



Date: 21/11/2019

INVITATION OF BIDS FOR ACADEMIC ERP SOFTWARE
ENQUIRY NO: IITGOA/2019-20/038 DTD 21/11/2019

1. Quotations are invited in two bid system for the procurement of Academic ERP software in separate envelopes. Please mention the above-mentioned title, enquiry number and due date for submission of bids on the sealed cover.
2. The address and contact numbers for sending bids or seeking clarifications regarding this RFP are given below –

**Assistant Registrar
(Stores & Purchase)
IIT GOA, At GEC Campus,
Farmagudi, Ponda – Goa.
403401
ar_sp@iitgoa.ac.in**
3. This bid enquiry is divided into three parts as follows:
 - a. Part I – Contains General Information such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
 - b. Part II – Contains Instructions for the Bidders and essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Place of Delivery and Consignee details.
 - c. Part III – Contains Price Bid format, other details etc.
4. This bid enquiry is being issued with no financial commitment and the Institute reserves the right to change or vary any part thereof at any stage and to withdraw it at any stage.



Part I – General information

Tender No.	IITGOA/2019-20/038		
Tender Date	21.11.2019		
Tender Category	Software		
Tender Type	Open		
No. of Envelopes	2		
Covers Information / Submission of Bids			
Cover No.	Cover Type	Description	Document Type
1	Technical	Technical Specification, Tender Document, EMD, Schedule of Requirement and Compliance, Bidders Information/Indian Agent Information, Previous Supply Order	.pdf
2	Financial	Financial Bid	.pdf
<p>Two Bid System:</p> <ul style="list-style-type: none"> ❖ The two-bid system will be followed for this tender. In this system bidder must submit their offer in separate sealed envelopes as – Technical Bid and Financial Bid. ❖ Separate technical bid and financial bid envelopes should be clearly marked as "Envelope No. 1 - Technical Bid" and "Envelope No. 2 - Financial Bid". ❖ Both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed with our Tender No. & Due Date and to be submitted to the concern department/section mentioned in tender document. ❖ Bids should be forwarded by Bidders under their original memo / letter head inter alia furnishing details like GST number, Bank Details etc. and complete postal & e-mail address of their office. <p>Note:</p> <ul style="list-style-type: none"> • The technical offer should not contain any price information. If the price quoted is submitted in technical bid the tender will be rejected at the sole discretion of IIT Goa. • Initially Technical Bids will be opened and evaluated by the purchase committee. Financial Bid of only Technically qualified bidders will be opened later. 			
Form of Contract	Supply		
EMD Fee Details (in the form of Bank Guarantee/Demand Draft)			
EMD Fee INR:	Rs.40,000.00		

General Conditions of EMD:

a) Bidders are required to submit Earnest Money Deposit (EMD) for an amount of Rs 40,000/- along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft/Bank Guarantee from any Public Sector Bank authorized to conduct government business favouring "Indian Institute of Technology Goa, payable at Goa". Bids not accompanied by EMD will be rejected.

b) The EMD will be refunded to all the bidder other than the three lowest technically suitable bidder within one month from the date of opening of the Financial Bid (Cover – II). The EMD of the bidder other than the bidder whose offer is accepted will be refunded within a period of one month after award of Contract.

c) The EMD of the bidder who are not qualified under Cover – I will be refunded within one month from the date of return of their unopened cover – II.

d) The EMD of the successful bidder will be refunded only after the remittance of PBG.

e) Where a person whose tender has been received intimates that they are withdrawing their tender before the validity period or makes any modification in the terms and conditions of the tender which are not acceptable to IIT Goa (or) fail to furnish the security deposit within the prescribed time, IIT Goa shall without prejudice to any other right or remedy, be at liberty to forfeit the Earnest Money deposited by such person absolutely. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract.

f) Micro and Small Enterprises (MSEs) registered with National Small Industries Corporation are exempted from payment of Earnest Money Deposit. However, vendors covered under this category have to submit copy of registration certificate with present validity along with technical bid, failing which, the bid will be disqualified.

