



**INSTITUTE OF LIVER & BILIARY SCIENCES**

(An Autonomous Society under Govt. of NCT of Delhi)

**D-1, VASANT KUNJ, NEW DELHI-110 070**

Ph. 011-64703892, Fax. 011-26706709, Web. www.ilbs.in

**ILBS/LTE/Computer Software(3462)/2009**

**Date: 23 /12/2009**

To,  
M/s.....  
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**Last Date of Tender Submission: 31/12/2009 UPTO 2:30 PM**  
**Tender Opening : 31/12/2009 at 3:00 PM**

**SUB: Tender for Supply of Computer Software to ILBS.**

Sir,

Please quote your minimum rate for supply of Computer Software as mentioned below including safe delivery of the same up to ILBS Vasant Kunj, New Delhi.

<b><u>S.No</u></b>	<b><u>Description</u></b>	<b><u>Quantity &amp; Specifications</u></b>
01	<b>Supply of Computer Software</b> As per <b>Annexure B</b> <b>( Qty : as per list )</b>	(Technical details as per the <b>Annexure B</b> attached. This Annexure is to be signed and submitted with <b>your offer</b> as acceptance to undertake to supply Computer Software to ILBS with the mentioned specifications thereon.)

**TERMS & CONDITIONS:**

**IMPORTANT :-**

1. **SINGLE BID SYSTEM** : The bids are to be submitted in sealed condition in **single closed envelopes** duly super scribed with tender reference no, due date and due time of tender submission. Bids not received accordingly will be rejected.
2. **E M D** : E M D of Rs.6,000/- by way of Pay Order/DD in favour of Project Director, ILBS to be submitted along with the tender. However firms registered with NSIC, having valid NSIC certificate, will be exempted from submitting EMD and Security deposit subject to submission of such certificate.



3. **AUTHORISATION:** Authorisation letter from the principal has to be attached that the firm is an Authorised dealer/distributor of the principal.
4. **PRICES:** The Prices quoted should be up to FOR ILBS Vasant Kunj, New Delhi basis.
5. **PAYMENT:** The 90% payment to the agency / supplier shall be made after receipt and acceptance of material as per order, at our end in good condition and against submission of their invoices. ILBS shall make payment to the supplier on the raised bill unless, the supplied items are found to be deficient in quality/ specifications/ quantity. Balance 10% shall be released within 30 days after successful installation & commissioning at ILBS and submission of Original License Certificates.
6. **RISK PURCHASE:** The time period for making RISK PURCHASE shall be 4 weeks from the date of receipt of A/T. In case the successful Tenderer fails to supply the ordered stores and dishonors the A/T, the department shall procure the stores on Risk Purchase basis and EMD/security deposit of the tenderer shall be forfeited. The department may also impose a penalty and / or blacklist the tenderer, depending upon the urgency of requirement as well as the loss of revenue due to non-availability of such item.
7. **VALIDITY OF OFFER:** Your offer should be valid for consideration for at least 60 days from the date of Tender opening.
8. **DELIVERY PERIOD:** Complete stores should be delivered with 15 days or receipt of A/T.
9. **LIQUIDATED DAMAGES:** Liquidated Damages @ 1 % per week will be applicable for late supply subject to a maximum of 5% value of the order.
10. **FALL CLAUSE :** If any time during the execution of the contract, the contractor reduces the sale price to sell such stores, as are covered under this tender enquiry, to any organization (including the purchaser of any hospital/department of the Govt. of N. C. T. of Delhi) at a price lower than the price quoted under this contract he shall forthwith such reduction to the purchaser and the price payable under this tender for the stores supplied after the date of coming into force of such reduction, the price of equipment/ store shall stand correspondingly reduced.
11. Conditional offer will be liable for rejection.
12. All tenderer must forward the declaration in enclosed format (Annexure-A) accepting all our tender terms and conditions, which should form a part of tender document. Tenders



received without this declaration will not be considered. This Annexure 'A' duly signed and stamped by the tenderer is to be kept along with your offer in the envelope.

13. **QUANTITIY VARIATION CLAUSE** : +/- 20%

14. Project Director ILBS has the full and exclusive right to accept or reject any or all tender and/or withdraw the A/T, without assigning any reasons what so ever.

15. Judicial jurisdiction for all disputes arising out of this tender/contract shall be Delhi courts only.

**(P.K.SRIVASTAVA)**  
**DM(P)**

- Encl:**
1. Declaration form ANNEXURE-A
  2. Technical Specifications ANNEXURE-B
  3. Price Details Format ANNEXURE-C,



**ANNEXURE-A**

**DECLARATION**

I declare that I will abide by all the terms & conditions set forth in the Tender Notification No. ILBS/LTE/Computer Software(3462)/2009 dated 23/12/2009 issued by the Institute of Liver & Biliary Sciences, New Delhi calling for tenders for supply of Computer Software items to ILBS.

**TENDERER'S SIGNATURE**



**ILBS/LTE/ Computer Software(3462) /2009**

**TECHNICAL DETAILS**

**Tender Enquiry No. ILBS/LTE/ Computer Software(3462) /2009**

**Due for opening on: 31/12/2009 at 3:00 PM.**

**Name of the item: - COMPUTER SOFTWARE as detailed below:-**

<b>Sr</b>	<b>Description</b>	<b>Qty</b>
1	Microsoft Windows Vista Business (Academic License)	50
2	Microsoft Office 2007 (Academic License)	50
3	Norton Antivirus with 3 year upgrade (Academic License)	50
4	CAL for Windows Server (Academic License)	50
5	CAL for Windows Exchange (Academic License)	50

**Minimum acceptable specification of items are as above. Please quote for above specification or better.**

**I accept to supply above mentioned Computer Software to ILBS exactly as per the above tendered Specifications.**

**Tenderer Signature**



**ILBS/LTE/Computer Software(3462)/2009**

**ANNEXURE-C**

**PRICE DETAILS FORMAT (In Rs.)**

<b>Sr</b>	<b>Description</b>	<b>Qty</b>	<b>Unit License cost</b>	<b>Total</b>
1	Microsoft Windows Vista Business (Academic License)	50		
	Media DVD/CD	1		
2	Microsoft Office 2007 (Academic License)	50		
	Media DVD/CD	1		
3	Norton Antivirus with 3 year upgrade (Academic License)	50		
	Media DVD/CD	1		
4	CAL for Windows Server (Academic License)	50		
5	CAL for Windows Exchange (Academic License)	50		

1. Taxes-
2. Duties-
3. Freight upto ILBS, Vasant Kunj, New Delhi-

**Tenderer Signature**



**IMPORTANT INSTRUCTIONS FOR TENDERERS BEFORE SUBMITTING TENDERS**

**CHECKLIST FOR submission of offers**

- | <b><u>S.No</u></b> | <b><u>Name of Document</u></b>  |
|--------------------|---|
| 1.                 | EMD deposit of Rs.6,000/- (Refer Tender Clause No.2)  |
| 2.                 | Authorization letter.   |
| 3.                 | Details of tendered items and acceptance to supply as per tendered specifications as per Annexure-B.  |
| 4.                 | Declaration accepting all tender terms & conditions, as per Annexure-A  |
| 5.                 | Price Details Format as per Annexure-C duly filled with your rates, Taxes, Duties & Freight charges up to ILBS Vasant Kunj, New Delhi breakups. Signed by tenderer. |

Yours faithfully,



Signature and Name of the authorized signatory

Designation

Name of the company (tenderer)