



## **RANCHI MUNICIPAL CORPORATION**

Kutchury, Ranchi-834001

Contact No. :0651-2211215, Fax: 0651-2211777,

email: [support@ranchimunicipal.com](mailto:support@ranchimunicipal.com), website: [www.ranchimunicipal.com](http://www.ranchimunicipal.com)

Letter No:.....

Date: .....

### **SHORT TENDER NOTICE**

Sealed bids in one packet system are invited from Authorized dealers/firms/reseller of Autodesk software for the purchase of Autodesk AutoCAD 2016 Network License with three concurrent user based on single license server model (with Commercial Maintenance Subscription for 2 years ) Software with media in Ranchi Municipal Corporation.

<b>S.No</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
1.	Period of issue/ download of Tender Form	From 16.07.2015
2.	Last date of Submission of Tender	Till 25.07.2015 upto 2.00 p.m
3.	Opening of Tender	25.07.2015 At 4.00 p.m
4.	Tender Fees	Rs. 5000 in the form of DD payable to Municipal Commissioner, Ranchi Municipal Corporation payable at Ranchi
5.	EMD	Rs. 25000 in the form of DD payable to Municipal Commissioner, Ranchi Municipal Corporation payable at Ranchi

*All others terms and conditions will be downloaded from [www.ranchimunicipal.com](http://www.ranchimunicipal.com)*

Sd/-  
Municipal Commissioner  
Ranchi Municipal Corporation

**1. ELIGIBLE BIDDER:**

- 1.1 The bidder should be either OEM i.e Autodesk Inc. or a reseller duly authorized by Autodesk. Bidder shall submit authorization letter from Autodesk in this regard.
- 1.2 Bidder should have Autodesk certified Engineers to provide the support. Their Certificates should be enclosed.
- 1.3 Copies of at least one purchase orders from private organization/ Ministries or Departments of Government of India or any State Government /PSUs during each of the last three years (2012-13, 2013-14 & 2014-15) should be enclosed.
- 1.4 Should have a valid PAN issued by the Income Tax Department.
- 1.5 Should not have been blacklisted by the Departments/ Ministries of the Govt. Of India/State Govt./ PSUs (*Declaration has to be submitted in the form of an affidavit*)
- 1.6 Any change that will be made in the tender document by the competent authority after issue of the tender will be intimated to the prospective bidders in the form of Corrigendum/addendum for incorporating the same in the bid before submitting the bid.
- 1.7 The bidder shall bear all costs associated with the preparation and submission of its bid. The Bureau shall, in no case, be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process.
- 1.8 Authorized representative of the bidder should sign each page of this Bid document and submit this with their proposal. (*attach authorization letter*)
- 1.9 The annual turnover of the firm must be greater than 10 lakhs each year in last three financial year. (*Attach details*)
- 1.10 All the updates patches etc related to software will be covered under subscription period. RMC will not pay any extra cost regarding this.

**2. PROPOSED VALIDITY OF THE RATE CONTRACT:**

Supply and installation of AutoCAD 2016 software within 7 days from the date of purchase order .

**3. AVAILABILITY OF TENDER DOCUMENTS:**

Website: [www.ranchimunicipal.com](http://www.ranchimunicipal.com)  
Period : 16.07.2015 to 25.07.2015

**4. METHOD/MANNER FOR SUBMISSION OF BIDS:**

An envelope super-scribing "Tender for Supply of Autodesk AutoCAD 2016 software" must bear the name & address of the party & shall be addressed to: "Municipal Commissioner, Ranchi Municipal Corporation, Kutchery, Ranchi - 834001"

**5. VALIDITY OF BIDS: 90 days**

6. The Ranchi Municipal Corporation reserves the right to reject any or all the bids without assigning any reason.

**7. PAYMENT TERMS :**

Payment shall be made after successful supply and installation of the software. The price shall be all inclusive of cost, installation, taxes and any other charges. The payment will be subject to the provisions of the Income Tax Act, 1961 i.e., Tax will be deducted at source with Cess/ surcharge, at the prevailing rates, from the gross amount of bill submitted.

8. RMC will have the right to impose penalty on the contractor, if the supply done by the contractor is found unsatisfactory or inferior quality of goods, it will be intimated in writing to the contractor by the RMC for taking immediate corrective action and replacement of the goods as per the Approved specifications, failing which the penalty amount as mentioned below will be deducted from the particular bill.

**8. THE CONTRACT SHALL BE GOVERNED AND INTERPRETED UNDER INDIAN LAWS.**

9. No suit or other proceedings relating to performance or breach of Contract shall be filed or taken by the Contractor in any Court of law except the competent Courts having jurisdiction within the local limits of ranchi only.

**PRICE BID**

To,  
The Municipal Commissioner,  
Ranchi Municipal Corporation,  
Ranchi.

Sir,

We have examined the tender for supply, installation etc of AutoCAD with the version described. We are Autodesk authorized retailer/detailer/distributor/partner. Our rates for the item according to your specification and terms are as under:-

<b>Sr.</b>	<b>Item</b>	<b>Total Amount(including all taxes and other charges) Rs.</b>
1	Autodesk AutoCAD 2016 Network License with three concurrent user with Commercial Maintenance Subscription for two years	

Note - Prices should be inclusive of all taxes and charges. RMC shall not provide/ not bear cost any road permit & Entry Tax.

(Signature and stamp of the firm)

Date:

Place: .....

For .....

Authorized Signatory

DETAILS TO BE FURNISHED BY THE BIDDERS

1. Name of the Firm/Company: \_\_\_\_\_
2. Class of Registration with validity date: \_\_\_\_\_
3. Value of Registration: \_\_\_\_\_
4. Address for Communication: \_\_\_\_\_
5. Telephone/Mobile Number: \_\_\_\_\_
6. E-mail: \_\_\_\_\_
7. Details of Proprietor/Partner/Director

Name	Address	Qualification and Experience

8. Annual Turnover of the Firm/Company during previous three Financial Years for supply of cartridges (Certified copies of audited Balance Sheet to be submitted):

Financial Year	Annual Turnover(Rs)	Copies of audited Balance Sheet enclosed(Yes/No)
Previous Financial Year(2012-13)		
2nd Previous Financial Year(2013-14)		
3rd Previous Financial Year(2014-15)		

9. PAN, TIN Number of the Firm/Company: \_\_\_\_\_

10. Service Tax Registration No.: \_\_\_\_\_

11. EMD Draft Number/Date & Name of the Bank: \_\_\_\_\_

This is to certify that the above facts are true complete and correct to the best of my knowledge and belief. Further, it is certified that I/We have read and understood the terms and conditions of the Tender Notice.

I/We give an undertaking and give our unconditional and unequivocal acceptance of all terms and conditions of the Tender and agree to abide by these terms and conditions.

Name and Signature of the Firm/Company

**DETAILS OF THE SIMILAR TYPE OF GOODS SUPPLIED BY THE BIDDER DURING THE LAST 3 YEARS**

**Name of the Bidder:**

Year	Name & Type of Goods supplied	Name & Address of the buyer/customer	Value of the Goods sold	Remarks
2011-12				
2012-13				
2013-14				

**Note:** - The turnover amount should be certified and audited by CA of firm and separate sheet should be enclosed