Bid Validity (Days):	120 days
Period of Work/Delivery Period (Days):	90 days
Pre-Bid Meeting Date & Time:	Will be decided on request
Pre-Bid Meeting Place & Address:	NA
Modification and Withdrawal of Bids:	A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 7 (Seven) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have participated the bidding documents.
Clarification regarding contents of the tender document/RFP:	A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by email but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
Rejection of bids:	Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
Unwillingness to quote:	Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.
Contract Type:	Tender

Delivery Location:	Indian Institute of Technology Goa Goa Engineering College Campus, Bhausaheb Bandodkar Technical Education Complex, Veling, Farmagudi, Ponda, Goa
Pin Code:	403401
Bid Submission End Date/Date & Time Submission:	12.12.2019 at 17:00hrs
Place of Submission of Bid:	Stores & Purchase Department, IIT Goa, Admin Block, At GEC Campus, Farmagudi, Ponda, Goa-403401
Bid Opening Date & Time:	13.12.2019 at 15:00 hrs
Bid Opening Place:	IIT Goa, Admin Block, At GEC Campus, Farmagudi, Ponda, Goa-403401
Other Terms & Conditions:	As per mentioned in technical specification
Technical Clarification:	Name: Dr. Sharad Sinha, Mr. Raghavendra Y K Dept: Center for IT Services (CITS) IIT Goa Email: sysad@iitgoa.ac.in
Tender Inviting Authority:	Name: Assistant Registrar (S&P) Address: Stores & Purchase Department, Email: ar_sp@iitgoa.ac.in IIT Goa, Admin Block, At GEC Campus, Farmagudi, Ponda, Goa - 403401
Signing Authority:	Assistant Registrar (S&P)



Part II: Instructions to Bidders

1. **Schedule of Requirements** – List of items are attached as **Annexure 'A'**
2. **Technical Details:** Technical details are attached in **Annexure 'B'**
3. **Two-Bid System:** In respect of Two-bid system, Bidders are required to furnish clause by clause compliance of specifications bringing out clearly the deviations from specification, if any.

i) **The Bidders are advised to submit the following documents along with Technical Bid –**

- a) Compliance certificate in the following format for all the items listed in Annexure B (Sections I and II):

Para of tender enquiry specification item-wise (As per annexure B)	Specification of Item offered	Compliance – whether YES/NO	In case of non-compliance, deviation to be specified in unambiguous terms	Module/Feature in Bidder's Existing Software to which the specification can be mapped, if possible

The offers must strictly be as per the specifications given in Annexure-A. At the same time, it must be kept in mind that mere copying of our specifications in the quotation shall not make the technical bid eligible for consideration. **A bid has to be supported with user manual/feature list of the bidder's existing software and the same must be sent along with the technical bid.** Non-compliance with above shall be treated as incomplete/ambiguous and the bid may be ignored without giving an opportunity to the bidder for further clarification/negotiation etc.

- b) Bidder's & Indian Agent's Information (**Annexure C**).
- c) A copy of Indian Agent Agreement / Authorization letter from OEM / OEMs along with tender to be submitted by All Indian Agents, if the supplier is based abroad.
- d) EMD
- e) GST and PAN details
- f) The Bidder should provide a list of customers of previous supply of a similar/ same range of equipment to IIT's/ NIT's/Universities with contact details.

ii) **The following documents should be submitted along with Financial Bid –**

- a) Price Bid. (**Annexure D**)
- b) Previous order of supplies/Justification of quoted rates. (**Annexure E**)

4. **Delivery Period** – Configuration and Go-Live of the software to be made within **90 days** from the effective date of issuance of Purchase Order. Please note that P.O. can be cancelled unilaterally by the Institute in case items are not received within the delivery period. Extension of delivery period will be at the sole discretion of the Institute, with applicability of LD clause.

5. **Delivery and Transportation** - Place for supply / installation is '**Indian Institute of Technology Goa, Ponda – Goa**'.

