RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

[Institute of National Importance established under the Act of Parliament]

Mubarakpur, Mukhtia, Bahadurpur Post: Harbanshganj, Jais, Amethi Pin Code- 229 304

Website: www.rgipt.ac.in

OPEN TENDER (OFFLINE MODE) NVivo 12 Software

Type of Tender	OPEN TENDER
Tender No.& Date	RGIPT/JAIS/BS&H/Proj/OFF-OPN/LAB/2020-21/01 Dated: 27.08.2020
Item Description	Procurement of **NVivo 12 Software**
Tender Type **(OFFLINE MODE)**	Two Bid System: Tender should be submitted on the schedule to tender. (i) Techno-Commercial Bid and (ii) Financial Bid The Financial bid will be opened only of those firms, who will be found technically qualified after evaluation of their technical bids.
Earnest Money Deposit (EMD)	Rs.3000/- (Rupees Three Thousand only)
Mode of Submission	Open Tender (Offline)
Tender Date	31.08.2020 (Monday)
Last date of submission of Tender	21.09.2020 (Monday) before 3:00 PM
Date & Time of Opening of Techno- Commercial bid	21.09.2020 (Monday) at 4:00 PM
Date & Time of Opening of Financial Bid	Will be announced later
Place of Opening of Tender	Conference Room, AB2, 5th Floor, Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi, UP
Bid Address to the	The Director Rajiv Gandhi Institute of Petroleum Technology, Mubarakpur, Mukhtia, Bahadurpur, POST: Harbanshganj, Jais, Amethi – 229304
Chairman Purchase Committee	Name: Dr. Anirban Mukherjee Assistant Professor, Basic Sciences and Humanities Email: amukherjee@rgipt.ac.in Mobile No.8858114275, +91 535 270 4513
Technical Specification	Name: Dr. Anirban Mukherjee Assistant Professor, Basic Sciences and Humanities Email: amukherjee@rgipt.ac.in Mobile No.8858114275, +91 535 270 4513

Dated: 27.08.2020

Sealed Tenders are invited from reputed Original Equipment Manufacturers/ Authorized Dealers for procurement of **NVivo 12 Software** by the Rajiv Gandhi Institute of Petroleum Technology, Amethi-229 304 in **Two-Part Bid System** as per specifications mentioned below:

ITEM PARTICULARS

Item Description: NVivo 12 Software

Technical Specifications of NVivo 12 Software

	Specifications of Forward NVivo 12 Software
1.	Import research data from virtually any source (e.g. surveys, interviews, articles, videos, email, word, PDF, etc.)
2.	Collecting data from Facebook, Twitters, YouTube
3.	Quick and centralization of storage data and theme-based exploration
4.	Support for mixed research method
5.	Easy visualization of cross tabulated data and help create snapshot for easy composition of the findings
6.	Easier Windows navigation
7.	User friendly, well established in Humanities Studies
8.	Recent High quality Publications in Reputed Journals Using NVivo 12 Software

Note: A marking system will be used to evaluate the bids. The bid that receives more than the threshold mark fixed by the Purchase Committee will be considered for opening of Price Bid.

Place:

Date: Signature   and   seal   of   the   Manufacturer/
Bidder

Technical Specifications Compliance Statement of "NVivo 12 Software" should be submitted as per format given in Annexure – I (On the Company's Letter Head)

Terms & Conditions

1. **Tender filling up and submission**

a. Tender offer must refer Tender Enquiry No. RGIPT/JAIS/BS&H/Proj/OFF-OPN/LAB/2020-21/01 Dated: 27.08.2020. The Tender should be in sealed envelope super-scribed **"NVivo 12 Software to Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi."**

b. Tender must be submitted either by Speed/Registered post or dropped in the **tender box provided at 1st Floor, Administrative Building, Dispatch Section, Mubarakpur Mukhetia, Bahadurpur Post: Harbanshganj, Jais, Amethi- 229 304.**

c. All prices must be quoted in Indian Rupees, both in figures and in words and the same will be considered for price comparison. Where there is a difference between the two, the rates given in words will be taken as authentic. Should there be any discrepancy between unit rate and amount, the unit rate will be considered as the correct one.

d. The rates quoted **should include freight charges upto Jais, Amethi** clearly mentioning the percentage/rate of GST and the rates quoted should be valid for at-least 60 days from the date of opening of the Tender. The **rates must be quoted both in figures and words** and over writing should be avoided. However, all cuttings/corrections must be duly authenticated.

