**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

**(Formerly College of Engineering & Technology, Bhubaneswar)**

**Techno Campus, Ghatikia, P.O.-Mahalaxmi Vihar**

**BHUBANESWAR-751029 ODISHA, INDIA**

**No: 276/ OUTR; Dated: 08.02.2022**

**TENDER CALL NOTICE**

Sealed tenders are invited from reputed original developers/registered Firms / Agencies for the **Supply and Installation of PLAXIS 2DSoftwareat Department of Civil Engineering.** The sealed tender will be received by speed post/ registered post only. **The authority will not be held responsible for any postal delay**. Tender received after the scheduled date and time will not be accepted. **The last date of tender submission is 08.03.2022 at 4:00 P.M**. The tender bid documents with other details are to be downloaded from the Website: [www.cet.edu.in](http://www.cet.edu.in)**.** The authority reserves the right to reject/cancel the tenders in whole or in part without assigning any reason thereof.

**Sd/-**

**OFFICER ON SPECIAL DUTY**

**No: 276 / OUTR; Dated: 08.02.2022**

**BIDDING DOCUMENTS AND INSTRUCTION FOR THE SUPPLY AND INSTALLATION OF PLAXIS 2D SOFTWAREAT DEPARTMENT OF CIVIL ENGINEERING**

**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

**(Formerly College of Engineering & Technology, Bhubaneswar)**

**Techno Campus, Ghatikia, P.O:- MahalaxmiVihar**

**BHUBANESWAR-751029 ODISHA, INDIA**

**INVITATION FOR BIDS**

**Officer on Special Duty, ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH, Bhubaneswar** invitessealed bids from eligible bidders for the **Supply and Installation of PLAXIS 2D Softwareat Department of Civil Engineering.**

Interested eligible Bidders may obtain detail information and list of items with technical specifications from **the website** [**www.**](http://www.nitdgp.ac.in)**cet.edu.in**

Particulars about submission of bidding document are as follows:

(a) Price of bidding document : **Rs. 1180/- (service tax is included)**

(non-refundable)

(b) First date of availability of Bidding Document in the website: 08.02.2022

(c) Last date and time for submission of bids:**08.03.2022upto 4:00 PM**

(d) Time and date of opening of technical bids: **09.03.2022upto 2:30 PM**

(e) Time and date of opening of financial bids: *Will be communicated to the successful bidders*.

(f) Place of opening of bids : **Office of the OSD**

**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

**(Formerly College of Engineering & Technology, Bhubaneswar)**

**Techno Campus,Ghatikia, P.O.:Mahalaxmivihar,**

**BHUBANESWAR -751029, ODISHA**

(g) Address for communication :**Office of the OSD**

**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

**(Formerly College of Engineering & Technology, Bhubaneswar)**

**Techno Campus,Ghatikia, P.O.:Mahalaxmivihar,**

**BHUBANESWAR -751029, ODISHA**

**Financial bid & Technical bid must be enclosed separately.**

**The Tender documents can be downloaded from our website www.**[**cet.edu.in**](http://www.cet.edu.in) **and the bidder has to submit a separate draft of Rs.1180/-(nonrefundable) along with submitted tender, otherwise the offer submitted by the bidder will be cancelled.**

1. Eligibility of Bidder and General Instructions:

### 1.1 Eligibility:

Those who fulfill the following criteria are eligible to participate in the tender.

**1.1.1** The bidder is preferably being a reputed Original Developer/Authorized Distributor, who should provide the documents relating to their **Deveploping Capabilities** as follows**.**

* 1. The bidder should possess valid GSTIN No.
  2. The Company should have ISO: 9001-2008 certification.
  3. The Company should be registered with Tax Department.
  4. The turn-over of the company should be more than Rs. Two Crores in the last five years.
  5. The company should have its own R&D section.
  6. The company must have cleared all Tax payment up to date. Attested copies of all Tax Clearance Certificate or non-assessment certificate from the concerned Tax Authority valid up to date and attested copy of Income Tax Clearance Certificate or non-assessment certificate, as the case may be, from the competent authority, up-to-date and Income tax PAN and GSTIN No. must be enclosed along with the Tender documents.
  7. If the bidder is an Authorized Distributor of a reputed developer, necessary certificate to this effect from the developer must be enclosed.
  8. All after sales, support should be provided directly by the developer only.
  9. The bidder must provide evidence of successful execution of supply orders with installation and successful after sales support in reputed organizations like NITs/IITs/Central Research Laboratories since last 3 years.

