

Tender. No. ITPO/ITSD/PROCUREMENT/SW&LIC/2020
INDIA TRADE PROMOTION ORGANISATION
(A Govt. of India Enterprise)

**Pragati Maidan,
New Delhi-110001
Dated: - 20/01/2021**

TENDER NOTICE

Subject: - Procurement of CoralDraw Graphics Suite 2020, Adobe Creative Cloud (Business), and AutoCAD 2021 Software Licenses.

Dated: - 20/01/2021

India Trade Promotion Organisation (ITPO), Pragati Maidan, New Delhi – 110001 invites online bids in two-bid system in prescribed format for the works as per details given below:-

| S. No. | Item Description | Particulars |
|---------------|-----------------------------|--|
| 1. | Work Description | Procurement of CoralDraw Graphics Suite 2020, Adobe Creative Cloud (Business), and AutoCAD 2021 Software Licenses. |
| 2. | Tender Fee | Rs. 5900/- (Rupees Five Thousand and Nine Hundred Only), including 18% GST. To be deposited through Online Payment Mode in favour of “India Trade Promotion Organisation, New Delhi” |
| 3. | Earnest Money Deposit (EMD) | Rs. 50,000/- (Rupees Fifty Thousand Only). To be deposited through Online Payment Mode in favour of “India Trade Promotion Organisation, New Delhi” |
| 4. | Completion Period | Within 15 (Fifteen) days of award of contract |

1. Scope of work include the purchase of following software and licenses:

| S. No. | Description | Qty |
|--------|--|-----------|
| 1. | CoralDraw Graphics Suite 2020 Perpetual License | 7 (Seven) |
| 2. | Adobe Creative Cloud (Business) Annual Subscription | 2 (Two) |
| 3. | AutoCAD 2021 (For Three Years) | 1 (One) |

2. Period of validity of bids shall be for a period of 90 (Ninety) days from the date of 'Bid Submission End Date`.
3. Bids are invited in two-bid system i.e. Technical Bid and Financial Bid. The tender shall be submitted online in two envelopes. The technical bid envelope shall contain the following :-
- a) Company Details and Manufacturer Authorization Form (MAF) issued by OEM authorizing the reseller to supply the work items to ITPO as per tender under consideration.
 - b) Documents as per Annexure-1 to Annexure-8.
4. Financial Bids shall be submitted as per `Item Rate BoQ`.
5. Tenders without Earnest Money Deposit (EMD) and Tender Fee shall be summarily rejected. The EMD of unsuccessful bidders shall be refunded after award of work to the successful bidder.

Note: The firms registered with National Small Industries Corporation (NSIC)/ Micro, Small and Medium Enterprises (MSME) are exempted from furnishing EMD and Tender Fee provided that such small scale units are registered under single point registration scheme of NSIC / MSME and are valid on the scheduled date of tender opening and the product range mentioned in the certificate is the same or similar to the tender requirement. The NSIC / MSME certificate duly attested by any Notary Public with seal and date shall only be accepted.

6. Incomplete/ conditional bids shall not be considered.

7. Tender document can be downloaded from Department`s website (www.indiatradefair.com) or from Central Public Procurement Portal (www.eprocure.gov.in).
8. The timelines mentioned in the tender document should be strictly adhered to. Failure to comply with the same may entail a penalty of 4% of the total contract value for every week`s delay or part thereof. The penalty will be imposed for the delay for which reasons are attributable to the successful bidder. In exceptional circumstances, requiring extension in the completion period of the work, the successful bidder may seek permission for the same from ITPO in writing.
9. The Competent Authority of ITPO reserves the rights to accept or reject any or all the bids without assigning nay reason and decision of the competent authority in ITPO shall be final and binding on all the bidders.
10. If any bidder withdraws its bid during the bid validity period to intend to make any modifications in its offer or the tender terms & conditions, then ITPO without prejudice to any other right or remedy, be at the liberty to forfeit the EMD absolutely or blacklist the firm.
11. Settlement of disputes, if any, shall be as per the Arbitration and Conciliation Act, 1966 by an arbitrator to be appointed by Chairman & Managing Director (CMD), ITPO.
12. Disputes, if any arising out of this contract shall have exclusive jurisdiction of Courts in Delhi only.
13. It will be the responsibility of the successful bidder to comply with all the statutory obligations on its part arising out of this contract.
14. The payment to the agency shall be released after the successful delivery of all the work items and verification of the license period/warranty to the satisfaction of ITPO. The successful bidder will be mandatorily required to get the license period of the work items verified from the OEM through formal certification via email/letter/web-based portal authentication.
15. Copy of PAN and GSTIN registration certificate are to be submitted with the technical bid.
16. All pages of the bid should be sequentially numbered and signed by authorized signatory of the bidder.

