



SARDAR VALLABHBHAI PATEL
INTERNATIONAL SCHOOL OF TEXTILES AND MANAGEMENT

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TENDER DOCUMENT
FOR
Supply and Implementation of E- Learning Management System
at
SVPITM Campus, Coimbatore

Tender No. SVPITM/01/Procurement of Software/2018-19

Time schedule for tender process:

Last date for submitting filled in tender document	17.08.2018 up to 3.00 p.m.
Date and Time of the opening of technical bids	18.08.2018 by 3.00 p.m.

Price bid opening will be intimated to short listed vendors who are technically qualified.

Note: This tender document contains **13** pages and bidders are requested to sign on all the pages. The Technical bid & the Price bid should be sealed by the bidder in separate covers duly subscribed & both these sealed covers are to be put in a bigger cover which should also be sealed & duly super scribed as “Supply and Implementation of “E- Learning Management System”

PREAMBLE / INTRODUCTION

Textile and Apparel Industry has been viewed as an engine of growth in most economies of the world. It is in this context that Ministry of Textiles, Government of India, set up the Sardar Vallabhbhai Patel International School of Textiles and Management in 2002 as a Registered Society with the status of an Autonomous Body. The prime objective of this institute is to assist the apparel/fashion industry in meeting the industrial competitiveness on a global plane. Over the years SVPITM has created a learning environment that encourages innovation, creativity and excellence.

TENDER NOTICE

SVPITM invites sealed Tenders under two Bid systems for the Supply and Implementation of “E-Learning Management System” as per the specification mentioned in price bid. The tender bids duly-filled in all respects enclosing necessary documents should be addressed to the Director, Sardar Vallabhbhai Patel International School of Textiles and Management, 1483, Avinashi Road, Peelamedu, Coimbatore - 641004 so as to reach on or before 3.00 p.m., on 17.08.2018. Tenderer should sign and seal in all pages of the tender; otherwise the tender will be summarily rejected.

1. TECHNICAL QUALIFYING CRITERIA

The Tenderer must fulfill the following eligibility condition.

- i) The Firm should have all the necessary registrations of the Govt. under the Shop and Establishment Act. PAN Number, VAT Registration for Tamil Nadu/ Other State, GST etc. enclose document for proof.
- ii) The Tenderer should be a supplier of software and laptops for at least two years. The tenderer should submit copies of supporting records to prove the same.
- iii) The tenderer should not have been blacklisted by any State Government/Central Government and/or any Central PSU. Declaration to this effect should be furnished in the Technical Bid. (**Annexure –III**)

2. MODE OF SUBMISSION

A. Tenders should be addressed to the Director, SVPITM Coimbatore by designation only.

B. Tender should be submitted in the following two separate sealed covers.

- i) Technical Bid
- ii) Price Bid

Both Covers should be super-scribed accordingly and put it in a big sealed cover. Tenderers furnishing Technical Bid and Price Bid in the same cover will be summarily rejected...

C(i). Tender can be submitted in person to our office on or before the due date and time specified in the tender notice.

C(ii). Alternatively, the tenderer who prefers to submit the tender through post can dispatch the same through Registered Post or Courier so as to reach the above address on or before the due date and time specified in the Tender Notice. Tenders received after the due date and time, for what so ever reasons will not be considered, and the institute will not be liable or responsible for the same.

D. Tender should be submitted in the prescribed Tender Document obtained from the website. The tender document can be obtained from 10-08-2018 during office hours of working days.

3. DUE DATE & TIME

The sealed tenders should reach the office of the Director, SVPITM Coimbatore as mentioned in the Tender notice. The tenders will be opened at 3.00 p.m. on 18.08.2018. If the last day happens to be a holiday, the Tender will be opened on the next working day at the same time. The tender received after due date and time or unsealed or incomplete or by electronic mail will be summarily rejected.

4. SUBMISSION OF TENDER - TWO COVER SYSTEM

A. TECHNICAL BID (IN ENVELOPE-A)

The Technical Bid as prescribed should be filled up, and sealed in a separate cover along with all the enclosures specified. The cover shall be called “**Envelope-A**”

The Technical Bid Envelope should contain the following:

- I. Documentary proof for the constitution of the tenderer firm with details of the name, address, telephone number, cell phone number, fax number and e-mail address of the tenderer should be furnished.
- II. Duly attested Copy of PAN and copy of Income Tax return filed up to 2017-18 in respect of Indian Tenders.
- III. Duly attested copies of GST registration Certificate.
- IV. Authorization for a Senior Responsible Officer/Representative of the company duly authorizing him to transact business.
- V. Details of Specifications offered as specified in Annexure I.
- VI. Declaration duly signed by the tenderer. (*Annexure III*)
- VII. The Tenderer should provide sole proprietorship certificate and Free Service for a period of one year from the date of installation.

VIII. Illustrated pamphlets containing all the Technical Details, Specification of the tendered items should be sent along with the tender. Failure to send detailed pamphlet, brochure, and drawing may result in the rejection of tender.

IX. The certificate should be addressed to the Director, SVPITM, Coimbatore.

X. Credentials of the tenderer with his experience for Implementation of E- Learning Management System in the last 02 years in the following format.

Sl. No.	Year	Date of Receipt of order	Name of the Department	Value of order	Whether full supply was made within the time stipulated, if not, Give details of delayed offers and reasons thereof.
1					
2					
3					
4					
5					
6					

XI. The signed TENDER DOCUMENT TECHNICAL BID along with the above details in original in full without omitting any paper / pages. This cover should be super scribed as “Technical Bid Envelope A”

B. PRICE BID (IN ENVELOPE – B)

The Price Bid as prescribed in Annexure IV should be filled up and sealed in a separate cover super scribed as “PRICE BID – Envelope B” along with Price Bid certification as prescribed in **Annexure IV**.

Both the Technical Bids and Price Bids should then be put in a single outer cover, duly sealed and super scribed as **“Tender for Implementation of E- Learning Management System – SVPITM COIMBATORE”**

The Tenders not submitted as specified above will summarily be rejected. All items in **Annexure I to III** should be in Envelope “A” (meant for Technical Bid) and all items in Annexure – IV and V should be in Envelope “B” (meant for Price Bid).

5. PRICE

Basic Rate of the software shall be quoted as listed in the tender (Annexure V), shall be inclusive of all charges of implementation and training at SVPITM COIMBATORE. The rates should be indicated clearly both in Figures and in words. If there is variation between the rates in Figures and words the lower rate will be taken for evaluation.

The rate quoted shall be inclusive of rate of all accessories specified in Annexure –I and no separate rate should be quoted for others.

1. Validity of the rates quoted in the Tender will be up to 2 months from the date of opening of Tender.
2. The above procurement of software is procured for educational purposes.
3. Tax component if any should be clearly specified whether inclusive or exclusive and percentages should also be mentioned in the price bid.
4. Payment will be made on satisfactory supply, training and implementation of the software.

6. DETAILS TO BE FURNISHED AND MODE OF PRESENTATION

- a) The Tenders should contain all particulars like the name and address of the Tenderer in their letter-head as per the format given in Annexure - III
(Technical Bid)
- b) The Price details must be quoted in the PRICE BID only as per format given in Annexure – IV and incomplete details on the above will be treated as non-responsive offer, and the tender is liable for rejection. The rates should be kept firm and valid for 60 days from the date of opening the Tender.
- c) The Rates should be quoted for item as per specification and it should be indicated clearly both in words and Figures. The tenderer with full signature should attest in any scoring or overwriting. The rate quoted should not be subject to any price variation clauses. In case there is discrepancy in creating in words and figures, the amount in words will be considered as final.
- d) Pamphlets and specifications of quoted items should necessarily accompany the offer.

7. CERTIFICATES

Copyright/Patent Certificate

Successful vendor should provide copyright/patent certificate of their software.

8. OPENING OF TENDER AND EVALUATION THEREON

The tenders received up to 3.00 P.M. on the last day as mentioned in the Tender Notice will be opened at 3.00 P.M. on 18.08.2018 by the Director SVPITM COIMBATORE or by any other officer authorized on his/her behalf at SVPITM COIMBATORE in the presence of those tenderer or their representatives who choose to be present at the time of opening. Representatives who are attending the opening of the Tenders should bring a Letter of Authority from the Tenderer, whom they represent to identify their bonafide.

1. The Tenders should be submitted only in the original form obtained from Office of the Director, SVPITM COIMBATORE or down loaded from the SVPITM Website.

2. The Tenderers are advised to go through all the terms and conditions carefully. Reporting of any corrections or alteration, etc., after submitting the tender, will not be entertained.
3. The Director, SVPITM COIMBATORE reserves the right to accept the whole tender or any part thereof or reject all the tenders, in the interest of the SVPITM so require, without assigning any reasons whatsoever and to waive any minor discrepancy in the tenders received.

9. TENDER EVALUATION CRITERIA

Tenderers who satisfy the technical and general conditions stipulated in the tender document and who have supplied all the documents/materials required will alone be considered as qualified Tenderers. The tenders of such qualified Tenderers alone will be considered for “Opening the Price Bid in Envelope B”.

Lowest price quoted along with the specification mentioned in Annexure I shall be criteria for selection of any technically qualified vendor. However the SVPITM reserves the right of placing the orders to any of the Tenderers, without assigning any reason.

10. RELEASE OF PURCHASE ORDER

1. It is not binding on the part of the Director, SVPITM COIMBATORE to accept the lowest or any other tender and he reserves the right to reject or accept/cancel any tender fully or partly or retender without assigning any reason, what so ever. The Director, SVPITM COIMBATORE reserves the right to accept/cancel and place the supply orders to the successful tender / tenderer.
2. The Director, SVPITM COIMBATORE also reserves the right to relax or waive any of the tender condition and reject the tender if anyone of the conditions enumerated above is violated or any counter condition is given by the tender.

11. EXECUTION OF PURCHASE ORDER

The tenderer should nominate and intimate to SVPITM COIMBATORE his authorized representative specifically to handle the Purchase order from SVPITM and ensure that he fully familiarizes with the terms and conditions of the Tender Purchase Order and the Guidelines, and is responsible to effectively execute the Purchase Order complying all the terms and conditions.

12. DELIVERY

- a) Supply and Implementation of E- Learning Management System will have to be completed within 30 days.
- b) The delivery schedule should be strictly adhered. If the tenderer fails to complete the implementation within the time stipulated, the order for the Implementation of E-Learning Management System will be liable to be cancelled.
- c) Deployment of software shall be made by the tenderer in accordance with the terms specified by SVPITM, COIMBATORE.

13. SUPPLY and IMPLEMENTATAION

The implementation should be done within 30 days from the date of receipt of order for Implementation of E- Learning Management System at the Sardar Vallabhbhai Patel International School of Textiles and Management, COIMBATORE.

14. PAYMENT TERMS

Payment shall be made within 15 days from the date of supply and implementation of software.

15. JURISDICTION FOR LEGAL PROCEEDING

Suite or any legal proceedings in regard to this matter arising in any respect under this contract shall be instituted in any court in COIMBATORE only.

16. REJECTION CRITERIA

Tenders with incomplete information subjective and conditional offers as well as partial offers will be liable for rejection.

17. SAVING CLAUSE

1. In case any doubt arises on interpretation or otherwise of any point in this tender document, SVPITM shall be referred for clarification two days before opening of technical bid. SVPITM
2. Reserves the right not to answer any or all queries without assigning reasons.
3. At any time after the issue of the tender documents and before the opening of the tender, the Tender Inviting Authority may make any changes, modifications or amendments to the tender documents and shall send intimation of such change to all those who have purchased the original tender documents.

18. GENERAL

The tenderer while sending their tender should enclose Original Tender Documents in the respective envelopes with the conditions stipulated duly certified and attested by them in token of having accepted the Tender conditions that they understood and accepted them fully.

SIGNATURE AND SEAL

The Tenderer must sign and affix their Seal in every page of the Tender Document and the complete Signed Original Tender.

Documents must be submitted only in the respective covers.

I/We _____ have gone through the terms and conditions and will abide by them as laid down above.

SIGNATURE & Seal of the Agency :

Date :

ENVELOPE –A

TENDER NO.....

Supply and Implementation of E-Learning Management System

TECHNICAL BID

NAME OF THE TENDERER :

SIGN AND SEAL OF THE TENDERER :

ENVELOPE – B

TENDER NO

Supply and Implementation of E-Learning Management System

PRICE BID

NAME OF THE TENDERER :

SIGN AND SEAL OF THE TENDERER :

ANNEXURE – I

Procurement of Software

S. NO	ITEM DESCRIPTION
1	E-Learning Management Software System – A software to perform entire academic activities Starting from attendance marking.

Note: The above items is for educational purpose and it should be delivered & implemented at SVISTM Campus, COIMBATORE.

ANNEXURE - II

Technical Specification for Software

Sl. No	Specifications desired (Modules)	<i>Specify Yes/No</i>
1	Student Management	
2	Examination Management Software	
3	Outcome based Education Software	
4	Student App for e-LMS	
5	App for Attendance Management	

ANNEXURE –III

DECLARATION

I/We having our office at declare that I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.

Signature :

Name :

Designation :

Name of the Agency :

Address of the tenderer :

Contact No. :

E-mail id :

Seal of tenderer :

Date :

Place :

ANNEXURE – IV

PRICE BID CERTIFICATION

To,
The Director
1483, Avinashi Road, Peelamedu
Coimbatore - 641004

I/We of
.....

hereby agree on the acceptance of this tender by Director, SVPITM, Coimbatore for supply and implementation of E-Learning Management System in accordance with the terms and conditions of contract stated in the tender document, supply and implementation of E-Learning Management System hereunder named of the quality and sort and at the rates or price specified in Annexure – V.

Signature :

Name :

Designation :

Name of the Agency :

Address of the tenderer :

Seal of tenderer :

Date:

Place:

ANNEXURE – V

PRICE BID

A. Procurement of software

SNO	ITEM DESCRIPTION	Qty.	Unit Price	Total Price
1	Supply & Implementation of Software (1 Year License) (Including Training, Support and maintenance)			
2	Taxes, if any			
	Grand Total - A			

Total Rupees in words:

Signature :

Name & Designation :

Name of the Agency :

Seal of the Tenderer :