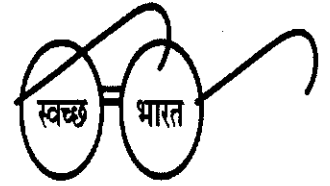




सत्यमेव जयते

भारत सरकार, वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग  
विकास आयुक्त का कार्यालय  
नौएडा विशेष आर्थिक क्षेत्र  
नौएडा दादरी रोड, फेस-II, नौएडा-201305, जिला गौतम बुद्ध नगर.  
Government of India, Min. of Commerce & Industry, Deptt. of Commerce,  
Office of the Development Commissioner  
**NOIDA SPECIAL ECONOMIC ZONE**  
Noida Dadri Road, Phase-II, NOIDA-201305, Distt. Gautam Budh Nagar (UP)



एक कदम स्वच्छता की ओर

F. No. D-28016/07/2007-Admn./ 12821

Date: 13/10/2019

13/10/19

आमंत्रित उद्धरण नोटिस

**Notice Inviting e-quotations**

**Sub: e-Quotations for supply & installation of MS Office Enterprise Edition license-Reg.**

e-Quotations are invited on behalf of the Development Commissioner, Noida SEZ from Authorised dealers of Microsoft for supply/installation & initial operation of MS Office Enterprise Edition license in Noida SEZ Phase-II, NOIDA-201305, Distt. Gautam Budh Nagar (U.P.) on the following terms & conditions as mentioned below:-

| S. No. | Name of items   | No. of User |
|--------|---|-------------|
| 1.     | MS Office Enterprise Edition license (Home & Business-2019) | 25 Users    |

**Terms & Conditions:**

- The Bidder must have an average annual turnover of minimum INR 10 lakh during the last 3 financial years ending 31<sup>st</sup> March, 2019.
- Copy of Audited Balance Sheet with Profit & Loss A/c fro the year: 2018-19, 2017-18 and 2016-17.
- Work Experience: During last 3 years ending last day of month previous to the one in which bids are invited, bidder should have any one of the following experience:- The bidder should have successfully completed:
  - One similar order costing not less than the amount equal to Rs. 4.00 lakh or
  - Two similar orders costing not less than the amount equal to Rs. 3.00 lakh each or
  - Three similar orders costing not less than the amount equal to Rs. 2.00 lacs each.
- Purchase order/contract copy with order value or Completion Certificate having order value.
- Copy of following should be attached with the bid:
  - Permanent Account Number (PAN)
  - GST registration Number.
- The bidder should not be blacklisted by Central/State Government Ministry/Department/PSU/ Government Company. Bidder also should not be under any legal action for indulging in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice with any Indian Central/State Government Ministry/Department/PSU/Government company. Self- declaration from the bidder in company letter head, signed by authorized signatory should be attached with the bid.
- Bidders shall submit, along with their Bids, EMD for Rs. 25,000/- (Rupees Twenty five thousand only) in the form of a Demand Draft drawn from any Nationalised bank or scheduled bank in favour of 'DC NSEZ' payable at Noida Branch. The earnest money shall be valid for a period of forty-five (45) days beyond the validity period of bid. EMD in any other form will not be accepted.

सिटी ऑफिस: एस टी सी बिल्डिंग, चतुर्थ तल, जवाहर व्यापार भवन, नई दिल्ली - 110001.

City Office : STC Building, 4<sup>th</sup> Floor, Jawahar Vyapar Bhawan, New Delhi-110001.

दूरभाष जोन कार्यालय: 0120-2567268 से 70, /फैक्स 0120-2562314, 0120-2567276

Tel. Zone Office: 0120-2567268 से 70 (3 Lines) Fax : 0120-2562314, 0120-2567276

सिटी ऑफिस टेलीफैक्स: 011-011-23701096 ;

Web : [www.nsez.gov.in](http://www.nsez.gov.in) ; E-mail : [dcnsez@gmail.com](mailto:dcnsez@gmail.com)

8. The EMD, for the amount mentioned above, of all unsuccessful bidders would be returned after issue of Letter of Award/Purchase Order to the successful agency. The EMD of successful bidder will be refunded by NSEZ after successful delivery of material at NSEZ, Noida.
9. The bid submitted without EMD, mentioned above, will be rejected without providing any further opportunity to the bidder concerned.
10. The EMD may be forfeited, if a bidder withdraws its bid during the period of bid validity.
11. The prices should be quoted in Indian rupees with delivery of item at NSEZ, Noida.
12. The price shall be written both in figures & words.
13. The bid should be ink signed with original stamp of the bidder.
14. Bid having print of scanned signature will not be considered and would be rejected.
15. Bids submitted on e-mail will not be considered.
16. Incomplete and/or conditional bids shall be liable to rejection. The bidder should furnish all original documents viz. demand Draft. Certificate of Authorized Seller of Microsoft at the time of opening of the quotations or before the date & time of opening of the quotations.
17. Bidder must appear before the tender committee.
18. Tender should be in a 2 bid system i.e. Technical bid and financial bid in e-tender module in the NSEZ Website <https://www.nsez.gov.in/tender.aspx>. Technical bid and financial bid must be submitted separately.
19. Payment may be withheld in case of any discrepancy/unsatisfactory working of the software supplied.
20. Tender duly complete in all respects should be submitted in the e-tender of module of NSEZ website [www.nsez.gov.in](http://www.nsez.gov.in) by 28.11.2019 up to 03.00 PM. The received Tenders will be opened on same date at 3.30 PM in the Conference Room of O/o Development Commissioner, NSEZ, Noida-201305.
21. The items/services should be supplied at Consignee's site within 15 days from the date of issue of order.
22. Tender received after due date and time will not be entertained.
23. In case last date happens to be a Govt. holiday, then the next working day will be the date of receipt of tenders.
24. Technical bid will be opened first and financial bid of only qualified tenderers would be opened thereafter. All bidders are required to bring all document in original along with DD of Rs. 25,000/-.
25. Development Commissioner reserves the rights to accept or reject all or any quotation in part or full without assigning any reasons.

  
(Subodh Kumar Jha)

Asstt. Development Commissioner

**Copy to:-**

1. All Notice Boards at NSEZ, for posting at NSEZ website
2. Main Gate NSEZ
3. The Account Officer, NSEZ

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सिटी ऑफिस: एस टी सी बिल्डिंग, चतुर्थ तल, जवाहर वयापार भवन, नई दिल्ली - 110001.  
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