



SHAHEED BHAGAT SINGH STATE UNIVERSITY

Moga Road, FEROZEPUR -152004 (Punjab)
(Established by Punjab Government)



NOTICE INVITING TENDER No. 5/2023 (Corel DRAW software)

Sealed tenders are invited from the Developers or their accredited agents/stockiest/dealers (with valid proof/authority) for supply of Corel DRAW software. For details, terms and conditions of the notice inviting bid, refer to www.sbssu.ac.in. Last date and time for submission and opening of tender is 17.07.2023 at 11.30 a.m. and 12.30 p.m. respectively.

Corrigendum, if any, will be issued on website only

Registrar

TENDER NOTICE NO. 05/2023

SPECIFICATIONS:

Software: Corel DRAW

Quantity 10

Coreldraw Graphics suits Enterprises Lic (Inc. 1 year Corel suit Maintenance Perpetual Lic. (One time purchase).

SHAHEED BHAGAT SINGH STATE University

(Established by the Govt. of Punjab)

Moga Road, FEROZEPUR-152004

Ph.8288012050 Fax. 01632-242138

TENDER NOTICE NO. 5/2023

IMPORTANT

Date & time schedule:

1. Last date and time for receipt of Tender bids: :17.07.2023 at 11.30 a.m.
2. Date and time for opening of Tenders : 17.07.2023 at 12.30 p.m..

Venue: - Conference Room D Block, SBSSU Ferozepur.

Tenders should be submitted in Two Bid system. 1. Technical Bid 2. Financial Bid.
Financial bids of only Technical qualified bidders shall be opened.

Tender documents alongwith specifications and terms & conditions be downloaded from University website www.sbssu.ac.in and submitted alongwith DD of Rs. 500/-as tender fee.

Tenderers are requested to go through all the terms and conditions of Tender Notice/Tender Document carefully and to abide by the same. The under mentioned instructions should be followed strictly while quoting the rates:-

1. Quotations must be enclosed in a properly sealed envelope addressed to Registrar SBSSU Ferozepur by designation and not by name. The quotations must be super scribed "**Tender for supply of ----- during the year 2023 as called for in tender notice 5/2023 due by ----- (as above).**"
2. Rates of each Item should be quoted on letter pad of supplier with stamp of the firm. It should also be clearly mentioned whether the specification quoted are as per NIT. All Tenders shall be either type-written or written clearly in indelible ink. Any individual(s) signing the tender or other documents connected there with should specify whether he is signing: (i) as sole proprietor of the concern or as attorney of the sole proprietor (ii) as partner or partner of the firm. All tender papers should be signed by the bidder.
3. The offer must carry the following details clearly: Name & Specification of each item, Percentage discount if any. Mode of delivery Cost of per Item, Taxes and other duties if any, Insurance if any.
4. The tenderers should quote their lowest possible prices applicable to educational institutes. Discount for early inspection/payment should be specified very clearly if available.
5. **EMD 2% in shape of DD issued from a Nationalized Bank in favour of Registrar SBSSU payable at Ferozepur** of total cost of the equipments must be enclosed alongwith the bid. Without EMD, the bid will be rejected. No interest will be paid on EMD amount.
6. Rates quoted for all Items are straightly FOR SBSSU Ferozepur.
7. Performance Statement of Unit should be submitted alongwith the tender bid.
8. The Purchaser reserves the right to accept or reject any Tender, and to annul the tendering process and reject all Tenders at any time prior to award of Contract, without thereby incurring any liability