e. Non-receipt of quote in foreign currency for imported equipment may lead to the rejection of their Bid without assigning any reason thereof.

f. RGIPT will provide Custom/Excise Duty Exemption Certificate and GST Exemption Certificate on request by the bidder.

g. RGIPT, Jais, Amethi avails Custom Duty Exemption in terms of Government Notification No. 51/96-Customs dated 23 July, 1996, and Central Excise Duty Exemption in terms of Government Notification No. 10/97-Central Excise dated 01 March, 1997, as amended time to time.

h. RGIPT, Jais, Amethi avails GST Concession under Notification No. 47/2017 Central Tax (Rate) dated 14th November 2017, as amended time to time.

i. The Tender submitted must not contain any ambiguity. Any such ambiguity in the quote submitted shall make it liable for rejection.

j. Every page to Tender should be numbered and signed with seal by the bidder.

k. The Tender document is not transferable.

l. No amendment to the Tender in any form by the bidder will be permitted after opening of the Tender. No conditional offers shall be accepted.

m. Submission of Tender will bind the bidder to the acceptance of all conditions specified in the Tender document.

n. Canvassing in any form is for bidden and will be a criterion for disqualification.

2. **Earnest Money Deposit (EMD):** The Bid must accompany a crossed Demand Draft of Rs.3000/- (Rupees Three Thousand only) drawn on any Scheduled bank and payable at BOB Jais,Campus branch in favor of "Rajiv Gandhi Institute of Petroleum Technology" for earnest money. No interest shall be paid on earnest money deposited.

a) The EMD of the bidders will be returned after finally award of the Job to a successful bidder/ acceptance of the tender and within reasonable time not exceeding six months from the date of opening of Tender. The EMD will carry no interest.

b) The EMD will be forfeited if the bidder withdraws his offer before finalization of the tender.

c) In the case of foreign Bidders/Tenderers, the EMD shall be submitted either by the principal or by the Indian agent and in the case of indigenous Bidders/Tenderers; the EMD shall be submitted by the manufacturer or their specifically authorized Dealer/Bidder/Tenderer.

d) The EMD shall be in Indian Rupees. The bid security shall be in one of the forms at the Bidder/Tenderers' option: i) A Banker's cheque or demand draft in favour of the Rajiv Gandhi Institute of Petroleum Technology payable at Raebareli. ii) FDR in favour of the Rajiv Gandhi Institute of Petroleum Technology, Raebareli.

e) The EMD should be submitted in its original form. Copies shall not be accepted.

f) The firms registered with DGS&D & NSIC, if any, are exempted from payment of EMD provided such registration includes the item they are offering which are manufactured by them and not for selling products manufactured by other companies. (Latest Copy must be enclosed for claiming exemption).

3. **Performance Security:** The successful bidder will provide "Performance Security" for an amount of 10% of the contract value in the form of valid Account payee Demand Draft/ FDR from a scheduled bank favouring "Rajiv Gandhi Institute of Petroleum Technology" payable at RGIPT, Jais, Amethi Campus Branch. Performance security should remain valid at least for a period of 60 days beyond the date of completion of all contractual obligations of supplier (Total Period of FDR/Demand Draft – Warranty Period plus 180 days). Thereafter the security will be returned, provided there is no defect in the equipment supplied.

4. **Bid Validity:** The bid must be valid for 180 days from the date of opening of Technical Bid.

5. **Certificate:** Copy of GST No. & PAN No. must be enclosed along with Tender.

6. **Payment terms:** The eighty percent (80%) payment of contract value shall be paid at the site by an irrevocable Letter of Credit, two weeks prior to dispatch of equipment on submission of original documents without any discrepancies and balance twenty (20%) shall be released after satisfactory installation and commissioning of **NVivo 12 Software** at site, i.e. Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi- 229 304.

7. **Price Validity:** The price quoted by the bidder shall remain valid till the supply is completed. During the tenure of the supply period, no price increase will be considered, except for change in statutory levies imposed by Central Govt. /state Govt. or Local authorities.

8. **Printed Conditions of the Company – Not Acceptable to the Institute**: RGIPT does not accept the printed conditions of any Tenderer. It will be ignored without any reference; hence tenderers should withdraw such printed conditions if they have any. RGIPT shall accept only unconditional tender.

9. **Warranty**: As specified in the technical specification.

