

# **Tender Document**

## **Limited Tender for Procurement of Microsoft Office 2019**

# **2021**



**National Board of Examinations in Medical Sciences  
New Delhi**

[www.natboard.edu.in](http://www.natboard.edu.in)

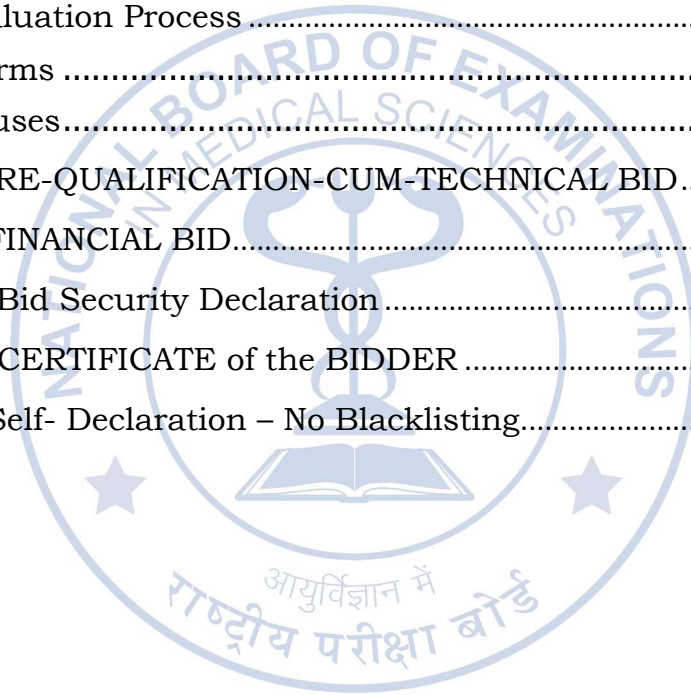


## Fact Sheet

Sr. No.	Particulars	Details
1	Tender for	Procurement of MS Office 2019
3	Type of Tender	Limited Tender
4	Publication Date	09/09/2021
5	Selection Method	Least Cost System (LCS)
6	Tender Documents available at	<a href="https://natboard.edu.in/tenders.php">https://natboard.edu.in/tenders.php</a> <a href="https://eprocure.gov.in/epublish/app">https://eprocure.gov.in/epublish/app</a>
7	Earnest Money Deposit	NIL
8	Nodal Officer	Joint Director (Admin.), National Board of Examinations in Medical Sciences admin5@natboard.edu.in
9	Last date of bid submission	23/09/2021: 12 noon <b>(at National Board of Examinations in Medical Sciences, NAMS Building, Ansari Nagar, New Delhi - 110029)</b>
10	Opening of bids	23/09/2021: 3 pm <b>(at NBEMS Office, Sector-9, Dwarka, New Delhi)</b>
11	Opening of Financial bids	Shall be communicated later
12	Timeframe for Supply of Goods/Services	Immediate

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## **National Board of Examinations in Medical Sciences**

(Autonomous body of Ministry of Health & Family Welfare, Govt. of India)

NAMS Building, Medical Enclave, Ansari Nagar  
New Delhi - 110029

No.: NBE/GA/11611/PC/2/2020/

dated: 09/09/2021

### **Limited Tender for Procurement of MS Office 2019**

The National Board of Examinations in Medical Sciences (NBEMS) is an autonomous body of Ministry of Health and Family Welfare (MOHFW), Govt. of India, entrusted with the task of conducting uniform and high standard exams at Post Graduation level in the field of Modern Medicine. All entrance tests for admission to Medical courses, with the exception of NEET (UG) are being conducted by the NBEMS. Additionally, the NBEMS conducts Three-year Post Graduation level course namely the Diplomate of National Board (DNB) and a Two years Fellowship Courses.

2. NBEMS invites Limited Tender under two bid system (Technical & Financial) from registered firms dealing in Software Products for procurement of MS Office 2019. This invitation to bid is open to all Bidders meeting the pre-qualification criteria as mentioned in this Tender Document.

3. The Tender document can be downloaded from NBEMS's web site ([www.natboard.edu.in](http://www.natboard.edu.in)) or Central Public Procurement Portal (<https://eprocure.gov.in/epublish/app>).

## **A. Scope of Work / Technical Specifications**

Supply of 122 Nos. of Microsoft Office Standard 2019 Acad. Edition license.