17. Indicative Tender Schedule:-

| | |
|-------------------------------------|---|
| Tender Publish Date | 20-01-2021 |
| Tender Document Download Start Date | 20-01-2021 |
| Bid Submission End Date | 01-02-2021 (03:00 p.m.) |
| Technical Bid Opening Date | 02-02-2021 (3.30 p.m.) |
| Validity of Bids | 90 (Ninety) days from the date of `Bid Submission End Date` |

Clarifications, if any required may be sought through email. Email Id: snehilverma@itpo.gov.in, Ph:- 011-23371540 (Ext:- 419).

(Col. Pushpam Kumar, SM)
Officer on Special Duty

TECHNICAL BID

Tender. No. ITPO/ITSD/PROCUREMENT/SW&LIC/2020

Date:-

.....

Sub: Procurement of CoralDraw Graphics Suite 2020, Adobe Creative Cloud (Business), and AutoCAD 2021 Software Licenses.

| S. No. | Item Description | Particulars |
|---------------|---|--------------------|
| 1. | Name of the Company | |
| 2. | Mailing address | |
| 3. | Contact Executive Details (Name, Designation, Mobile No. and Email Id) | |
| 4. | Telephone no. of the company | |
| 5. | Website of the company | |
| 6. | GSTIN | |
| 7. | PAN | |
| 8. | Registration no. of the company | |
| 9. | Details of EMD | |
| 10. | Details of Tender Fee | |
| 11. | Previous Experience Details (Attach self-attested copies of the relevant Work Orders) | |

Yours sincerely,

()

Authorized Signatory

Name.....

.....

Designation.....

.....

Company stamp/
Seal.....

FORMAT FOR APPLICATION & LETTER OF UNDERTAKING REGARDING
ACCEPTANCE
OF TERMS & CONDITIONS

Tender. No. ITPO/ITSD/PROCUREMENT/SW&LIC/2020

Date:-.....

To
Officer on Special Duty (OSD)
India Trade Promotion Organisation
Pragati Maidan
New Delhi-110001

**Sub: Procurement of CoralDraw Graphics Suite 2020, Adobe Creative Cloud (Business),
and AutoCAD 2021 Software Licenses.**

Dear Sir,

With reference to tender no.....dated, we hereby
submit our bid in the prescribed format as desired by ITPO. We hereby also accept the terms &
conditions prescribed in the bid document.

Thanking you,

Yours sincerely,

()

Authorized Signatory

Name.....

.....

Designation.....

.....

Company stamp/
Seal.....

7

1.

2.

Notarized

Accepted

.....

(Signature, name, designation and address of the Attorney)

Notes:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non-judicial stamp paper of appropriate denomination and should be registered or duly notarized by a notary public.

Wherever required, the Bidder should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the bidder.

FORMAT FOR AUTHORIZATION OF AUTHORISED SIGNATORY

Tender. No. ITPO/ITSD/PROCUREMENT/SW&LIC/2020

Dated

To
Officer on Special Duty (OSD)
India Trade Promotion Organisation
Pragati Maidan
New Delhi-110001

**Sub: Procurement of CoralDraw Graphics Suite 2020, Adobe Creative Cloud (Business),
and AutoCAD 2021 Software Licenses.**

Dear Sir,

With reference to Tender No. ITPO/ITSD/PROCUREMENT/SW&LIC/2020 dated.....we
hereby, authorize the following person as authorized signatory to carry out necessary bid formalities
with ITPO with reference to this tender and authorize to sign the bid documents and contract/
agreement with ITPO.

1. Name of the authorized representative.....
2. Designation.....
3. Contact No (Mobile)

Thanking you,

Yours sincerely,

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Authorized Signatory

Name.....

.....

Designation.....

.....

Company stamp/
Seal.....

UNDERTAKING APROPOS NOT BEING BARRED/BLACK LISTED

To
Officer on Special Duty (OSD)
India Trade Promotion Organisation
Pragati Maidan
New Delhi-110001

Ref. Tender No. ITPO/ITSD/PROCUREMENT/SW&LIC/2020

Dated.....

