Sealed Tenders are invited under two bid systems (Technical & Financial bid) for the supply of Micro Soft Office 2016 Home & student so as to reach this office on or before 3PM on 10.01.2018.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Tender No.</th>
<th>Name of the Software</th>
<th>Approx. Quantity Required</th>
<th>Required EMD</th>
<th>Cost of tender Forms in Rs.</th>
<th>Date &amp; Time of Tender opening</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>02/2017</td>
<td>Micro Soft Office 2016 Home &amp; student</td>
<td>60</td>
<td>Rs.4200/-</td>
<td>840+GST</td>
<td>10.01.2018 4.00pm</td>
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</tbody>
</table>

**General**

1. The bidder should be Original Equipment Manufacturers (OEM) or authorized dealer of OEM, who is having an Authorization certificate from the OEM to participate in the tender at Vigilance & Anticorruption Bureau and Certificate from the OEM for sales and service.

2. One bidder cannot represent two suppliers/OEM or quotes on their behalf in a particular tender.

3. The Bidder should have valid registration. Copy of registration certificate should be enclosed along with the tender.

4. The bidder should have valid GST. Copy of GST allocation letter should be enclosed along with the tender.

5. The Bidder must fulfil the following minimum qualification criteria to prove the techno-commercial competence and submit the documents in support thereof:
a) Valid Authorization letter from the OEM to attend this particular Tender.
b) Certificate of Registration/Incorporation Certificate of the Bidder.
c) Last 3 year’s financial status of the Bidder’s /P&L and Balance Sheet/audit report of last 3 years.
d) The bidder (authorized dealer/distributor) should have the dealership/distributionship for at least 3 (three) continuous consecutive year with the OEM.
e) The Bidder has to submit a Warrantee Certificate along with invoices.

Conditions:

1. The Tender should be superscribed with Tender Number and name of the software and addressed to be Director, Vigilance & Anti- Corruption Bureau, Thiruvananthapuram, Late Tenders will not be accepted.

2. The tender should be submitted in two separate parts containing Technical and Financial bids in separate sealed envelopes clearly superscribed and should be put together in a large envelope, all envelopes sealed and superscribed with “Tender No. and name of software”. If any offer contains technical bids and financial bids together in one envelope, such offers should be rejected outright.

3. Opening of Tender:- Technical bids of the offers received with required EMD or Bid security will be opened on /12/2017 at 3 PM in the presence of the representatives of the firms who may be present at that time. All tenders received without EMD will be rejected, outright. The technical bids will be evaluated by a Technical Evaluation Committee and those that do not confirm to the specifications will be rejected. The financial bids of the technically qualified tenders only will be considered for opening at a later date. The date for opening of financial bids will be intimated to the concerned suppliers. Unopened financial bids of the technically disqualified bidders shall be returned to them. All prices quoted should be inclusive of all levies and taxes.

4. All tenderers who quote for the supply of above are required to be ready for demonstration to be held in the Conference Hall of the Directorate, Thiruvananthapuram on 08.01.2017 at 11.00A.M The Technical
Evaluation Committee will be consisting of the following officials:

1. The Superintendent of Police, VACB, SRT – Chairman. (Ph.No.0471-2550118)
2. The DYSP, VACB, TVM unit – Member (Ph.No.0471-2304119)
3. Shri. Priya Dev, SCPO 1844, VACB, TVPM – Member (Ph.No.0471-2305393)
4. Shri. Saji R Nair, CPO 3908, VACB, TVPM – Member (Ph.No.0471-2305393)
5. Shri. Manoj, CPO 2935, VACB, TVPM – Member (Ph.No.0471-2305393)

Any clarification/doubts regarding the specification or related matters pertaining to the software, tenderers may be freely got cleared through the officers included in the above committee by contacting them in the numbers shown against their names above.

5. Intending Tenderers may, on application to the Director, Vigilance & Anti-corruption Bureau obtain required tender forms on which the tenders should be submitted or download the tender forms from the website www.keralavigilance.gov.in. The tenderers who download forms should submit the required tender value as a Demand Draft along with the tender.

6. Earnest Money Deposit (EMD) should be submitted along with the Tender EMD may be submitted either in crossed Bank Draft/Treasury Saving Bank Deposits/Government Promissory Notes/Bank Guarantee or National Saving Certificates drawn in favour of The Director, Vigilance & Anti-Corruption Bureau, Thiruvananthapuram. The name of the firm and Tender number should be mentioned in the reverse side of the EMD and Tender cost. Firms which are exempted from furnishing EMD should produce a copy of relevant authorized document for verification. Without EMD, the Tenders will be rejected.

7. Intending Tenders also shall include charges for installation, training of officers and on-site support for at least for 3 years as warranty.

8. Specifications and list of items of each tender shall be obtainable from the Vigilance Directorate or from the vigilance website as mentioned above. The firms should also furnish the detailed specifications, make, brochures. The Tenders without detailed
specifications of quoted items, Brochures, make etc. are liable to be rejected forthwith. The Tender without separate envelope and without superscribing the Tender number etc. will be rejected.

9. As the software is urgently required, the selected bidder will have to supply the item without loss of time, preferably within 15 days.

10. The software will have to be submitted free of cost whenever necessary, which would be returned only after the Supply is effected. The firms should be ready to show live demonstration of software at their own risk and cost during technical evaluation. In the event of firms not able to show live demonstration, they need to convince the Technical Evaluation Committee about such inability and resort to documentary/power point presentation with original product brochures/CDs/ Scale models/videos/slide shows etc. to the utmost satisfaction of the Technical Evaluation Committee.

11. Vigilance & Anti-Corruption Bureau Department is not liable to send any individual communication. Vigilance Department is not responsible to return the software after verification. The rates quoted should be valid and firm till 31/01/2018.

12. The Director is empowered to reject any tender without assigning any reason.

13. For any further clarification please contact SP(Int) (Ph: 0471-2303293) or Senior Superintendent ‘M’ Section (Ph: 0471-2305393) Vigilance Directorate.

For Director