Part III: Conditions of Contract

1. Evaluation of Bids and Award of Contract:
 - i. The evaluation of bids will be done with 70% weightage to technical evaluation and 30% weightage to quoted price (Annexure D + Annexure D.1).
 - ii. If in the evaluation based on (i) more than one BIDDER happens to be successful, IIT Goa reserves the right to award the contract to more than one BIDDER or any BIDDER.
2. Prices:
 - For Import Supplies –**
 - a) It is mandatory to quote prices in CIF basis only to be door delivered in IIT Goa
 - b) Bidders are requested to quote only one best technical solution and not multiple options.
 - c) All prices to be quoted in US Dollars. The exchange rate of USD to INR as on the date of opening of financial bid will be used for price comparison.
 - i. **For Indigenous Supplies –**
 - a) It is mandatory to quote prices in FOR basis only to be door delivered in IIT Goa
 - b) Bidders are requested to quote only one best technical solution and not multiple options.
 - c) The supplier shall pay and bear all other liabilities, taxes and duties not specifically mentioned by the Purchaser in the tender document.
3. Pre-installation:
 - i. Please also mention the pre-installation requirements for the software in terms of necessary server configuration etc. When items are provided full performance satisfaction should be demonstrated.
4. Installation:
 - i. Supplier shall be responsible for installation / demonstration.
5. Technical Support and Maintenance:
 - i. One (1) year of technical support and maintenance is required after the software is go-live date. (to be quoted as per format, in INR only, in Annexure D.1)
 - ii. The payment for technical support and maintenance will be released on a pro-rata basis biannually after the go-live date.
6. Terms of Payment:
 - i. For foreign currency payments: 90% of the payment will be made through irrevocable Letter of Credit (LC) and balance 10 % payment shall be released by wire transfer after successful delivery and go-live of software at IIT Goa.
 - ii. For payments in INR: 100% within 30 days after the successful delivery and go-live of software at IIT Goa
7. Legal Matter:
 - i. All disputes are subject to Goa jurisdiction only.
8. Penalty/ Liquidated Damages:
 - i. Timely delivery is essence of the contract and hence if the go-live date is delayed (beyond reasonable reasons) damages at the rate 0.5% of the price of the purchase value, for each week or part whereof shall be levied and recovered subject to maximum of 10% of total purchase order value.
 - ii. IIT Goa reserves the right to cancel the order in case the go-live date is delayed is by more than 6 weeks. Penalties if any will be recovered by forfeiting PBG at vendor's cost and risks.
9. Rights to Accept, Reject, Amend, Modify:
 - i. The basic eligibility conditions and conditions of contract are broad guidelines for pre-qualification and the Director, IIT Goa hereby reserves the right to relax / alter / modify / add/delete any or all the conditions without notice.

10. Rights to Accept, Reject Bids:

- i. The Director, IIT Goa reserves the right to accept or reject any or all bids without assigning any reason.

11. **Performance Guarantee (GFR 2017 Rule 171):**

- i. Performance Guarantee Bond is mandatory.
- ii. Successful tenderer/ bidder should submit performance guarantee as prescribed above to be sent to The Assistant Registrar, Stores & Purchase Department, IIT Goa on or before 15 days from the due date of issue of order acknowledgement. The PBG to be furnished in the form of bank guarantee as per proforma or annexure of the tender documents, for an amount covering 5 % of the purchase order value.
- iii. The Performance Guarantee should be established in favour of "The Registrar, IIT Goa".
- iv. PBG to be established through any of the National Banks (whether situated at Goa or outstation) with a clause to enforced the same on their local branch of Goa or any scheduled bank (other than national bank) situated at Goa. Bonds issued by co-operative banks will not be accepted.
- v. Performance Guarantee Bond shall be for the due and faithfully performance of the contract and shall remain binding, notwithstanding such variations, alterations for extensions of time as may be made, given, conceded or agreed to between the successful tenderer and the purchaser under the terms & conditions of acceptance to the tender.
- vi. The successful tenderer is entirely responsible for due performance of the contract in letter and spirit and all other documents referred to in the acceptance of tenders.
- vii. The PBG shall be kept valid during the period of contract and shall continue to be enforceable for a period of one year (as mentioned in the tender document) or upto the technical support and maintenance period whichever is later from the date of order acknowledge. In case PBG needs extensions upto warranty period then supplier shall initiate extensions to PBG one month prior to expiry of PBG.
- viii. For successful suppliers, if PBG is not submitted within 15 days from the date of Order Acknowledgement, then the Purchase Order will be cancelled with forfeiting of EMD.
- ix. **No interest shall be payable by the buyer to the Bidder on PBG.**

Annexure A

List of items required

Sl. No.	Description of Items	Qty
1	Academic ERP Software (Detailed scope of the software is attached)	01

