

GOVERNMENT OF INDIA
MINISTRY OF STATISTICS AND PROGRAMME IMPLEMENTATION
CENTRAL STATISTICS OFFICE (INDUSTRIAL STATISTICS WING)
1, COUNCIL HOUSE STREET, KOLKATA – 700 001
Tel: 033-22484504/05, Fax: 033-22483501.

No.7/4/2013-Admn.III

Date: 08.08.2014

To

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Sir,

Central Statistics Office (Industrial Statistics Wing), 1 Council House Street, Kolkata – 700 001 invites Sealed Quotations from the authorized dealers/vendors for supply of 04 nos. Adobe Acrobat XI Pro Software (Paper License) as per the specification at Annexure-I.

2. The Bid should be made in Two-bid pattern, i.e., "Technical Bid" and "Price Bid" in separate envelopes. Both the envelopes should be superscribed with Tender Enquiry details and marked clearly as "Technical Bid" and "Price Bid". The envelopes should then be sealed inside a single envelope that should be duly superscribed as "Tender for Software" and address to the Under Secretary & Head of Office.
3. A sealed envelope containing technical bid as per Annexure-II. The envelope must be superscribed as "Technical Bids for supply of Software".
4. A separate sealed cover containing financial bid in the format is to be given in Annexure-III. The envelope must be superscribed as "Financial Bids for supply of Software". The financial bid must be submitted as per the format given in the Annexure-III. The rate quoted in the Financial Bid should be both in words and figures.
5. A bid security (EMD) @ 2% of quoted value in the form of a Demand Draft drawn in favour of Pay & Accounts Officer, MOS&PI, Kolkata is to be submitted along with the tender document. If the Firm is exempted from submitting bid security in Government tendering, document(s) in support thereof must be attached.
6. Last Date of Submission of tender is 25.08.2014 by 1500 hrs. Tender(s) received after the schedule Date & time will not be considered.
7. Financial bids of only those firms whose technical bids are accepted will be considered and will be opened at 1600 hrs. on 25.08.2014 in presence of the representative of the firm, if desires so in room no.427, 1, Council House Street, Kolkata of C.S.O. (I. S. Wing).
8. Price Bid will be considered, as per details given in Annexure-III.
9. The bid security of the unsuccessful bidders will be refunded within 30 days of the award of work to the successful bidder.
10. Payment will be made only after free delivery & successful installation of the Software at CSO (I. S. Wing), Kolkata.

11. This office reserves all the rights to reject any or all the bids without assigning any reasons thereof.
12. For any clarification Section Officer (Tel. No.2248-4504/5, Extn.318) may be contacted between 1200 HRS to 1330 HRS on any working days from Monday to Friday.
13. The tender documents should be signed by the vendors on each and every page.

Yours faithfully,



(P. P. Saha)
Under Secretary

SPECIFICATION OF ITEM

Sl. No.	Name & Specification of Item	Required Qty.
1.	Adobe Acrobat XI Pro Software (Paper License)	04 nos.

Technical Bid

1.	Name of the bidder/firm:	
2.	Name of the person submitting the quotation:	
3.	Address of the Firm: (With Telephone & Fax No./e-mail/mobile no.)	
4.	Registration No. under Sales Tax Act, Service Tax Act: (Copies of supporting documents to be enclosed)	
5.	PAN No. & VAT No.: (Copy to be attached)	
6.	Trade License (latest): (Copy to be attached)	
7.	Whether offered/offering service to the Govt. organization(s) in the recent past, if so, copy of supply order to be enclosed.	
8.	Turnover of the firm in the last 2 years (since 2012-13)	
9.	EMD/Security deposit not forfeited Certificate (as per Annexure-IV)	
10.	Warranty Period (in year):	

I/We hereby declare that the information furnished above is true & correct.

Place:

Date:

Signature of bidder _____

Name of the bidder _____

Financial bid for Supply of Software.

1. Details of the bidder:

- (a) Name and address of the bidder:
- (b) Name of contact person:
- (c) Telephone No./Fax No.
- (d) E-mail address:

2. Price Schedule:

DETAILS OF RATE OF ARTICLE

Srl. No.	Name & Specification of Item	Price (Rs.) per Unit	Tax (Rs.)	Amount including all Taxes (Rs.)
1.	Adobe Acrobat XI Pro Software (Paper License)			

Place:

(Name & Signature of the Proprietor or Authorised Representative with seal)

Date:

EMD/Security deposit not forfeited certificate

I.....on behalf
of.....
(Name of the Institute) declare that the firm is not black listed in any Government of India Tendering
process in any state and EMD/Security of the institute is not forfeited in any Government Department
Tender.

Place:

(Name & Signature of the Proprietor or Authorised
Representative)

Date:

BID FORM

To
The Under Secretary & H.O.
Central Statistics Office
(Industrial Statistics Wing)
1, Council House Street,
Kolkata – 700 001.

Dear Sir,

Having examined the terms & conditions including all other related documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to execute the work for supply of Software in conformity with condition of contract & specification.

We undertake, if our bid is accepted, to execute the work in accordance with specifications, time limits, terms & conditions stipulated in the tender document.

We agree to abide by this bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and, may be accepted at any time before the expiry of the period.

Bid submitted by us is properly sealed & prepared so as to prevent any subsequent alteration & replacement.

Dated this..... day of2014

Signature of bidder/Authorised signatory in the Capacity of

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Witness.....

Address.....