## **B. Eligibility Criteria /Pre-requisites**

The bids of only those firms will be considered which satisfy the following eligibility criteria:

- i. The Bidder should be registered with the Appropriate Authority and have Income Tax Permanent Account Number (PAN) and GST Registration.
- ii. **Experience:** The Firm should have supplied similar product to any reputed organization during last 3 years.
- iii. The Average Annual Income (during last 3 years) of the Firm in the last 3 financial years i.e. (2018-19, 2019-20 and 2020-21) should be minimum Rs. 3 lakh (Rupees Three Lakhs).
- iv. Bidder should not be black listed by any Government departments, PSUs or any other organization in respect of any assignment or behavior. A certificate in this regard required to be submitted as per format in (Form IV).
- v. Bids not satisfying the above eligibility criteria / not accompanied by the requisite documentary proofs shall be rejected on Technical grounds and shall not be considered further for evaluation of Bids.

### **List of Document to be attached at the time of submission of the bid:**

- i. All the documents are mandatory; failure to submit any document will result in disqualification of the bid at technical bid stage only.
- ii. Firm registration certificate/relevant supporting documents.
- iii. Permanent Account Number (PAN) of the Firm.
- iv. GST registration certificate.
- v. Income tax returns/Audited financial statements of past three financial years.
- vi. Experience Certificates/Copy of Work-Orders in support of experience.
- vii. OEM Authorization Certificate/Dealership Certificate.
- viii. Pre-Qualification cum Technical Bid as per **Form I**
- ix. Financial Bid as per **Form II**
- x. Bid Security Declaration as per **Form III**
- xi. CERTIFICATE of the BIDDER as per **Form IV**
- xii. Self- Declaration – No Blacklisting as per **Form V**

## **C. General Information and Instruction to the Bidders**

### **1. Submission of offers**

The Bidder shall submit their proposals in two parts i.e. as **Technical Bid** & **Financial Bid**, as mentioned below:

- i). The tender is a single stage 'Two Bid' document. The **Technical Bid** should contain all the relevant information and desired enclosures in the prescribed format (Form – I). The **Financial Bid** should contain only price Bid (Form – II). In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.
- ii). All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns in such cases. If any particular query is not applicable, it should be stated as 'Not Applicable'. However, the bidders are cautioned that not giving complete information called for in the tender forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bidder being summarily disqualified.
- iii). The Tenders should be typewritten. There should not be any overwriting, cutting, or interpolation. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. The name and signature of bidder's authorized person should be recorded on each page of the application. All pages of the Tender Document shall be numbered and submitted as a package along with forwarding letter on agency's letterhead.
- iv). Bidders must keep their offer open for a minimum period of 90 days from the date of opening of the tender, within which the bidders cannot withdraw their offer. However, this period may be extended further, if required, by mutual agreement from time to time.
- v). References, information and certificates from the respective clients certifying technical, delivery and execution capability of the bidder should be signed and the contact numbers of all such clients should be mentioned. The NBEMS may also independently seek information regarding the performance from the clients.
- vi). The bidder is advised to attach any additional information, which he/she thinks is necessary in regard to his/her capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. The Bidder is however, advised not to attach superfluous information. No further information will be entertained after Tender Document is submitted, unless the NBEMS calls for it.



- vii). **Incorrect or misleading information:** If the bidder deliberately gives incorrect or misleading information in their tender or wrongfully creates circumstances for the acceptance of the tender, NBEMS reserves the right to reject such a tender at any stage and appropriate administrative action would be taken by NBEMS.
- viii). Even though agency may satisfy the qualifying criteria, it is liable to disqualification if it has record of poor performance or not able to understand the scope of work etc.
- ix). The Tender Document can be downloaded from NBEMS's web site ([www.natboard.edu.in](http://www.natboard.edu.in)) or Central Public Procurement Portal (<https://eprocure.gov.in/> and be submitted 'offline'.
- x). The Technical and Financial bids should be kept separately in sealed envelopes and both of these envelopes should be kept in one envelope, super scribing "**Limited Tender for MS Office 2019**" so as to reach **The Executive Director & CEO, National Board of Examinations in Medical Sciences, NAMS Building, Ansari Nagar, New Delhi – 110029 before 23/09/2021 12 noon (Last Date)**. Late tenders shall not be accepted. The technical bid shall be opened as per schedule mentioned above, in presence of bidders who may like to be present.
- xi). Apart from the original quotation to be submitted in the manner detailed above, no copies should be sent to any other office of NBEMS. Such offers will not be valid quotations. Offers not submitted in the standard formats given in the Tender Document will be summarily rejected. NBEMS shall not be responsible for any postal delay or non-receipt / non-delivery / incomplete Bid documents. No further correspondence on this will be entertained.
- xii). The payment shall be in Indian Rupees and shall be paid only after successful completion of work without error and delays. No advance payment shall be made.
- xiii). Bidders are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids. Bidding by the firms having common partners will be treated as multiple bids. In case of detection of such, their bid (s) is/are liable to be rejected. Bidding through consortium is not allowed.
- xiv). NBEMS reserves right to award the work/cancel the award without assigning any reason. In case of differences, if any, the decision of the NBEMS shall be final.