Annexure – B

Section I

1. Scope of the Software

General Terms of the Software

1. The scope of the student lifecycle management is drafted broadly under various tasks/applications as required by IIT Goa in Section II of this Annexure.
2. Current student enrolment at IIT Goa is about 500 across undergraduate (BTech) and postgraduate (M.Tech, Ph.D.) programmes. The student strength is expected to increase to 1000 in the next five years. The current employee strength is around 50 faculty members and 50 staffs.
3. The Bidder must have readily built stable software that can be easily customized to the requirements of IIT Goa. In case a few very specialized tasks are not readily available with the Bidder, they should be able to prepare the software and deploy within three months from the execution of agreement.
4. Source code beyond bidder's proprietary structure should be made available to IIT Goa. **(Attach consent letter on company letter head duly signed and stamped)**
5. Bidder should provide maintenance support for 1 year from the date of go live.
6. It should be noted that there is data dependency across various tasks drafted in Section II. Accordingly, and with respect to their software, the Bidder shall identify and divide the tasks into various modules.
7. As per their own experience at any educational institution, the Bidder should be able to gauge the changes that are to be done to their readily available software to customize to the requirements of IIT Goa and the amount of time that is required for making such customization. The Bidder should present these parameters in the demonstration during technical round.
8. The Bidder should clearly specify the modules in the existing software and the module which are to be developed for the purpose of IIT Goa in the tender document and during demonstration.
9. Within the scope of the tasks specified in Section II, the successful Bidder will be provided with detailed requirements so that Bidder can customize the software for IIT Goa. In any case, the Bidder should be able to deploy complete software within three months from the execution of agreement.
10. The Bidder must have all proprietary rights on the software, and it must have been built on open source platforms so that there is no further financial burden on IIT Goa.

11. The software must comply necessary security requirements so that the software can be deployed on the internet without any threats and can be integrated to any online payment gateways including server to server integration.
12. The software being a network-based web application, all users of IIT Goa should be able to seamlessly connect to the system using their computers or smart phones and utilize the services. The web portals/user interfaces should be responsive and user friendly with contemporary features.
13. Every application and module must create audit trails of all transactions in the system and the same is accessible to system administrators in various formats.
14. The system to be provided by the Bidder must have module/application wise user manuals and possibly demo videos for easy reference to the users.
15. The system should work seamlessly for the current and projected strength without any issue.
16. The system to be provided by the Bidder will hold all primary data of IIT Goa. Hence, the system must have provision to give seamless access of data (through APIs) to other software applications of IIT Goa that are built in house or otherwise.
17. The Bidder must give perpetual license to IIT Goa for its own utilization on multiple servers of IIT Goa and/or on cloud hired by IIT Goa.
18. The Bidder should give training at no additional cost to system administrators of IIT Goa for managing the system.
19. A very good customer support system is mandatory. The Bidder shall ensure such a system through which the Bidder can address the issues of software effortlessly. Depending on the gravity of issues, the Bidder is required to send their employees to address them. **(Attach Escalation Matrix with details of personnel, on company letterhead, duly signed and stamped)**
20. IIT Goa should be able to seamlessly install/move the software from one server to another server on the campus network and on the cloud.
21. There must a provision of taking backup, at regular intervals, of the data of IIT Goa generated, utilized and stored in the software system provided by the Bidder. The data should be transferrable seamlessly by IIT Goa to any other system as and when it is required by IIT Goa.

Section II

1.1 Outline of Tasks of IIT Goa

The software system must cover the following tasks numbered, I, II, III, etc. Maximum points that can be awarded to each task in the technical evaluation is mentioned against the task.

1.1.1 Masters and maintenance (10 points)

1.1.1.1 Faculty master

This will cover all details of faculty members with respect to their academics along with their basic details.

1.1.1.2 Student master

This will exhaustively cover all details of students. Starting from admission till moving them to alumni database.

1.1.1.3 Courses master

This will cover details of each course including course content. Further, programme-wise, batch-wise and branch wise course templates should be captured.

1.1.1.4 Fellowship master

It must cover the details of various fellowships availed at the institute.

1.1.1.5 Feedback master

Course feedback templates for various types of courses shall be captured. In addition, there must possibility of adding some more question by the course instructor to any of the templates must be available.

1.1.1.6 Fee master

Programme-wise, branch-wise, batch-wise, category wise fee structure of students shall be captured.

1.1.1.7 Classroom master

Details of classrooms including size and facilities should be captured.

1.1.1.8 Hostel master

Hostel-wise room details, mess details, mess fee, hostel fund, caution deposit, etc. must be covered.

