

ENGINEERING PROJECTS (INDIA) LTD.
(A. Govt. of India Enterprise)

Tender No: NIT No. EPI/CO/ITD/PSoftw/039 dated 14.05.2025

NOTICE INVITING e- TENDER (NIT)

Notice inviting e-tender for “Supply of 20 Nos. MS office 2024 ESD – Home and Business licenses at EPI, CO, New Delhi” through CPP Portal

Engineering Projects (India) Ltd. invites the open online **e-Tenders** through CPP Portal from the eligible contractors/firms who fulfill the eligibility criteria for the **“Supply of 20 Nos. MS office 2024 ESD – Home and Business licenses at EPI, CO, New Delhi.”** in two bid system (Techno-commercial bid & Price Bid) for the following work:

Sr. No.	NAME OF WORK	ESTIMATED COST (in Rs. exclusive of taxes)	EMD (in Rs. exclusive of taxes)	Cost of tender document
1	Supply of 20 Nos. MS office 2024 ESD – Home and Business licenses at EPI, CO, New Delhi.	3,20,000/-	2% of the total contract value i.e. Rs. 6,400 /- (MSEs are exempted from submission of EMD)	Rs. 2000/- (Non-refundable) (excluding GST) through NEFT as per the following bank details:- Bank Name :- IndusInd Bank, M-56 , Greater Kailash – II (Main Market) Current Account no. :- 200001601125 IFSC :- INDB00000012 (MSEs are exempted from submission of Tender Fee)

- The Estimated Cost is exclusive of GST (Goods and Service Tax)

The details of Scope of work and specific conditions of the Contract, qualification criteria, timeline are given as under:

Time schedule of Tender activities are as follows:

Last date of submission of technical bids: 21.05.2025 upto 03:00 pm

Date of Technical Bid opening: 22.05.2025 at 03:00 pm

Date of Financial Bid opening: Notified through CPP Portal

2.0 Bidders who fulfill the following requirements are eligible to participate in this tender.

Pre-Qualification Criteria:

1.	Microsoft Authorised Partners/dealers/resellers can only participate. Bidder should be Authorised Partners/resellers/OEMs dealer. In case the bidder is a Dealer/reseller/partner of the OEM, then bidder should submit the certificate of authorization.	Copy of proof to be enclosed.
2	Bidders have to submit confirmation letter whether they are registered under MSME Act or not and if yes, then relevant copies of the registration letter (Registered under single point registration scheme of NSIC, Govt. of India, Ministry of MSME, New Delhi vide Gazette Notification dated 26.03.2012 along with the form of Memorandum-2 with the concerned DIC) to be enclosed in Technical Bid and a request letter for exemption from submission of Tender fee and EMD.	Attach Copy of certificate
3.	Bidder should have local office in Delhi/ NCR.	Attach copy of Address Proof such as telephone bill/Electricity Bill/ Rent Agreement/Ownership deed etc. or any other relevant document.
4.	The bidder should not be currently declared ineligible/suspended/blacklisted/banned/debarred by EPIL or by any Central/State Government Department/ Public Undertaking or Enterprise of Central/State Government and such ban should not be in forced at the time of submission of the Bid or extended deadline for submission of bid.	Attach Undertaking on company's letter head signed by authorised signatory.

Note: All the documents must be duly signed & stamped by the authorized signatory of their respective organization.

Interested parties are requested to submit their offer for the subject work as per details given below:

- (i) The validity of offer(s) submitted by Tenderer shall be ninety (90) days from the last date of submission of the Tender. The earnest money will be forfeited without any prejudice to any right or remedy, in case the Contractor withdraws his offer(s) during the validity period or in case he changes his offer to his benefits, which are not acceptable to EPI. The validity period may be extended on mutual consent.
- (ii) The Price bid of those bidders whose bid has been technically accepted on the basis of documents submitted shall be opened with prior intimation to them. However, it is made clear that the offer of the L-1 bidder shall be accepted subject to the confirmation of the authenticity of the PQ documents/BG from the concerned department/Bank.
- (iii) The bidder must submit the invoice as per compliance of GST Act. The invoices in GST compliant format, failing which the GST amount shall be recovered/ adjusted by EPI without any prior notice from the next invoices or available dues with EPI.
- (iv) The bidder is requested to update/ upload the GST/Taxes data periodically so as to enable EPI to Input Tax Credit(ITC) , failing which it shall be recovered/ adjusted by EPI without any prior notice from the next invoices or available dues with EPI.
- (v) Earnest Money Deposit (EMD) of amount as mentioned in the tender document is required to be submitted along with the tender shall be through online mode only. The EMD shall be Valid for minimum period of 150 days (One hundred fifty days) from last day of submission of tender.
- (vi) In case EMD/Bid security is submitted through net banking, submission of Original physical form of EMD / Bid Security within the bid due date shall not be required. However, transaction details / proof of submission of EMD / bid security through net banking shall be uploaded in designated place along with the online bid in tendering portal.
- (vii) The bidders to submit, the scanned copy of Tender fee receipt after depositing the tender fee online in EPI's Bank Account (as mentioned in NIT) along with the online bid.
- (viii) No technical documents are required to be submitted offline by the bidders.
- (ix) Return of EMD: The EMD of all unsuccessful Bidders shall be returned within 30 (Thirty) days of the opening of price bid. EMD of the successful bidder shall be returned within 7 days after activation of the licenses.