- to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for the purchaser's action.
9. The Institution will be at liberty to increase or decrease the quantity/no. of items to be purchased.
 10. The tender shall be kept valid for acceptance for a minimum period of 90 (Ninety) days from the date fixed for opening of tenders. The tenders from those who have not kept the validity open as mentioned above shall be rejected.
 - 21. All statutory deductions such as TDS would be made by the Institution from payment to be made to the Contractor.**
 - 22. Submission of copy of PAN card GST number alongwith the tender is must.**
 23. The Successful Contractor has to deposit **Performance Bank Guarantee** (10% of the total cost for 14 months regarding satisfactory performance of machines.
 - 24. If the tender opening day is declared holiday then the tenders will be received and opened on the next Institution working day as per same schedule.**
 - 25. Any corrigendum / addendum / corrections, if any shall be published on the website only. The bidders should keep checking the website and follow accordingly till the day of opening of tenders.**
 26. Submission of Certificate from Manufacturers or their accredited agents/stockiest/dealers (with valid proof/authority) is required. Decision of the Purchase Finalization Committee in this regard will be final and binding.
 27. Tender Participants should be authorized dealer/distributor/reseller. A valid certificate in this regard should be produced.
 28. Tender participants need to produce a list of educational institutes where the said software is successfully installed.
 - 29. One Year Corel Suit maintenance perpetual Lic for maintaining the said software in University Campus.**
 30. Payment will be made after successful installation and demonstration of said s/w in University Campus.
 31. Bidders are advised to go through all the required specifications/samples of items discussing technical points if any before participating in the tender.
 32. Certified that all the terms and conditions of tender notice no. 5/2023 are acceptable me/us (tenderers)
 33. All other general terms and conditions 38 pages of tender document shall be applicable on this purchase.
 34. Competent authority has right to accept or reject any or all tender bids without assigning of any reason.

Signature of supplier/tenderer with Seal

Annexure -1

Proforma for performance Statement:

(For a period of last three years)

Tender no.....Category.....Date of Opening.....

Order Placed by (full address of Purchases)	Order No. & date	Description of goods Ordered.	Value of Order	Date of completion of delivery	Remarks indicating reason for late delivery if any,	Has the equipment been satisfactorily commissioned and is it giving Trouble free Service
				As per actual Contact		

Signature and seal of the Manufacturer/Tenderer

Annexure-2

PROFORMA FOR AUTHORITY FROM MANUFACTURERS

No.....Dated.....

To,

The Registrar Shaheed Bhagat Singh University Ferozepur

Dear Sir,

Sub: Tender No..... ofhaving factories at.....and offices atdo hereby authorized M/S.....(name and address of agent) to represent us, to tender, negotiate and conclude the contract on our behalf with you against Tender No.....

No. company /firm or individual other than M/S.....are authorized to represent us in regard to this business against this specific tender.

Your faithfully

Name.....

For & on behalf of M/S.

(Name of Manufacturer)

Note: This letter of authority should be on the letter head of the manufacturing concern and should be signed by a person competent and having the power of attorney to bind the manufacturer.

ANNEXURE -3

PROFORMA FOT STATEMENT OF DEVIATIONS FOR TENDER CONDITIONS

The following are the particulars of deviations from the requirements of the instructions to tenderers Tender and Special conditions of contract.:-

Clause	Deviation	Remarks (including justifications)
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Signature and seal of the Manufacturer/Tenderer.

Note:- Where there is no deviation, the statement should be returned duly signed with an endorsement indicating "No Deviations"

Annexure-4

PROFORMA FOR STATEMENT OF DEVIATIONS TECHNICAL SPECIFICATIONS

The following are the particulars of deviations from the requirements of the Technical Specifications.

CLAUSE	DEVIATIONS	REMARKS (including justifications)
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Signature and seal of the Manufacturer/Tenderer.

Note:- Where there is no deviation, the statement should be returned duly signed with an endorsement indicating "No Deviations"

Annexure-5

(These are clause 5 of General Conditions of Contract)

PROFORMA OF BANK GUARANTEE FOR CONTRACT

PERFORMANCE GUARANTEE BOND

Ref.....

Dated.....

Bank Guarantee No.....