1.1.1.9 Administrative master

This will cover all roles, privileges, hierarchy and people assigned to the roles. For instance, students -> Faculty Advisor -> SUGC/SPGC -> Dean -> Director is a chain of hierarchy for many academic approvals.

1.1.1.10 Maintenance

All the above masters should be provided with seamless maintenance protocols to the users as per the hierarchy. Administrator should be able to add new fields in any of the masters and utilize.

1.1.1.11 Email and SMS alerts

The system should be able to send periodic email alerts to users on need basis under any of the tasks. The system should have interfaces to send SMS alerts (using SMS services that IIT Goa subscribed to separately).

1.1.2 Hierarchical view of profiles (1 point)

Various official and users should be able to see the profiles of students as per the hierarchy. Various official and users should be able to see the profiles of faculty as per the hierarchy.

1.1.3 Semester registration of all students (2 points)

1. Declaring eligible students and setting dates of registration.
2. Checking the dues from library, hostel, late fee, miscellaneous fee,
3. Semester fee
4. Online and offline fee payment
5. After verifying the necessary checks, including the above, a student should be able complete the registration by signing. An option of verifying biometrics must be available.

1.1.4 Course registration (5 points)

1.1.4.1 Timetable

Session-wise (Autumn/Spring/Summer) timetable of classes, exams, labs of each course including the information of classrooms, exam rooms, course instructors and the eligible students for the course shall be captured.

1.1.4.2 Assignment of open electives and modular courses.

1.1.4.3 Declare eligible students and set dates of course registration.

1.1.4.4 Course registration

Students should be able to select courses (edit the selected courses) offered to them and register. Checks for prerequisites and backlog courses should be part of the system. Following the hierarchy (say, faculty advisors, dealing officials, deans, etc.) approvals of the courses shall be given. At each level of hierarchy, editing or putting back or forwarding with appropriate comments shall be available.

1.1.4.5 Course adjustment

Adding or dropping courses by following appropriate hierarchy should be available.

1.1.5 Attendance (2 points)

1.1.5.1 Leave application

By uploading necessary documents, all students should be able to leave application for various types of leaves. Following the hierarchy, leave approvals shall be given.

1.1.5.2 Course-wise attendance

Attendance of students in each class, lab should be captured. The data collection should have option of biometric attendance.

1.1.5.3 Daily attendance

The data collection should have option of biometric attendance.

1.1.5.4 Faculty advisor/supervisor should be able to access and monitor the attendance records of the students.

1.1.6 Grading (3 points)

1.1.6.1 Grade display

Course instructors declare the number of assessments and name them. Upload assessment-wise marks and attendance of all students of the course and display the marks to respective students. Various statistics of the scores shall also be displayed.

1.1.6.2 Based on the class attendance and other parameters, course instructors determine eligibility of students.

1.1.6.3 Course instructors should be able enter cut-offs for assigning letter grades, edit and submit grades finally.

1.1.6.4 Following appropriate hierarchy, course instructors should be able to change the awarded grades of individual students.

1.1.6.5 Display of grades to students should be available.

1.1.6.6 eMail copy of the grade report should go to the parents or guardian.

1.1.6.7 Depending on the performance, students who are liable to be terminated shall be informed along with their parents.

1.1.7 Feedback (2 points)

1.1.7.1 From semester-wise timetable data, assign courses-faculty-template, students for course feedback. Set dates for collecting and displaying feedback.

1.1.7.2 Registered students should be able to give anonymous feedback for their respective courses.

1.1.7.3 Various statistics reports of course feedback should be available to the users.

1.1.8 Fellowship (2 points)

1.1.8.1 Performance monitoring

Faculty advisors, thesis supervisors etc. should be able to enter semester-wise performance reports of students.

1.1.8.2 Based on daily attendance, fellowship release to respective students shall be initiated.

1.1.8.3 Following the hierarchy, the payments shall be made.

1.1.8.4 Depending on the performance, the students not allowed for registration to subsequent semester shall be prepared and informed them.

1.1.8.5 Software should be able to determine the students who are on Academic Probation based on the prevalent rules of the institute.

