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F. No.29(1)Softwares /2014-Stores

Date: 16.01.2017

Sub: Quotation for the supply of 'Softwares' at CPCRI Kasaragod - reg.

Sirs,

Sealed quotations are invited for the supply of following Softwares at this Institute:

Sl.No	Description	Qty	Amount
1.	Microsoft office standard 2016 INDIC OLP 10 user license	01	
2.	Leap office 2000 Hindi software with service pack 3	01	
3.	Adobe Indesign CS6	01	
4.	Nitro Pro latest standalone software 10 user licence	01	

The quotation should conform to the following conditions:-

1. The rates quoted should be valid for a minimum period of 90 days from the due date of receipt of quotation.
2. Complete description, specification of the item(s) quoted with a printed brochure should be enclosed for verification of technical specifications.
3. Should indicate time required for effecting the supply upon receipt of supply order.
4. Should indicate the rate of ST/CST/ED/VAT/Entry Tax etc. if charged extra.
5. Should specify whether the item(s) quoted are under DGS&D rate contract. If so details of the rate contract should be furnished with the quotation.
6. Quotation should clearly indicate the point of supply such as Ex-works/FOR dispatch station/FOR destination..
7. The buyer shall have the right to levy liquidated damages at a percentage not exceeding 2% per each month or part thereof in respect of supplies so delayed and delivered.
8. Guarantee offered for the item(s) should be indicated from the date of receipt of item
9. Payment will be made only after satisfactory receipt/installation of the Item(s)/ by this Office. No advance payment/part payment is admissible as per rules.
10. Quotation received after the due date will not be entertained.
11. The item(s) ordered should be supplied in software CD along with keys or passwords. Part supply will not be accepted. The right to accept or reject the quotation rests with the Director, CPCRI.
12. TRANSIT INSURANCE: The purchaser will not pay separately for transit insurance and the supplier will be responsible until the entire stores contracted delivered in good condition at destination.
13. TIN/VAT/ST Reg. no. Should be indicated in the Quotation.
14. **EARNEST MONEY DEPOSIT @2%** of the quoted amount, (If the order value exceeds Rs 1,00,000/-) the successful tenderers shall have to furnish unconditional performance security for an amount of **5%** of the order value. Performance security may be furnished in the form of demand draft/FD receipt drawn in favour of "ICAR Unit CPCRI, Kasaragod" payable at SBI, CPCRI Branch, Kasaragod or Bank Guarantee from a commercial bank in an acceptable form immediately after acceptance of the tender for placing the order. The performance security valid for a period of 60 days beyond the date of completion of all the contractual obligations including warranty should be furnished within 15 days of acceptance of order. Bid security will be refunded to the successful tenderer on receipt of performance security
15. If the successful tenderer fails to execute the order within the stipulated period after placing the order, the order will be cancelled and security deposit will be forfeited
16. The purchaser reserves the right to place order on the successful bidder for additional quantity (30%) of the quantity offered by them at the rate quoted. Similarly the purchaser also reserves the right to reduce the number of items to be supplied, as against the quantity indicated in the tender notice.
17. Incomplete quotations shall summarily be rejected.
18. This institute is registered with the Department of Scientific & Industrial Research (DSIR), Govt. of India for purposes of availing custom duty exemption in terms of Government. Notification No.51/96-Customs dated 23 July 1996 and central excise duty exemption in terms of Government Notification No. 10/97-Central Excise dated 1 March 1997.

Your sealed quotation superscribed as "**Quotation for the supply of 'Softwares' due on 10.02.2017**" may be sent, addressed to the Director, CPCRI, Kasaragod, Kudlu P O 671124 Kerala so as to reach this office on or before **10.02.2017 (3.00 PM)**.

Yours faithfully,
 (Jayarama Naik K.M.)

Copy to: CPCRI Website/PPP/Vigilance Officer CPCRI

Administrative Officer