To

The Registrar
Shaheed Bhagat Singh State University
Moga Road,
Ferozepur-152004

1. Against contract-Vide Acceptance of Tender
No.....datedcovering supply of(hereinafter called the said contract) entered into between the Registrar, S.B.S. State University through the Director Technical Education Punjab, Chandigarh (hereinafter called the purchaser) and(hereinafter called the supplier) this is to certify that at request of the Supplier we.....(hereinafter referred to as the Bank) do, as primary obligor and not merely as surety, hereby irrevocably, unconditionally and absolutely undertake against loss or damage caused to or suffered or would be caused to or suffered by the purchaser by reason of any failure of the Supplier to perform or omission or negligence to perform any part of his/their obligation, viz., the performance of the contract till warranty period the satisfaction of the purchaser in terms of the contract.
2. We.....do hereby undertake to pay the amount due and payable under this guarantee without any demur merely on demand from the purchaser stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the conditions contained in the said contract or by reason of the supplier(s) failure or omission or negligence to perform the said contract till warranty period or any part thereof. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee, which shall not be considered as satisfaction of any part of or obligation hereunder. However our liability under this guarantee shall be restricted to an amount not exceeding Rs.....
3. We undertake to pay to the purchaser any amount so demanded by the purchaser not withstanding.;

- (i) Any dispute or difference between the purchaser or the Supplier or any other person or between the Supplier or any person or any suit or proceeding pending before any court or tribunal or arbitrator relating to; or
 - (ii) The invalidity, irregularity or enforceability of the contract ;or
 - (iii) Or any other circumstances which might otherwise constitute discharge of this guarantee, including any act or omission or commission on the part of the purchaser to enforce the obligations by the supplier or any other person for any reason for whatsoever.
4. We.....(indicate the name of Bank) further agree that the guarantee herein contained shall be continued one and remain in all force and effect during the period that would be taken for the performance of the said agreement till warranty period and that it shall continue to be enforceable till all the dues of the purchaser under or by virtue of the said agreement till warranty period have been fully paid and its Claims satisfied or discharged or till.....Office/Department Ministry ofcertifies that the terms and conditions of the said agreement till warranty period have been fully and properly carried out by the said Supplier(s) and accordingly this guarantee.
5. We.....(indicate the name of Bank) agree and undertake that any claim which the bank may have against the Supplier shall be subject and subordinate to the prior payment and performance in full of all the obligations of the Bank hereunder and the bank will not without prior written consent of the purchaser exercise any legal rights or remedies of any kind in respect of any such payment or performance so long as the obligations of the bank hereunder remain owing and outstanding, regardless of the insolvency, liquidation or bankruptcy of the supplier or otherwise any sum outstanding to the credit of the purchaser with it.
6. We.....(indicate the name of the Bank) further agree with the purchaser that the purchaser shall have the fullest Liberty without our consent and without effecting in any manner our obligations hereunder to vary any of the terms and conditions of the said supplier(s) from time to time or to postpone for any time or from time to time and of the power exercisable by the purchaser against the said supplier(s) and for bear or enforce any of the terms and the conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contract(s) or for any for bearance, act or omission of the part.

Technical Bid: Documents to be enclosed while submitting the tender:

- EMD for requisite amount in full.
- List of Clients with documents.
- Copy of **PAN** card of bidder/bidding firm.
- All rates/charges should be mentioned clearly. Statements like “as per rules/as per Govt. rules” will lead to the rejection of tender bid.
- All papers of tender document are to be signed and stamped by the competent person of the bidding firm.
- Copy of Certificate from Developers or their accredited agents/stockiest/dealers (with valid proof/authority) is required. Decision of the Purchase Finalization Committee in this regard will be final and binding.
- Copy of authorization dealer/distributor/reseller. A valid certificate in this regard should be produced.
- A list of educational institutes where the said software is successfully installed.

One Year Corel Suit maintenance perpetual Lic for maintaining the said software in University Campus.

Financial Bid:

- Rates with clear mentioning taxes etc.
- All papers of financial bid should be signed and stamped by the bidder.

In case this day happens a holiday then the tenders will be opened on the next University working day as per same time schedule. The University will not be responsible for any postal delay.

Tender documents along with specifications and terms & conditions be downloaded from University website www.sbsstc.ac.in. and submitted along with DD of Rs. 500/- as tender fee.

Any corrigendum / addendum / corrections, if any shall be published on the website only. The bidders should keep checking the website and follow accordingly till the day of opening of tenders.