1.1.9 Hostel management (2 points)

1.1.9.1 Following appropriate hierarchy, Room assignment to students.

1.1.9.2 Change of room protocol within hostel. Change of hostel protocol.

1.1.9.3 Temporary allotment of hostel to part-time students and others.

- 1.1.9.4 Monthly mess fee assignment to students. Assignment of any miscellaneous fee (electricity bill for married scholars' hostel).
- 1.1.10 Transcripts and degree (3 points)
 - 1.1.10.1 Semester wise grade report in pdf format for all students should be generated.
 - 1.1.10.2 Consolidated grade report of all semesters and generation of transcripts in pdf format.
 - 1.1.10.3 Checking all dues from various sections and giving no-dues clearance.
 - 1.1.10.4 Provisional degree certificate in pdf format.
 - 1.1.10.5 Final degree certificate in pdf format.
- 1.1.11 Ph.D. thesis (3 points)
 - 1.1.11.1 Thesis details including students, supervisors, title, abstract, etc along with various dates like date of synopsis seminar, thesis submission are to be captured. Files of reports and thesis uploading facility shall be provided.
 - 1.1.11.2 Details of the examiners panels and processing of examiners list including sending emails shall be incorporated in the system. Email reminders at regular intervals shall be sent by the system automatically.
 - 1.1.11.3 Constitution of viva voce board, announcements, reports of viva voce and settlement of accounts.
- 1.1.12 Miscellaneous (5 points)
 - 1.1.12.1 Supplementary exam registration

Declare eligible students and dates of registration. Students should be able to register to the courses and make online payment of requisite fee.
 - 1.1.12.2 Students/faculty query and approvals

Every user shall be able to raise a query. Following the hierarchy, queries shall be addressed. At every level, dealing person will be able to forward or put back with appropriate comments.
 - 1.1.12.3 Classroom booking

User will be able to submit online requests for booking rooms in free slots. Following the hierarchy, approvals shall be given.
 - 1.1.12.4 Student scholarships

Maintaining the data of all student scholarships. Eligible students shall be able to submit online application by uploading necessary documents. Assignment of scholarships to students.
 - 1.1.12.5 Miscellaneous certificates: NoC for abroad travel, bona fide student, etc.

(To be printed on letterhead of the bidder)

Annexure C

Bidders Information

1.	Name of the Bidder	
2.	Address of the Bidder	
3.	PAN No.	
4.	GSTN No.	
5.	State of GST Registration	
6.	E-mail	
7.	Contact Person's Name & Designation	
8.	Mobile No.	

Indian Agent's (if any) Information

1.	Name of Indian Agent	
2.	Address of Indian Agent	
3.	Indian Agent PAN No.	
4.	Indian Agent GSTN No.	
5.	State of GST Registration	
6.	E-mail	
7.	Contact Person's Name & Designation	
8.	Mobile No.	

(To be printed on letterhead of the bidder)

Annexure D

PRICE BID FORMAT

(For Imported Supplies; Quotes in US Dollars only)

S.No.	Item description & short specification	HSN Code/ SAC Code	Qty in Units	GST %	Price Basis	Total Bid Price
1.	Academic ERP Software					
2.	Agency Commission (if any, quote in %)					
3.	Other Charges (if any, please specify)					
Grand Total						

#HSN Code: "Harmonized System of Nomenclature Code No." and SAC Code: "Service Accounting Codes Code No."

1. Delivery Period: days

2. Terms of Payment

i. 90% payment by Letter of Credit and balance 10% will be paid by wire transfer

ii. All payments after the delivery and successful go-live at IIT Goa.

3. Validity of the bid: 120 days from the date of submission of quotation/tender.

4. Mode of Shipment:

5. Port of Shipment:

Signature.....

Name

Place:

Company Name & Address:

Date:

Affix Rubber Stamp:

Note1: Price Bid should be submitted in given format only. For additional information/extra items above format may be typed and used.

Note2:

1) The applicable exact rates of Taxes will be added as per above columns.

2) In case of any mistake or error in calculations or any discrepancy in price quoted in word and figures, the LOWEST amount will be considered for comparison. If this lowest price is not acceptable to the bidder, their bid will be rejected.

3) Commercial bids must be offered in the format above.

(for Indigenous Supplies, Quotes in INR only)

S.No.	Item description & short specification	HSN Code/ SAC Code	Qty in Units	GST %	Price Basis	Total Bid Price
1.	Academic ERP Software					
2.	Agency Commission (if any, quote in %)					
3.	Other Charges (if any, please specify)					
Grand Total						

#HSN Code: "Harmonized System of Nomenclature Code No." and SAC Code: "Service Accounting Codes Code No."

