
 <div>राष्ट्रीयसमुद्रप्रौद्योगिकीसंस्थान NATIONAL INSTITUTE OF OCEAN TECHNOLOGY</div>		<div>संविदा आमंत्रण सूचना(नि.आ.सू.) NOTICE INVITING TENDER (NIT)</div>		
		<div>फार्म संख्या: Form No.</div> <div>NIOT/S&P/NIT</div>		
<u>GEM-Tender Schedule</u>				
<div>निविदा संख्या/ Tender No.</div>		NIOT/S&P/CIG/9451/2025-26		
<div>कोजारी Issued To</div>		Office LTSC Standard 2024 software		
<div>निविदाप्रणाली/Tender Mode</div>		GEM – Single Bid (Custom)		
<div>बोली का प्रकार एवं निविदा प्रस्तुतिकरण Bidding Type & Tender submission</div>		<div>Single Part Tender of Technical Bid and Price Bid should be submitted electronically through GeM portal https://gem.gov.in</div>		
<div>निविदा प्रलेख उपलब्धता स्थान Tender Documents available place</div>		<div>Bidders may download the help documents. Helpdesk number : Number: 1800-419-3436 E-Mail: helpdesk-gem@gov.in For any issues / clarifications relating to the tender(s) published kindly contact the respective Tender Inviting Authority.</div>		
<div>अपने प्रश्न ई मेल आईडी पर भेजें/Send your queries to the email IDs</div>	<div>निविदा के अंतिम चरण तक/Upto Tender finalisations</div>	<div>gopalakrishnaa.niot@gov.in / vpguberan@niot.res.in</div>		

राष्ट्रीय समुद्र प्रौद्योगिकी संस्थान NATIONAL INSTITUTE OF OCEAN TECHNOLOGY
वेलचेरी ताम्बरम मेन रोड VELACHERY TAMBARAM MAIN ROAD
नारायण पुरम, चेन्नै 600 100 NARAYANPURAM, CHENNAI 600 100
 रा.स.प्रौ.सं. वेबसाइट/NIOT Website : https://www.niot.res.in/tenders_index.php

Commercial Terms Compliance sheet (The format should not be altered)

Sl. No	Particulars	Yes	No	offer Page Ref
1	Whether every page of the tender document is signed for acceptance of tender and uploaded along with the offer?			
2	Whether Taxes and duties are shown separately in the quote. (Registration numbers for claiming the same to be strictly indicated)			
3	Whether accepted to submit the order acceptance within 7 days from the date of order?			
4	Whether Quote is valid for 120 days from the due date of tender or time specified in the tender document whichever is later?			
5	Whether payment terms of the tender is complied with?			
6	Whether the bidder satisfies the Pre- qualification criteria			
	a. a copy of your GST Registration certificates and PAN details are attached (Mandatory qualifying condition)			
	b. Supplier should have previous experience in supply of similar items to recognized institutions. (Mandatory qualifying condition)			
7	Whether price is FOR /DAP NIOT , Chennai ?			
8	Whether the freight cost is included, if not included whether the freight cost is indicated separately?			
9	Whether the authorization letter exclusively for this tender, from the original manufacturer is enclosed?			
10	a) Whether warranty period (12 months from the date of supply and acceptance) accepted as per tender?			
	b) Whether submission of warranty certificate in the prescribed format is acceptable?			
11	a) Whether the delivery period (4 weeks) at NIOT, Chennai is clearly indicated, and is as per tender?			
	b) Whether declaration for supply within the delivery period has been filled & Signed by the competent authority (Annexure)			
12	Whether the cost of installation / inspection / testing explicitly mentioned in the quote?			
13	Whether Past track record of quality and service is enclosed?			
14	Whether list of deliverables attached and comply as per tender?			
15	Whether liquidated damage clause is acceptable in case of delayed supply?			
16	Whether the tender is fully complying with tender specification/Adjustment if no, list out deviations very clearly along with the appropriate reason for the deviation?			
17	Whether item-wise price is quoted as per price bid and quoted price is realistic?			
18	Whether technical specification has been duly filled in and submitted with the tender document is uploaded along with the quotation.			
19	Whether HSN code of the product has been indicated?			
20	Whether your firm is registered under MSME/ NSIC/DIC/UAM? If yes enclose copy of registration			