- xv). The contract can be terminated at any point of time, in case of unsatisfactory service. Separate Agreement shall be executed in this regard on finalization of tender with successful bidder

## **2. Price Quotation**

- a) The bidder shall indicate the prices/rates as specified in the quotation format. (Form II)
- b) All prices/rates should be clearly written both in figures and in words. Failure to write prices/rates both in figures and in words shall render the tender liable for rejection. Bidders should avoid alterations / corrections in the prices/rates submitted by them. However, if alterations / corrections in prices/rates are inescapable each alteration / correction should be indicated both in figures and in words and duly attested under the full signature of the Bidder / Authorized Signatory.
- c) In case of a discrepancy between the prices/rates in figures and words, the prices/rates in words will be considered correct.
- d) The prices/rates quoted shall be firm throughout the period of the validity of the offer and subsequently during the currency of the contract and shall not be subject to any variation/revision.

## **3. Security Deposit/EMD**

- a) No EMD is required to be submitted as per the current instructions of the Govt. of India. However, the bidder is required to submit a bid security declaration on non-judicial stamp paper and as per prescribed format (form III).
- b) Security deposit shall be as per the guidelines of Govt. of India.

## **4. Acceptance of offer**

NBEMS reserves the right to accept any bid under this tender in full or in part, or to reject any bid or all bids without assigning any reason.

## **5. Evaluation Process**

- a) Detailed technical evaluation shall be carried out by Tender Evaluation Committee pursuant to Technical prerequisite /criteria and other conditions in the Tender Document to determine the substantial responsiveness of each 'Bidder'. For this clause, the substantially responsive bid is one that conforms to all the eligibility terms and conditions (mandatory as well as preferable/optional) of the tender without any material deviation.



i). Technical Proposal Evaluation:

As a first step, the Technical proposal and Sample submitted by each bidder would be evaluated against the technical documents/specifications/eligibility criteria mentioned in the Tender Document and requirements of NBEMS.

ii). Financial Proposal Evaluation

Financial Bids of only Technically Compliant offers (as decided in the first instance above) shall be opened at NBEMS Dwarka Office as per the schedule, for further scrutiny, evaluation, ranking and placement of contract.

#### **D. Payment Terms**

The payment shall be made against the services provided by firm, subject to the following terms and conditions:

- i). The **payment** shall be made after successful delivery of the services/goods to NBEMS, in accordance with the financial bid submitted by the selected bidder and accepted by NBEMS.
- ii). **No request for extra payment on account of increase in price on whatever account will be entertained.**
- iii). The price offered by the bidders will be inclusive of all expenses/cost. Only GST will be payable extra (if applicable).
- iv). TDS under Income tax will be deducted at applicable rates.
- v). NBEMS reserves the right to deduct amount from the bill raised by the firm as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of NBEMS will be the final in this regard.

#### **E. General clauses**

a) **Governing Language**

The bid & contract shall be written in English language. All correspondences and other documents pertaining to the contract, which are exchanged between the parties, shall be written in the English language.

b) **Penalty Clause / Liquidated Damage**

- i). Delay on part of the Bidder in the performance of its delivery obligations shall render the Bidder liable to the imposition of penalty unless an extension of time is agreed upon and cancellation of contract.
- ii). If the delivery of the goods is delayed from time schedule, a penalty @ 1% of the bid value per day (subject to maximum 20%) may be imposed by the NBEMS.
- iii). If the delay adversely affects NBEMS in any way, the security deposit/ performance security will be forfeited and other legal action would be initiated as per terms and conditions of contract. The NBEMS may rescind this part of the contract and shall be free to get it done from any other agency at the risk and cost of the Bidder.

c) **Integrity Pact**

The Bidder should be willing to enter into an integrity pact with the NBEMS, not to resort to any corrupt practices in any aspect/stage of the contract. The Bidder should commit itself to the promise:

- i). Not to offer any benefit to the employees of NBEMS;
- ii). Not to enter into any undisclosed agreement or understanding with other bidders with respect to prices, specifications, certifications, subsidiary contracts; etc.
- iii). To disclose the name and address of agents and representatives in India and Indian Bidder to disclose its foreign principals or associates;
- iv). To disclose any past transgressions committed over the specified period with any other company in India or Abroad that may impinge on the anti-corruption principle;

Integrity Pact lays down the punitive actions for any violation.

d) **Confidentiality**

- i). The Bidder and their personnel shall not, either during implementation or after completion of the project, disclose any proprietary or confidential information relating to the services, agreement or the NBEMS's business or operations without the prior consent of the NBEMS. The legal liability for breach of confidentiality by the bidder and its employees solely lies with the bidder.

e) **Resolution of Disputes**

- i). The NBEMS and the Bidder shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute that may arise between them under or in connection with the Contract.
- ii). If, after 15 days from the commencement of such informal negotiations, the NBEMS and the Bidder are unable to resolve, amicably a contract dispute, either party may require that the dispute be referred for resolution to the formal mechanism. In all matters and disputes arising there under, the sole arbitrator shall be mutually agreed upon by the parties in writing, who shall decide the claim and its decision shall be final and binding on both the parties. However, during the period of doubt, disagreement or dispute, both the Bidder and the NBEMS shall ensure that the Project/contract continue in a normal way. Such doubts, disputes and disagreement shall not give any reason or freedom to either the NBEMS or the Bidder to interfere in or prevent normal functioning of the Project.

f) **Legal Jurisdiction**

All legal disputes between the parties shall be subject to the jurisdiction of the courts situated in New Delhi (India) only.

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आयुर्विज्ञान में  
राष्ट्रीय परीक्षा बोर्ड

**Form I: PRE-QUALIFICATION-CUM-TECHNICAL BID**

Sr. No	Particulars	Details			
1	Name of the Bidder Firm				
2	Address				
	Telephone No. / Fax No.				
	E-Mail Address:				
3	Name & Address of the officer to whom all references shall be made regarding this tender				
	Telephone / Fax / Mobile				
4	Type of Firm (Proprietorship/ Partnership/Pvt. Ltd. etc.)				
5	Earnest Money Deposit	- Deleted -			
6	Registration Details (Attach relevant documents):				
	<b>Document Type</b>	<b>Registration No. &amp; Date</b>		<b>Details</b>	
		Yes/No	At Page No.		
	a) Company Registration No.				
	b) PAN Number				
	c) GSTIN				
7	d) MSME/NSIC Registration				
	e) OEM Auth. / Dealership				
7	Quality Certifications (if any)				
8	Annual Turnover for the last three Financial years	<b>Turnover</b> (In INR)			
	a) F.Y. 2018-19*				
	b) F.Y. 2019-20*				
	c) F.Y. 2020-21*				
9	Experience Details:				
	Organization	Qty.	Product Supplied	Value	Period

\* Attach Balance Sheet, P&L A/c, ITR and Certificate from CA for all FYs.

I certify that the above particulars are correct. In the event of any information found to be incorrect, NBEMS is at liberty to reject the proposal.

**Date:**

**Signature:** \_\_\_\_\_

**SEAL:**

**Name & Designation:** \_\_\_\_\_

\_\_\_\_\_

**Form II: FINANCIAL BID**

I/We, on behalf of M/s .....submit our Financial Bid for supply of MS Office Std. 2019 Academic Edition as per the Scope of work given in this Tender document in accordance with the terms and conditions and shall be bound by the stipulation made by me in the bid.

<b>Sl. No.</b>	<b>Description of Items</b>	<b>Quantity Nos.</b>	<b>Unit Rate</b>	<b>Total Amount (Excluding GST)</b>
1.	MS Office Std. 2019 Academic Edition	122		
Total Amount (in words) _____				
_____				

**Note:**

- (i) L1 will be decided based on Total Amount.**
- (ii) Rates to be quoted in Absolute Numbers upto 2 Decimal places only.
- (iii) Quoted rates should be excluding GST, the same will be payable as per prevailing rates, as per norms (if applicable).
- (iv) Quoted rates should be free from pre-conditions regarding payments, etc., otherwise offers are liable to be rejected. Conditional offers will not be accepted.
- (v) Rates are to be quoted strictly as per the above format. No modification is allowed in the format.
- (vi) Statutory Changes in tax rate if any shall be borne by NBEMS. Deductions shall be made by NBEMS as per statutory rates and norms wherever applicable.