1. Delivery Mode: Delivery at IIT Goa, at site only.
2. Terms of payment: 100% payment within 30 days after the delivery and successful go-live at IIT Goa.
3. Validity of the bid: 120 days from the date of submission of quotation/tender.

Signature.....

Name

Place:

Company Name & Address:

Date:

Affix Rubber Stamp:

Note1: Price Bid should be submitted in given format only. For additional information/extra items above format may be typed and used.

Note2:

- 4) The applicable exact rates of Taxes will be added as per above columns.
- 5) In case of any mistake or error in calculations or any discrepancy in price quoted in word and figures, the LOWEST amount will be considered for comparison. If this lowest price is not acceptable to the bidder, their bid will be rejected.
- 6) Commercial bids must be offered in the format above.

Annexure D.1

Technical Support and Maintenance Charges (Quoted in INR Only)

Sr. No	Name and Specification of the Item	Unit	Unit Price	Qty	GST or Duty - %	GST/ Duty Amount	Total
1.							

#HSN Code: "Harmonized System of Nomenclature Code No." and SAC Code: "Service Accounting Codes Code No."

1. Delivery Mode: Delivery at IIT Goa, at site only.

2. Terms of payment: As mentioned in tender document

3. Validity of the bid: 120 days from the date of submission of quotation/tender.

Signature.....

Name

Place:

Company Name & Address:

Date:

Affix Rubber Stamp:

Note:

7) The applicable exact rates of Taxes will be added as per above columns.

8) In case of any mistake or error in calculations or any discrepancy in price quoted in word and figures, the LOWEST amount will be considered for comparison. If this lowest price is not acceptable to the bidder, their bid will be rejected.

9) Commercial bids must be offered in the format above.

Annexure-E

Reasonability of Prices

Please quote best minimum prices applicable for a premier Educational and Research Institution. The party must give details of at least two purchase orders identical or similar equipment, supplied to any IITS/Research Institutions/ other organisation as per below Format (to be enclosed in Technical Bid) along with the final price paid and details are mandatory.

Previous Supply Orders

Name of the Firm _____

S.No.	PO No. & Date	Description & Quantity of ordered equipment	Value of Order	Date of completion of delivery as per contract	Remarks indicating reasons for late delivery, if any and justification of price difference of their supply order & those quoted to us	Has the equipment being installed satisfactorily (attach a certificate from the Purchaser/ Consigner)	Contact Person along with Telephone no., Fax No. and e-mail address

Place: _____

Date: _____

Signature and Seal of the Manufacturer / Bidder

FORMAT FOR PERFORMANCE GUARANTEE BOND

(To be typed on **Non-judicial stamp paper** of the value of **Indian Rupees of One Hundred**) (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT GOA OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GOA OR ANY SCHEDULED BANK SITUATED AT GOA. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.

To,
The Registrar,
Indian Institute of Technology, Goa
Farmagudi, Ponda,
Goa – 403401

LETTER OF GUARANTEE

WHEREAS Indian Institute of Technology, Goa (Buyer) have invited Tenders vide Tender No..... Dt. for purchase of
AND

WHEREAS the said tender document requires that any eligible successful tenderer (seller) wishing to supply the equipment / machinery, etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of “**Registrar, Indian Institute of Technology, Goa**” in the form of Bank Guarantee for Rs (**5% (five percent) of the purchase value**) and valid till **one year or upto warranty period whichever is later** from the date of issue of Performance Guarantee Bond may be submitted within 15 (Fifteen) days from the date of Order Acknowledgment as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document / purchase order / performance of the equipment / machinery, etc. this Bank shall pay to Indian Institute of Technology, Goa on demand and without protest or demur Rs..... (Rupees.....).

This Bank further agrees that the decision of Indian Institute of Technology, Goa (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We, (name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or Indian Institute of Technology, Goa (Buyer).

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs. (Indian Rupees only).
2. This Bank Guarantee shall be valid up to(date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if IIT Goa serve upon us a written claim or demand on or before (date).
4. This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at (Address of local branch).

Date:

Yours truly,
Signature and seal of the Guarantor:
Name of Bank:

Instruction to Bank: Bank should note that on expiry of Bond Period, the Original Bond will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.