**Sub: Procurement of CoralDraw Graphics Suite 2020, Adobe Creative Cloud (Business),
and AutoCAD 2021 Software Licenses.**

Dear Sir,

We hereby undertake that we have not been currently blacklisted by any Central Govt.
/State Govt. / Semi Govt. Organization / Autonomous Bodies or PSUs.

Thanking you,

Yours sincerely,

()

Authorized Signatory

Name.....

.....

Designation.....

.....

Company stamp/

Seal.....

UNDERTAKING APROPOS INDEMINFYING ITPO

To
Officer on Special Duty
India Trade Promotion Organisation
Pragati Maidan
New Delhi-110001

Ref. Tender No. ITPO/ITSD/PROCUREMENT/SW&LIC/2020

Dated.....

Sub: Procurement of CoralDraw Graphics Suite 2020, Adobe Creative Cloud (Business), and AutoCAD 2021 Software Licenses.

Dear Sir,

We hereby indemnify ITPO against any loss, damage that it may sustain or any claim made against it or any proceedings that may be taken out against any claims made by our employees for any loss / damage, payment etc during performance of his duty in ITPO. We shall be solely responsible for any cost and consequences on account of any breach and or non-compliance of any of the provisions of the Labour laws specifically The Contract Labour (Regulation and Abolition) Act, 1970, The Employee's Provident Fund & Miscellaneous Provision Act, 1952, Employee's State Insurance Act, 1948, Factory Act, Minimum Wages Act, Payment of wages Act, Payment of Bonus Act, Workmen Compensation Act etc. and indemnify ITPO against any claims/costs/damages and penalties in respect of breach of the any of the provisions of the laws in force.

Thanking you.

Yours sincerely,

()

Authorized Signatory

Name.....

.....

Designation.....

.....

Company stamp/

Seal.....

PROFORMA OF CONTRACT AGREEMENT

This Agreement (which shall include its subsequent Amendment (s), if any), entered on DD/MM/YYYY into by and between M/s India Trade Promotion Organisation, a Government of India enterprise registered under the Companies Act, 1956 having its registered office at Pragati Bhawan, Pragati Maidan, New Delhi-110 001 (hereinafter shall be referred to as “the Company”, which expression unless repugnant to its meaning or context thereof, shall include its executors, administrators, successors and permitted assignees) as ONE PART

AND,

M/s_____a firm having its office at (hereinafter shall be referred to as “the Contractor/successful bidder”, which expression unless repugnant to its meaning or context thereof, shall include its executors, administrators, successors and permitted assignees) as OTHER PART. This contract shall be effective from Date.....2020 upto..... i.e.subject to satisfactory services and at the sole discretion of ITPO and at the same rates and Terms & Conditions (Bidding Document Ref. No.dated.....The Contractor, under this Agreement, shall execute the subject job / provide service(s) in a professional manner as per the detailed scope of work as defined in the bidding document and the Company will pay the Successful bidder for execution of the subject job / service(s) provided as per the agreed payment terms and conditions of the bidding/contract document. The Successful bidder shall also be liable for the Defect Liability Period / Warranty Period, if specifically mentioned in the bidding document, for the job executed/ service provided by him/them. All the terms and conditions of the Detailed Letter of Acceptance and its enclosures including bidding document and if Addendum(s) shall be applicable and binding for this Agreement.

In witness whereof the parties have executed this Agreement on DD/MM/YYYY. Signed and Delivered Signed and Delivered

For and on behalf of

India Trade Promotion Organisation

Name:

Designation:

Date:

Place:

For and on behalf of

Other Part _____

Name:

Designation:

Date:

Place:

Witness 1:

Witness 2:

India Trade Promotion Organisation

Other Part:

Name:

Name:

Designation:

Designation:

Date:

Date:

Place:

Place:

ANNEXURE-8

BANK DETAILS of ITPO for EMD/ Tender Fee

| | | |
|-------------------------|---|---|
| Name of the Beneficiary | : | INDIA TRADE PROMOTION ORGANISATION |
| Name of the Bank | : | CENTRAL BANK OF INDIA |
| Branch Address | : | PRAGATI MAIDAN, NEW DELHI-110001 |
| Account No. | : | 1167404133 |
| Type of Account | : | SAVINGS |
| IFSC Code | : | CBIN 0284078 |