(x)Delivery: Delivery should be done within 7 days from the date of acceptance of order.

- (xi) Bidder to submit undertaking regarding details of Constitution of firm/company along with the details of its Directors as per enclosed Annexure. In case the Bidder fails to submit Constitution of firms with the bid along with the details of its firm Directors as per Annexure their bid will be rejected. Undertaking in this regard should be submitted as per the enclosed **Annexure – E**.

3.0 Tender documents comprising of the following are available for download/Procure and to be submitted only on CPP portal.

- (i) Technical Bid must contain: Notice Inviting Tender, scanned copy of proof of submission of EMD and tender fee (if applicable), undertaking regarding details of Constitution of firm/company as per **Annexure – E, unpriced copy of Price Bid /Financial Bid-Annexure-A.**
- (ii) Financial Bid: Price Bid - **Annexure-A.**

4.0 The bidder should quote and submit the bids online only through CPP Portal. No other mode of submission shall be accepted.

5.0 The Terms & Conditions contained in this NIT and tender documents shall be applicable.-

6.0 The rates quoted by the bidder shall be firm and fixed for the entire duration of the contract.

7.0 The corrigendum or addendum, extension, cancellation of this NIT, if any, shall be hosted on the CPP portal as well as EPI website; the bidders are required to check these websites regularly for this purpose, to take into account before uploading/submission of tender. All Corrigendum(s) and addendum(s) are to be uploaded duly signed & stamped with tender documents as bid Annexure.

8.0 EPI reserves the right to extend the date of submission of the tender or cancel the tender or accept any tender or reject any or all tenders or annul this tendering process without assigning any reason and liability whatsoever and to re-invite tender at its sole discretion.

9.0 Disqualification

The tenderers may note that they are liable to be disqualified and not considered for the opening of Price Bid if;

- a) Representation in the forms, statements and attachments submitted in the pre- qualification document are proved to be incorrect, false and misleading. They have submitted incompletely filled in formats without attaching certified supporting documents and credentials to establish their eligibility to participate in the Tender.
- b) If the tenderers attempt to influence any member of the committee. EPI reserves its right to take appropriate action including disqualification of tenderer (s) as may be deemed fit and proper by EPI at any time without giving any notice to the contractor in this regard. The decision of EPI in the matter of disqualification shall be final and binding on the Tenderers.
- c) If any credentials are found to be fraudulent / fabricated then not only tender will be rejected but action will be taken to debar the fraudulent bidder for future EPI tenders.

Annexure-I

1. Scope of work

Supply of 20 Nos. MS office 2024 ESD – Home and Business licenses at EPI, CO, New Delhi.

2. General Terms and Conditions

- (i) Licenses must be delivered within one week from the date of issuance of purchase order.
- (ii) The vendor has to supply the licenses at their own cost.
- (iii) Payment will be made after successful supply of licenses and activation of licenses.
- (iv) Vendor should submit the GST invoice after supply of 20 nos. licenses.
- (v) Payment shall be made upon submission of GST invoice, no advance payment shall be made by EPI. Statutory Deductions from the payment invoices as per rules applicable. GST shall be hold and released once it showing in GSTR 2B/2A to avoid any input loss.
- (vi) EPI reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.
- (vii) The words Bidder/Successful Bidder/ Contractor are synonymous.
- (viii) The order shall be governed by the Indian laws for the time in force.
- (ix) Jurisdiction – All disputes shall be subject to Delhi Courts only.

Tenders to be addressed

to: HOD (IT)
Engineering Projects
(India) Ltd, 4th floor, Core
3, Scope Complex,
7, Lodhi Road, New Delhi –
110003, Ph: 011- 24361666,
E-mail: it-tender@epi.gov.in

Financial Bid Format

Sl. No.	Item Description	Quantity	Unit Rate (in Rs. Without GST)	GST %	GST Amount in (Rs)	Total amount (in Rs. Without GST)	Total Amount (in Rs. with GST)
1	Supply of 20 Nos. MS office 2024 ESD – Home and Business licenses at EPI, CO, New Delhi	20					
2	Total amount in words (inclusive of all taxes)						

Terms and Conditions

- Licenses must be delivered within one week from the date of issuance of purchase order.
- Payment shall be made upon submission of GST invoice, no advance payment shall be made by EPI. The invoice should be GST compliant. Statutory Deductions from the payment invoices as per rules applicable. GST shall be hold and released once it showing in GSTR 2B/2A to avoid any input loss.
- Payment will be made after successful supply and activation of all the licenses.
- **Authorised Partners/resellers/OEMs dealers should submit the certificate of authorization.**
- The vendor has to supply the licenses at their own cost.

UNDERTAKING

(To be submitted by bidder on its Company Letter Head)

Ref: **NIT No.**

Date :

Name of tender:

This is to confirm that the following persons are the present Directors of the company/firm:

- 1.
- 2.

It is further confirmed that none of the above Directors is associated with any other company/firm which is quoting for the above referred tender of EPI.

The details of constitution of M/s..... is submitted along with this annexure.

In case, at any later stage the above information is found incorrect, EPI can cancel our Bid/LOI/Contract Agreement and may take any suitable action deemed fit against our company.

Date:

Authorized Signatory

CEO/Proprietor/MD

Name & Seal of the Company