PRICE BID FORMAT

S. No.	Description	Qty	Unit	Unit rate	Amount
1.	Office LTSC standard 2024 software as per the specification	25	Nos		
Total Amount (delivery at NIOT, Chennai)					
(Amount in words. _____)					

Note:

The above price is inclusive of GST and delivery at NIOT, Chennai.

*** For Supply**

The GST will be paid as applicable.

For Service

GST @ 18% is applicable.

NIOT has enrolled under GST in the category "Tax Deductor". The bidders are requested to update their database regarding NIOT's Registration under GST-Tax Deductor.

TDS @ 2% on the order value towards GST will be deducted on payments made to the supplier in respect of goods and/or services, supplied/provided if the value exceeds Rs. 2.5 lakhs.

1. The copy of the GST registration certificate to be attached.
2. The duly filled technical and commercial compliance sheets should be submitted along with quotation/offer.

We agree to all applicable terms and conditions listed in the tender document.

Signature with Seal

Technical Specification - Compliance sheet for "Office LTSC Standard 2024 Software"

S. No.	Item Description	NIOT Requirement	Compliance (Yes/No)	Specification of item offered/ quoted
1.	Versions	Desktop versions of word, Excel, Power Point and Outlook		
2.	Support	24 x 7 Online support and if required, physical support is needed		
3.	OEM authorization	OEM Authorization letter should be provided at the time of submission of tender		

Note:

The literature/brochure/write up of the items quoted should be uploaded.

Terms and Conditions:

- 1. Validity:** Quote should be valid for **120 days**.
- 2. Payment: NO ADVANCE PAYMENT WILL BE MADE** 100% payment will be made after receipt and acceptance within 30 days from the date of receipt of bill / acceptance of goods along with the required documents. Warranty certificate shall be submitted stipulated in the purchase order.
- 3. Delivery:** The items should be delivered at **NIOT, Chennai within four weeks** from the date of receipt of the purchase order.
- 4. Warranty:** All the supplies shall carry warranty for **twelve months** from the date of supply and acceptance by NIOT. The format of the warranty certificate shall be furnished to the successful bidder.
- 5. Part Supply:** Not Allowed. All the items should be delivered in a single lot within the stipulated time.
- 6. Delay in Completion / Liquidated Damage (LD):** If the Contractor shall fail to deliver the systems / components within the time specified in the Contract, NIOT shall recover from the Contractor as liquidated damages a sum of **0.5%** (½ percent) of the contract price of the undelivered systems /components for each week of delay (or) part thereof. The total liquidated damages shall not exceed **5%** (5 percent) of the contract price of the unit or units so delayed. Systems / components will be deemed to have been delivered only when all essential components parts are also delivered. If any essential components are not delivered in time, the entire system / components will be considered as delayed until such time the missing parts are delivered.

We agree to all terms and conditions as per tender document.

Date:

Signature of supplier

Place:

Stamp

Annexure

DECLARATION

We, M/s. _____, hereby declare that the rate quoted for the items listed in this tender "**Office LTSC Standard 2024 software**" against bid no. _____ are readily available in the market. We have checked the availability with the manufacturer/ dealer and we will supply all the items in single lot within **four weeks** from the date of order.

Seal and Signature of Authorized Signatory

+MANDATORY DOCUMENTS:

1. GST Registration Certification
2. PAN details
3. Cancelled Cheque Leaf / Bank details
4. Vendors Address and details of contact
5. Copy of NIT documents affixing company seal and signed in all the pages.
6. Duly filled commercial compliance sheet and Technical Compliance sheets
7. Any other documents sought in the NIT
8. Valid Authorization Letter from OEM
9. MSME Certificate, if any