by notice in writing terminate the tendering process.

SRCASW may terminate the contract if it is found that the agency is black listed on previous occasions by any of the Colleges / Institutions / Local Bodies / MNCs/ Public Sector Undertakings etc.

SRCASW may reject the Bid in the event that the Bid is accepted but the successful bidder fails to furnish the Performance Security (Annexure VII) or fails to execute the contract agreement. Also the EMD shall be forfeited.



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11. AWARD OF CONTRACT

Shaheed Rajguru College of Applied Sciences for Women will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.

SRCASW will communicate the successful bidder by email, followed by letter transmitted by post that his bid has been accepted. This letter hereinafter and in the condition of contract called the “Letter of Award”.

The successful bidder shall be required to furnish a Performance Security within 15 days of receipt of “Letter of Award” @ 10% of the contract value in the form of Bank Guarantee Annexure-VII) in favour of Principal Shaheed Rajguru College of Applied science for Women via online transfer to the college Account as

Bank Transfer (RTGS). College Bank details are:

Account Name: Principal, S.R.C.A.S.W

Maintenance A/c Account Number: 0877104000035352

IFS Code: IBKL0000877

Bank: IDBI BANKC-35, 36, Acharya Niketan, Mayur Vihar, Phase-I, Delhi-110091.

The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations.

Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of Performance Security.



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ANNEXURE – I

**TENDER FORM FOR PROVIDING MATHEMATICA LATEST VERSION
PERPETUAL DESKTOP LICENSE**

1. Due date for submitting tender – _____
2. Opening time and date of tender – _____
3. Name, address and telephone
numbers of firm/ agency/ company – _____

4. Registration No. of the firm /company – _____
5. Name, Designation, Address and
Telephone No. of Authorized person of Firm/ _____
Company to deal with – _____
6. Please specify as to whether tenderer
is sole proprietor/ Partnership firm/
Company. Name, Address and Telephone No. _____
of Directors/partners should be specified – _____
7. Copy of PAN card issued by Income Tax
Department, copy of previous three Financial _____
3 year's Income Tax Return and audited Balance _____
Sheet and profit loss account
8. Details of EMD deposited – _____
Amount (in words also) – _____



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Transaction id –

Date –

Name of Bank –

A/c number –

IFS Code –

Any other information –

Declaration by the bidder –

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

Signature of the Bidder

Name and Address (with seal)



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ANNEXURE – II

SCOPE OF WORK

- 1.Details of Mathematica latest version perpetual desktop license to be provided and installation.
- 2.Operating system support – Windows 7 and above/ Linux/Mac.
- 3.Delivery within 4 weeks of getting the confirmation order.
- 4.Onsite installation must be done.
- 5.After sales technical support must be provided.

Signature of the Bidder

Name and Address (with seal)



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ANNEXURE - III

CHECK-LIST FOR PRE-QUALIFICATION ELIGIBILITY FOR MATHEMATICA LATEST VERSION PERPETUAL DESKTOP LICENSE

| S.No. | Documents required for | To be filled by the bidder | For office use |
|--------------|---|-----------------------------------|-----------------------|
| 1 | Annual Turnover (in Lakhs) (Audited Profit and Loss Accounts) | | |
| 2 | Earnest Money Deposit of Rs. (₹) 25, 000/- (Rupees Twenty Five Thousand Only) in the form of online transfer to the college Account as Bank Transfer (NEFT/RTGS). College Bank details are (Account Name: Principal, SRCASW Maintenance A/c, Account Number: 0877104000035352, IFS Code: IBKL0000877, Bank: IDBI Bank, Mayur Vihar, Phase-1, Delhi) | | |
| 3 | Single work order for atleast Rs. (₹) 5 lakhs during last three consecutive years. | | |
| 4 | Undertaking on a stamp paper of Rs. 100/- (Rupees One Hundred Only) as per format prescribed in Annexure – VI. | | |
| 5 | Self-attested copy of the PAN card issued by the Income Tax Dept. | | |
| 6 | Self-attested copy of GST Registration No. | | |
| 7 | Annual I.T. Returns of previous three years supported by audited balance sheet and P/L A/C. | | |
| 8 | Other documents, if any. | | |

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

Signature of the Bidder

Name and Address (with seal)



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ANNEXURE – IV

**CHECKLIST FOR TECHNICAL EVALUATION OF MATHEMATICA LATEST VERSION
 PERPETUAL DESKTOP LICENSE**

| S.No | Description | Compliance[Yes/No] |
|-------------|--|---------------------------|
| 1 | Mathematica License Manager – One User. | |
| 2 | Mathematica Network Increment – Thirty Users. | |
| 3 | Operating System Support – Windows, Linux, Mac. | |
| 4 | International Shipping: Inclusive in the above price. | |
| 5 | Delivery within 4 Weeks of getting the confirmation order | |
| 6 | Payment: 100% within 15 Days of delivery and successful Installation. | |
| 7 | Licenses are Perpetual in nature updates and upgrades for One (01) year will be given free of cost. | |
| 8 | Onsite installation support and after sales supports must be given. | |
| 9 | Taxes: Present GST on Software is 18% however Indian Academics and R &D Organizations who are purely into Non-profit making Research Activity can avail 5% GST. For that a declaration also needs to be furnished on their Letterhead with Signature of Institutional Head with official stamp. Declaration format is attached with this quotation for your reference. Also, the GST concession will be on the product component the service (Optional) component GST of 18% will remain unchanged. We are attaching the Declaration of Institute for concessional GST. Please send the filled copy of this declaration along with your purchase order to avail concessional 5% GST on Product price only. | |

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself / ourselves abide by them.

Signature of the Bidder

Name and Address (with seal)



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ANNEXURE – V

**FINCNIAL BID FOR SUPPLY OF MATHEMATICA LATEST VERSION PERPETUAL
DESKTOP LICENSE**

| S.No. | Item Required | Rate | Taxes | Total Amount |
|--------------|----------------------|-------------|--------------|-------------------------|
| 1 | | | | |

I/We.....on behalf of M/s.hereby undertake to provide Mathematica latest version perpetual desktop license as specified in this tender on above mentioned work. These rates are inclusive of all applicable charges with GST/Service Tax extra as applicable from time to time and including installation on site.

Signature of the Bidder

Name and Address (with seal)



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ANNEXURE – VI

(ON A STAMP PAPER OF Rs.100/-)

UNDERTAKING

To
The Principal
Shaheed Rajguru College of Applied Sciences for Women,
Vasundhara Enclave,
Delhi – 110096

Name of the company/agency:

Name of the tender:

Due Date:

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of the relevant Acts and regulations as applicable to this contract.
4. I/We shall provide Mathematica latest version perpetual desktop license and install the same to the satisfaction of college on site.

Signature of the Bidder

Name and Address (with seal)