



केन्द्रीय हस्त औज़ार संस्थान, जालन्धर  
CENTRAL INSTITUTE OF HAND TOOLS, JALANDHAR

भारत सरकार की सोसायटी  
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय  
Government of India Society  
Ministry of Micro, Small & Medium Enterprises



ISO 9001:2008  
ISO 14001:2004  
Certified Institute

No. CIHT:JAL:P:499(Vol.VII):  
(In reply, please quote this number)

Dated: / / 2018

Messers \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject: **TENDER DOCUMENTS.**

Dear Sir,

Online Techno-Commercial tenders under single bid system are invited from the manufacturers/suppliers for the purchase of following:

**01. Corel Draw Graphics Suite-2017 Education Edition Software (Latest Version)- 10 Seats.**

A set of tender documents containing detailed specifications including terms and conditions for the purchase of Corel Draw Graphics Suite-2017 Education Edition Software (Latest Version) - 10 Seats is attached herewith as Annexure-I.

You are requested to fill up the tender document strictly as per the enclosed format. The specifications of the item offered by you must be indicated against our required specifications.

Last date for online receipt of tenders duly complete in all respects is **23 August, 2018 before 2.30 PM.** The Online techno-commercial bids shall be opened on **24 August, 2018 at 2.30 PM.**

Thanking you,

Yours faithfully,

Sd/-

[P.K. VERMA]

Dy. Director (Purchase)  
For PRINCIPAL DIRECTOR

Encls.: As above.

## ANNEXURE-I

<b>Sr. No.</b>	<b>Name of Software</b>	<b>Technical Specifications</b>	<b>Seats</b>	<b>Supplier's Specifications</b>
01.	COREL DRAW GRAPHICS SUITE	Corel Draw Graphics Suite-2017 Education Edition Software (Latest Version)	10 Seats	

### TERMS & CONDITIONS:

01. The Online Techno-Commercial tender (under single bid system) should be submitted.
02. The rates quoted should be on F.O.R. destination basis.
03. The tender/quotation should remain valid for 90 days from the date of opening of the tender.
04. The tender/quotation should be made in lumpsum price separately for any/each item.
05. In case available on DGS&D rate contract, please attach valid Registration Certificate.
06. 90% Payment shall be made after delivery and installation, commissioning, successful trial, functioning & training of the offered item at CIHT, Jalandhar and remaining 10% in one month subject to final acceptance of stores. **The party will have to deposit a Performance Bank Guarantee equal to the 5% amount which will remain valid till Warrantee period.**
07. (a) A demand draft/pay order amounting Rs.4,000/- (Rupees Four Thousand only) in the name of the Principal Director, Central Institute of Hand Tools payable at Jalandhar towards lumpsum amount of Earnest Money (Refundable) must be submitted at Central Institute of Hand Tools, Jalandhar by 23.08.2018 before 2.30 PM. The same will be forfeited, if the execution of the order is not made in time. **The offers without Earnest Money Deposit will be considered as unresponsive and will be rejected.**  
(b) Parties registered with DGS&D or NSIC under Government Store purchase programme are exempted from the payment of Earnest Money. **A photocopy of the valid Registration Certificate must be attached with the Techno-Commercial Bid.**
08. The Principal Director, Central Institute of Hand Tools, Jalandhar does not undertake any responsibility for online submission of tenders and also reserves the right to reject any or all the tenders either in part or full without assigning any reason thereof.
09. The tender/quotation should be addressed to The Principal Director, Central Institute of Hand Tools, G.T. Road, Bye Pass, Opp. Shaheed Bhagat Singh Colony, Jalandhar City as **“TENDER/QUOTATION FOR SUPPLY OF COREL DRAW GRAPHICS SUITE-2017 EDUCATION EDITION SOFTWARE LATEST VERSION-10 SEATS”** and should be submitted online latest by **23 August, 2018 before 2.30 PM**.
10. The Online Techno-Commercial bids shall be opened online on **24 August, 2018 at 2.30 PM**.
11. The Purchase Committee has the right not to accept the lowest rates quoted by the suppliers/manufacturers without assigning any reason.
12. Non fulfilling of any of the conditions, the tenders/quotations are liable to be rejected.
13. The decision of the Purchase Committee shall be final and binding on all the parties.
14. Conditional, late, incomplete and telegraphic tenders or tenders without earnest money shall not be accepted.
15. The tender documents can also be downloaded from **Website: [eprocure.gov.in](http://eprocure.gov.in)** and the party will have to pay Rs.500/- by means of demand draft at the time of submission of tender.
16. The manufacturers/suppliers should clearly mention about the following points:
  - (i) Price on F.O.R. Destination basis
  - (ii) Packing & Forwarding Charges
  - (iii) G.S.T.
  - (iv) Freight Charges
  - (v) Transit Insurance
  - (vi) Installation & Commissioning Charges
  - (vii) Place of Inspection
  - (viii) Delivery Period
  - (ix) Guarantee/Warrantee/Support

Contd...2....

- (x) Validity of Offer
  - (xi) Earnest Money Deposited or Registered with DGS&D/NSIC
  - (xii) Training to our Personnel
  - (xiii) Payment terms
  - (xiv) User list with addresses & contact nos.
  - (xv) Copy of OEM, Authorized Dealer Certificate
  - (xvi) Copy of Product Catalogue/Information/Leaflet
  - (xvii) Your GST No./PAN No./TAN No.
17. All disputes are subject to Jalandhar jurisdiction.
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Sd/-  
**[P.K. VERMA]**  
**Dy. Director (Purchase)**  
**For PRINCIPAL DIRECTOR**