

Tender Document

**For
Supply and installation of 13nos.MS
Office 2016 Home & Business with
License and
DVD. at Noida.**



Issued by

INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Shipping, Road Transport and Highways, Govt. of India)

A-13, Sector-1, Noida (U.P.), PIN : 201301

1. NOTICE INVITING TENDER

Inland Waterways Authority of India (IWAI) Invites online e tenders/ bids in one cover system placed online at <https://eprocure.gov.in/eprocure/app>:

1	Name of work	Supply and installation of 13 nos. MS Office 2016 Home & Business with DVD License. at Noida.
2	Downloading of tenders	07.02.2018
3	Last date of submission of tender	14.02.2018 at 3:00pm
5	Tender opening date & time	15.02.2018 at 3:00pm
6	Tender document Fees:	Rs.500/-

Important Note: Prospective Bidders are requested to remain updated for any notices/amendments/clarifications etc. to the Tender Document through the websites www.iwai.nic.in and <http://eprocure.gov.in/eprocure/app>. No separate notifications will be issued for such notices/amendments/clarifications etc. in the print media or individually.

1. The tender document can be downloaded from the IWAI website "www.iwai.nic.in" and CPPP Portal Website <http://eprocure.gov.in/eprocure/app>.
2. The cost of tender documents above should be submitted through RTGS/NeFT as per clause in 10.1 (a) in Terms & Conditions.
3. A signed declaration stating that no alteration has been made in any form in the downloaded tender document is to be enclosed with the tender by the bidder.

Director (IT)

2. TERM AND CONDITIONS

1. Inland Waterways Authority of India invite online tenders for the "supply and installation of license MS Office 2016 Home & Business".
2. The original tender document is to be duly filled in and submitted online along with technical bid, Cost of the Tender and other documents in accordance with the T&C.
3. Period of supply and installation within 5 working days from the date of issue of work order.
4. Payment will be made after satisfactory installation of the supplied software.
5. Warranty as per the manufacturer from the date of installation.
6. Price quoted in BOQ should be inclusive of all taxes, GST, freights and other charges.
7. IWAI reserves the right to reject or accept any quotation thereof without assigning any reason.
8. The tender document filled by the bidder shall comprise of bid in single cover system.
9. Price shall be in the Indian currency.

10. TENDER FEE: -

10.1 (a) Tender Fee

All Bidders **excepts** Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) on submission of a valid registration certificate as per Government of India rules, are required to pay cost of Tender Documents amount of Rs. 500 (Rupees Five Hundred only) in IWAI FUND through RTGS / NEFT as details below. **The Tender Fee is Non-Refundable.**

- i) Name of bank account: IWAI FUND
- ii) Bank name and address: Syndicate Bank of India, Transport Bhawan, Parliament Street, New Delhi 110001
- iii) Bank account Number: 90622150000086
- iv) IFSC: SYNB0009062

11. Period of Validity of bid: -

11.1 Bid shall remain valid for 90 days from the date of bid closing prescribed by the Authority.

12. All pages of the bid shall be duly signed by the Authorised person .

13. The bid shall not contain erasures/over writing except as necessary to correct errors by the bidder in which case the person signing the bid shall put his initial for such correction.

13.1 Tender forms are not transferable and its cost is not refundable.

14. **SUBMISSION OF BID:** -

The tenderer are required to submit their online tender in one parts as given below:

Technical Cover:

- a) Tender cost (All bidders are required to pay INR 500/-towards Cost of tender fees) deposited in IWAI FUND as per the details mentioned in clause 10.1. The Tender fee is Non-refundable.
- b) Firm Registration Certificate
- c) Copy of Document in the respect of PAN ,GST number.
- d) The original tender document is to be duly signed & stamped.
- e) Electronic transfer receipt of the Tender Fess along with UTF No.

Financial Cover:

- a) BOQ

3. TECHNICAL SPECIFICATIONS

Sr. No.	Description of Item	Location	Qty.
1	MS Office 2016 Home & Business with DVD License	Noida	13