We undertake that the rates quoted above by us will not change during the Contract period and its extended period. We also accept the payment schedule/payment terms.

**Place:** \_\_\_\_\_ **Signature and Seal:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Name and Designation:** \_\_\_\_\_



**Form III: Bid Security Declaration**

[Department of Expenditure (P.P.D.) OM No. F.9/4/2020-PPD dated 12/11/2020]

To,  
The Executive Director  
National Board of Examinations in Medical Sciences,  
Ansari Nagar, New Delhi

Sir,

I/We..... the undersigned, declare that: I/We understand that bids must be supported by a Bid Securing Declaration. I/We accept that I/We may be disqualified from bidding for any contract with you/ NBEMS for a period of two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity or its extended period, if any; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Bank Guarantee, in accordance with the Instructions to Bidders.
- c) If the bidder is found indulging in any corrupt, fraudulent or other malpractice in respect of the bid; or
- d) If there is a discrepancy between words and figures quoted by the bidder and the bidder does not accept that the amount in words prevails over amount in figure.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

(Sign & Seal of Bidder)

Name of the Bidder : \_\_\_\_\_

Company Name : \_\_\_\_\_

(With Full Address) : \_\_\_\_\_

Date : \_\_\_\_\_

Place : \_\_\_\_\_

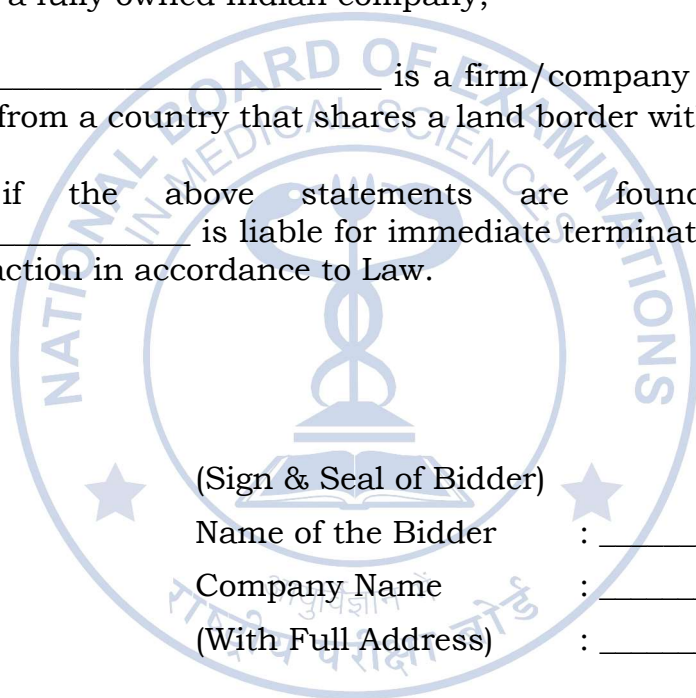
**Form IV: CERTIFICATE of the BIDDER**

(issued under Deptt. Of Expenditure, Govt. of India O.M. No. 6/18/2019-PPD dated 23/7/2020)

M/s. \_\_\_\_\_ with registered office at \_\_\_\_\_  
hereby certify the following:

- a) That, our company is a Bidder for the Limited Tender for MS Office 2019 floated by the National Board of Examinations in Medical Sciences, New Delhi;
- b) That, M/s. \_\_\_\_\_ is a firm/company registered in India and is a fully owned Indian company;
- c) That, M/s. \_\_\_\_\_ is a firm/company of Indian origin and is NOT from a country that shares a land border with India.

Further, that if the above statements are found to be false, M/s. \_\_\_\_\_ is liable for immediate termination of the Contract and further legal action in accordance to Law.



(Sign & Seal of Bidder)

Name of the Bidder : \_\_\_\_\_

Company Name : \_\_\_\_\_

(With Full Address) : \_\_\_\_\_

Date : \_\_\_\_\_

Place : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Form V: Self- Declaration – No Blacklisting**

To,

The Executive Director  
National Board of Examinations in Medical Sciences,  
Ansari Nagar, New Delhi

Sir,

In response to the Limited Tender for MS Office 2019 to National Board of Examinations in Medical Sciences, I/We hereby declare that presently our firm/company .....is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/Central Government/PSU/ Autonomous Body.

We further declare that presently our Firm/Company is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/PSU/ Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my /our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Signatures .....

Name .....

Seal of the Bidder .....

Place .....

Date .....