10. **Delivery:** The timely delivery is the essence of contract. The supply should be completed with the specified delivery. **Delivery shall be completed within 60 days from the placement of Purchase Order.**

11. **Evaluation Criteria:** The order will be awarded to the vendor, who fulfills all the technical specifications & conditions mentioned in the Tender enquiry document for Technical Bid and whose rate is L1 in Grand total in Price Bid including **(Bidder must submit the technical bid & price bid separately).**

12. **Tender Acceptance and Rejection**
    a. RGIPT reserves the right to reject the Tender without assigning any reason what so ever.
    b. RGIPT does not bind itself to accept the lowest or any tender and reserves the right to reject any or all without assigning any reason.

13. **Late Receipt of Tenders:** The Tender received after the due date and time due to postal delay or any other reasons whatsoever will not be considered and no correspondence would be entertained in this regard. Any Tenders received by FAX will not be considered.

14. **Liquidity Damage Clause:** In case of any damages and delay in supply of material, liquidated damages at the rate of 0.5% of the order value per day of delay or part thereof, subject to a maximum of 5% of the order value shall be recovered from the vendor's bill/invoice.

15. **Withdrawal of Tender:** The Institute reserves the right to withdraw the tender at any stage of tendering process with the approval of the Competent Authority.

16. A Tender submitted with false information will not only be rejected but the vendor may also be debarred for participation in future tendering processes.

17. Authorized representative may choose to be present at the time of opening of Tender at their own cost.

18. **Only one PRICE BID should be submitted for the above equipment. A bidder who submits more than one PRICE BID, shall be disqualified and considered non-responsive.**

Chairman
In-house Project Purchase Committee
(BS&H, RGIPT, Bahadurpur, Jais, Amethi)

A. Checklist for submission of Tender (For Technical Bid)

Envelope -1

Sr. No.	Description	Enclosed/ Not Enclosed
	The EMD of Rs.3000/- (Rupees Three Thousand only) must be attached with the Technical Bid in the form of Demand Draft favouring "Rajiv Gandhi Institute of Petroleum Technology" payable at BOB Jais,Campus.If the EMD is not attached, then the Tender will be automatically rejected.	
1	Copy of GST	
2	Technical Compliance Sheet – **Annexure–1** **(On the letter head of the Company)**	
3	Price Reasonability Certificate – **Annexure 2** **(On the Letter Head of the Company)**	

B. Checklist for submission of Tender (For Price Bid)

Envelope-2

Sr. No.	Description	Enclosed/ Not Enclosed
1.	Price Bid Format - **Annexure-3** **(On the letter head of the Company)**	

Signature of the Bidder
With stamp

Date:

Technical Compliance Sheet of NVivo 12 Software
(On the Letter Head of the Company)

Note: A marking system will be used to evaluate the bids. The bid that receives more than the threshold mark fixed by the Purchase Committee will be considered for opening of Price Bid.

	Specifications of Forward NVivo 12 Software
1.	Import research data from virtually any source (e.g. surveys, interviews, articles, videos, email, word, PDF, etc.)
2.	Collecting data from Facebook, Twitters, YouTube
3.	Quick and centralization of storage data and theme-based exploration
4.	Support for mixed research method
5.	Easy visualization of cross tabulated data and help create snapshot for easy composition of the findings
6.	Easier Windows navigation
7.	User friendly, well established in Humanities Studies
8.	Recent High quality Publications in Reputed Journals Using NVivo 12 Software

Please mention the brand and model no. & name of the equipment:

Signature of the Bidder with stamp

Date:

Price Reasonability Certificate
(On the Letter Head of the Company)

It is certified that the rates quoted against Tender No. ……………………………………………………. Dated …………………………… for the items vide our bid No. …………………………………………………………...dated ……………………… are exclusively for supply to ACADEMIC and RESEARCH Institutions and are not more than as charged to other Govt. /PSU's for similar supplies made in recent past. If they have been approved by the Director, RGIPT and if at any stage it has been found that the quoted rates are higher than the rates applicable to supply to Government then in such condition RGIPT, Amethi will have the right to cancel the approved rates and to take legal action against the bidder.

Yours Faithfully,

(Name of Manufacturers)
(Signature with Date)(Name and designation)
Duly authorized to sign tender for and on behalf of

Price Bid Format for NVivo 12 Software
(On the Letter Head of the Company)

Si. No.	Item Description	Quantity Required	Unit Rate (INR)	Total Rate (INR)
1	**NVivo 12 Software** (Technical Specification as per Tender Enquiry)	02		
	Sub Total			
	Add: Taxes (GST) @5%			
	Add: Freight Charges			
	Add: Any other Charges, If Applicable			
	Grand Total (F.O.R, RGIPT, Jais Price)			

Signature of the Bidder with stamp

Date: