

TENDER DOCUMENT FOR PURCHASING OF COREL DRAW GRAPHICS SUITE
(Tender No: VJTI/IT Infra/2023/Tender/03)

Veermata Jijabai Technological Institute
H R Mahajani Marg, Matunga, Mumbai – 400019

TENDER DOCUMENT
FOR

PURCHASING OF COREL DRAW GRAPHICS SUITE
(Tender No: VJTI/IT Infra/2023/Tender/03)

Tender document can be downloaded from **03.10.2023 to 17.10.2023** VJTI Website www.vjti.ac.in
No editing/addition/deletion of matter (in tender document) is permitted. If such action is observed at any stage, such tenders are liable for rejection outright and the decision of the Institute shall be final and binding for all the tenderers.

Director

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IMPORTANT POINTS

SN		
1	Downloading & submission of Tender Document	From to 13.10.2023 5:00 PM
2	Tender Document Cost (Rs. 3400/- + 612(18% GST) = Rs.4012) Earnest Money Deposit (EMD) (Rs 17,000/-)	Tender processing fees and Earnest Money Deposit (Total Rs 21,012/-) should be deposited on-line through STATE BANK COLLECT procedure.
3	Pre-Bid Meeting	10.10.2023 11:00 AM at CCF1
4	Last date & time for submission of Tender	17.10.2023 5:00 PM
	Note: No Tender Document will be accepted after the last date of submission & time specified in this Tender document, Tender to be submitted to the inward section of VJTI, Mumbai. No queries shall be entertained after the pre-bid meeting.	

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SECTION 1

CHECKLIST OF THE DOCUMENTS TO BE ATTACHED

Sr. No.	Document and Envelope list	Whether enclosed (Yes/No)
1.	One big single envelope super-scribing “Bid for PURCHASING OF CORELDRAW GRAPHICS SUITE containing	
	a Envelope 1 super-scribing “Tender processing fees & EMD”	
	b Envelope 2 super-scribing “Technical Bid”	
	c Envelope 3 super-scribing “Financial Bid”	
2.	Envelope 1 super-scribing “Tender processing fees and EMD”	
	a Payment receipt of Rs. 21,012/- against tender document processing cost and EMD paid on-line through STATE BANK COLLECT procedure.	
3.	Envelope 2 super-scribing “Technical Bid”	
	a Letter of authorization from the manufacturer/parent company (In case of authorized dealer).	
	b List of clients/customers whom the Vendor has provided such software in last 2 years with details of support, with contact number of representatives of Client.	
	c List of Documentary evidence for experience in support and service in the IT industry for the last two years.	
	d Certified balance sheet and Profit and Loss statement for 2021-22 and 2022-23.	
	e Documentary proof of GST registration.	
4.	Envelope 3 super-scribing “Financial Bid”	
	a Financial Bid as per format given in Section 6	

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SECTION 2

INVITATION OF THE BID

2.1	INTRODUCTION:	
	VJTI Invites sealed bids for “Purchasing of CORELDRAW GRAPHICS SUITE” at VJTI as per the specifications/requirements contained in Section-5 of this Tender Document. The tenderer should be a reputed support provider (CorelDraw Software & such kind of products). The support needs to be provided at VJTI, Matunga, Mumbai-19	
2.2	DETAILS OF THE BID	
	Downloading of Tender documents	03.10.2023
	Pre-Bid Meeting	10.10.2023 at 11:00 AM at CCF1
	Last date and time of submission of bids	13.02.2023, 5:00 PM
2.3	BIDDING PROCEDURE	
	Submission of duly sealed big envelope super-scribing “PURCHASING OF CORELDRAW GRAPHICS SUITE” containing	
	a	Envelope 1: Superscribed “Tender processing fees and EMD”
	b	Envelope 2: Superscribed “Technical Bid”
	c	Envelope 3: Superscribed “Financial Bid”
2.4	Submission of Tender:	
	To Inward section VJTI Main building administrative office, Matunga, Mumbai-400019	
	OR	
	Sent through Registered Post (In case an acknowledgement of receipt of tender is desired) should reach at the aforesaid address on or before the last date and time of submission of tender.	
2.5	NOTE:	
	Technical Bids received without the printed e-receipt of tender processing fees and EMD or not fulfilling the prescribed conditions will be summarily rejected and decision of the Institute in this regard shall be final and binding. Only those bidders, whose technical bids are complete in all respects and satisfy all laid down terms, will be considered for financial bids. Incomplete offers will be rejected. VJTI reserves the right to accept or reject any or all bids at its absolute discretion without assigning any reason, whatsoever or any notice.	

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SECTION – 3
INSTRUCTIONS TO BIDDERS

SN	INSTRUCTIONS
1.	The Tender document can be downloaded from Institute website www.vjti.ac.in . No editing, addition/deletion of matter is permitted. If such action is observed at any stage, such tenders are liable for outright rejection.
2.	Only enclosed formats as provided in the original should be used. All sheets need to be submitted after affixing the seal of the Company and Signature of the authorized signatory. Additional sheets, duly authenticated, may be attached to elucidate specifications or clarify the specific issues.
3.	The prescribed tender documents consisting of duly sealed big envelope super-scribing “Bid for PURCHASING OF CORELDRAW GRAPHICS SUITE ” containing 3 separate envelopes may be submitted to inward section of administrative office, main building of VJTI, Matunga, Mumbai – 400019 or sent through Post at the same address.
a.	Envelope 1: Superscribed “Tender processing fees and EMD”
b.	Envelope 2: Superscribed “Technical Bid”
c.	Envelope 3: Superscribed “Financial Bid”
4.	Tenderer has to submit Earnest Money Deposit (EMD) and Tender processing fees on-line through STATE BANK COLLECT procedure.
	Note: Tenders received without EMD and Tender processing cost shall be summarily rejected. The EMD shall be refunded (without interest) after the execution of the contract. No queries shall be entertained after the pre-bid meeting.
5.	Bids not fulfilling the prescribed conditions will be summarily rejected and the decision of the Institute in this regard shall be final and binding. Financial bids of only technically qualified bidders shall be opened and considered for final evaluation. VJTI reserves the right to forfeit the EMD amount on non-acceptance/ non-compliance of offer in full or part or if VJTI feels that Tenderer has misguided in any way.
6.	The bidder should quote only for the specific brands/models giving details of make, brand, part number, model number etc.
7.	Relevant product literature should be enclosed with the bid along with media (if any).
8.	The items can be supplied by the manufacturer directly or through their authorized dealer/authorized channel partners/distributors. Letter of authorization in original from the manufacturer/parent company to be enclosed in case of authorized dealer/distributor.
9.	The bidder shall quote the prices in INR only. All taxes, freight, levies, and service charge if any should be clearly specified. No other charges shall be paid separately.

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10.	In case of any discrepancy between the unit price and the total price, the unit price shall prevail and total price shall be corrected unless it is lower than the sum total of unit prices. If there is any variation between amount written in figure & words and then amount whichever is lower shall be taken into consideration.
11.	All the terms and conditions for the supply, delivery, payment, warranty, penalty, etc. will be as given herein and no change in any term or condition by the vendors will be acceptable.
12.	The firms should also submit a list of their clients/customers (with complete name, address of the firms and telephone number of the contact person therein) including in Govt. educational institutions & public sectors with details of the material and services (only for specified in the tender) supplied by them for information and reference of the Institute.
13.	Canvassing in any form will be viewed seriously and if any tenderer is found to be resorting to such practice, the tender of such firm will be rejected.
14.	All the terms and conditions for the deployment will be as given herein and no change in any term or condition by the vendors will be acceptable.
15.	Steps to be followed for making online payment Online through “STATE BANK COLLECT”
	Log On to https://www.onlinesbi.com
	Home Page STATE BANK COLLECT
	Click on State Bank Collect
	Click Checkbox to Accept ‘Terms & conditions’
	Then click on ‘Proceed’
	Select State as ‘Maharashtra’
	Select Type of Category as ‘Educational Institutions’
	Click on ‘Go’
	Select the Name of the institution as ‘Veer mata Jijabai Technological Institute’ .
	Select the ‘Payment category’ ‘EMD and/or Tender Processing Fee’ on next screen Enter Name of firm, Place, PAN, GST No, Enter appropriate Tender Number, Enter appropriate amount in Rupees.
	Proceed as instructed and Click on ‘Submit’
	On next screen verify details and click on ‘Confirm’
	You will be taken to the payment gateway.
	Select appropriate payment mode.
	Check the charges/commission applicable for selected ‘Mode of Payment’ .

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	Follow instructions to Print Challan and pay at any branch of SBI Bank in Cash / Pay ' online ' using Internet Banking / Credit / Debit card.
	Print e-receipt and submit along with Tender.

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SECTION 4

TERMS & CONDITIONS OF CONTRACT

SN	TERMS & CONDITIONS
1.	Certified balance sheet, profit & loss account statement 2021-22, 2022-23 to be submitted along with the bid.
2.	Tenderer should have registration of GST. Documentary proof the same needs to be enclosed.
3.	Vendors should be authorized resellers of Corel India. Letter of authorization from the manufacturer/parent company needs to be attached. (In case of authorized dealers).
4.	To assist the examination, evaluation and comparison of bids, VJTI may at its discretion, ask the bidders for clarification of bids including price. The request for clarification and the response shall be in writing.
5.	Delivery of goods/equipment: Maximum four weeks from the date of purchase order. The delivery/installation report should be signed by the firm engineer jointly with authorized VJTI personnel/representatives. The items shall be delivered and installed at VJTI, Matunga, Mumbai-400019.
6.	Payment terms: 100% payment shall be released after delivery and successful/satisfactory test report of goods/equipment/product, and it is to be certified by the firm's engineer jointly with authorized VJTI representatives. No advance payment shall be made. However, vendors have to keep 3% of total payment against security deposit with VJTI in the form of DD or Bank guarantee. The same shall be refunded back (without interest) after the completion of warranty period. VJTI reserves the right to forfeit the security deposit on non-compliance of tender conditions in full or in part or VJTI feels that Tenderer has misguided in any way.
7.	The supplier's request for payment shall be made in writing accompanied by relevant documents such as proper invoice and successful/satisfactory test reports duly signed by VJTI's representatives.
8.	VJTI reserves the right to accept or reject any or all offer(s) in part or full without assigning any reason thereof, and to amend the terms and conditions before award of the contract.
9	Any disputes arising out of this tender will be under the jurisdiction of the court of Mumbai only.

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SECTION 5

TECHNICAL SPECIFICATIONS

Vendors should clearly mention the offered product in the Vendor's Specifications column and attach the catalog/data sheet of the product. If the vendor cannot comply with the particulars mentioned or wishes to provide higher specifications, the same should be mentioned clearly in Vendor's Specifications column.

SN		Description of Items	Quantity	Vendor's specification	Deviations (if any)
Refer terms & conditions in section 4					
1		Corel Draw Software Graphics Suite , 1 Year Corel Sure Maintenance Window.		25	
	a	Type of License	Device Licenses with annual subscriptions.	---	
		Version	Latest version as on the date to be supplied.		
	b	Vector illustration	Turn basic lines and shapes into complex works of art, and create curves with a robust drawing toolbox for professional design. Add creative effects with tools like Contour, Envelope, Mesh Fill, Impact, and more.		
	c	Page layout	Find all the tools you need to create layouts for brochures, multi-page documents and more. Toggle between single page and multipage editing for creative freedom to work the way you want.	---	
	d	Typography	Add effects like block shadows and contours to text, fine-tune fonts responsively, fit text to paths, and more, with a complete set of typography tools.	---	
	e	Font management	Organize and manage your font library with the intuitive Corel Font Manager, and use your favorite fonts without installing them. Work faster with fonts using the network storage feature, and enjoy direct access to over 1,400 Google Fonts families.	---	
	f	Photo editing	Adjust color and tone, remove imperfections, correct perspective and more with Corel PHOTO-PAINT's powerful layer-based photo editing	---	

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			tools. Improve the size and quality of your images with artificial intelligence, and use After Shot HDR to create stunning High Dynamic Range photos from your RAW images			
	g	Collaboration	Accelerate your creative process with a cloud-based collaboration workflow that offers a dramatically better way to connect with clients and colleagues on designs in real-time. Gather live comments and annotations from one or many contributors right within your CorelDRAW design file and resolve feedback simultaneously.	---		
	h	Color, fills and transparencies	Easily apply color to fills and outlines using color swatches, or generate colors based on color harmonies. Change the transparency of an object and fill objects with patterns, gradients, mesh fills, and more			
	i	Bitmap to vector tracing	Enjoy exceptional bitmap-to-vector trace results with the impressive AI-assisted Power TRACE™. Benefit from advanced image-optimization options that help improve the quality of a bitmap as you trace it.	---		
	j	Flexible design space	Go from ideation to output in record time, with new workflows that put you in control of your pages and assets	---		
		Web Graphics Tools	Develop captivating web content with a collection of web graphics tools and presets. Ensure any graphic you export for the web has crisp edges, thanks to a series of pixel-perfect tools.			
		Professional Print output	Experience a streamlined Print Merge workflow, and unconstrained control over output to all media types, with advanced printing options that put CorelDRAW ahead of the competition. With a powerful color management engine and integrated Pantone color support, you'll have complete confidence that your colors are accurate before you print			
	k	Warranty/ Technical Support	Comprehensive Warranty / Technical Support during the entire period of subscription.	---		

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Bidder's contact detail:

Sr. No.		
1.	Contact Person	
2.	Business Address	
3.	Tel No.	
4.	Mobile No.	
5.	e-mail	

Date

Signature with seal

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**SECTION 6
FINANCIAL BID**

Price should be quoted in INR only, All additional taxes should be indicated clearly.

SR. No.	Description of Items	Qty	Unit Price	Total Amount
1	COREL DRAW GRAPHICS SUITE	25		
a	Corel Draw Graphics Suite (As per specifications in Section-5)			
b	GST			
c	Other charges/taxes (if any) Please Provide Details			
	GRAND Total			

Bidder's contact detail:

Sr. No.		
1.	Contact Person	
2.	Business Address	
3.	Tel No.	
4.	Mobile No.	
5.	e-mail	

Note: -

- This offer shall be valid for 90 calendar days from the last date of submission of tender.
- Supply of Goods / Equipment shall be done within **four weeks** from the issue of purchase order.
- We accept all terms & conditions of the contract.

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Place:

Date:

Signature of Bidder with seal