**1.1.2** If for any software the bidder would not have the eligibility criteria as mentioned in para 1.1.1 (a to j), then University will considered to procure the software from the developer/authorized dealer with only the following eligibility criteria under para 1.1.2 (a to e)

* 1. If the bidder is an Authorised Dealer of Developer, necessary certificate to this effect from its Developer must be enclosed.
  2. All after sales support should be provided directly by the Developer only.
  3. The bidder must provide evidence of successful execution of supply orders with installation and successful after sales support in reputed organizations since last 3 years.
  4. The company must have all up-to-date tax payment. Attested copies of all Tax Clearance Certificates or non-assessment certificate from the concerned Tax Authority valid up to date and attested copy of Income Tax Clearance Certificate or non-assessment certificate, as the case may be, from the competent authority, up to date, GSTIN no and Income Tax PAN must be enclosed along-with the bid documents.

### 1.2 General Instructions:

**The selection for procurement of software will be based on quality and performance along with cost. In this context decision of Technical Committee is final based on documentary evidence and /or actual physical verification (as the case may be).**

* 1. Submission of more than one bid by a particular bidder under different software names is strictly prohibited. In case it is discovered later on that, this condition is violated, all the bid submitted by such bidder(s) would be rejected or contract cancelled.
  2. The tender should mention in the tender paper, the location of its service centre nearest to Bhubaneswar.
  3. All offers should be in English and the price quoted for each item should be firm.
  4. Warranty period, Delivery period and After-Sale-Service conditions, etc. are also to be clearly indicated.
  5. The rates and the conditions of the offer will remain valid for three months from the date of opening of the tender and no change or alteration of the rate will be acceptable on any account.
  6. Submitted tender forms with overwriting or erased or illegible specifications and rates will be rejected.
  7. Request from bidder in respect of additions, alterations, modifications, corrections, etc. of either terms & conditions or rate after opening of the bid may not be considered. However, negotiation may be made before finalization.
  8. Bidders shall carefully examine the bid documents and fully inform themselves of all the conditions, which may in any way affect the work of the cost thereof.
  9. If a bidder find discrepancies or omissions from the specification or other documents and any doubt as to their meaning, he should at once notify the purchaser and obtain clarification in writing.
  10. This, however, does not entitle the bidder to ask for time beyond the due date fixed for receipt of tenders.
  11. Verbal clarification and/or information given by the purchaser or its employees or representatives shall not be binding on the purchaser.
  12. Submission of sealed bid will carry with the implication that the bidder agrees to abide by the conditions laid down in the detailed particulars of the bid notice.
  13. Conditional offers and offers qualified by vague and indefinite expression, as ‘subject to immediate acceptance’ ‘subject to prior sale’, etc. will not be considered.
  14. While bidders are under consideration, bidders and their representatives or other interested parties are advised to refrain from contacting by any means, to the purchaser's personnel or representatives on matter relating to the tenders under study.
  15. The purchaser, if necessary, will obtain clarification on bids by requesting such information from any or all the bidders either in writing or through personal contact as may be necessary.
  16. The bidder will not be permitted to change the substance of his offer after the tenders have been opened.
  17. In the event of non-compliance with this provision, the bidder is liable to be disqualified.

### 1.3 Procedure for Submission of Tenders:

a) The bidders must submit their bids as required in two parts in separate sealed covers prominently super scribed as Part-I “**Technical Bid**” and Part-II “**Financial Bid**” and also indicating on each of the covers the “**Tender call Notice Number & Date**” and **due date and time of submission** as mentioned in Tender Call Notice.

**Part-I (Technical Bid)**

Excepting the price schedule, all other documents as mentioned in para 1.1 i.e details of **technical specifications, leaflet, Copy of Firm Registration Certificate from the competent authorities, All Tax Clearance certificates, PAN Card copy, proof of GSTIN No., list of clients, authorization certificate from Developer in case of Dealer**, **etc**. along with **tender document duly signed** by the authorized person in each page shall be covered in Part-I (Technical Bid).

**Part-II (Financial Bid)**

All indications of price shall be given in Part-II (Financial Bid)

#### b) Both sealed covers Part-I “Technical Bid” and Part-II “Financial Bid” should be placed in a third cover along with requisite EMD& cost of Tender documents (separately in the form of DD drawn in favour of Principal, College of Engineering & Technology, Bhubaneswar at any Nationalized Bank payable at Bhubaneswar), others requisite supporting documents etc. and sealed. The sealed cover containing tender documents as per procedure indicated above should be submitted by Speed Post /Registered Post to the office of the Officer on Special Duty, ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH, Techno Campus, MahalaxmiVihar, Ghatikia, Bhubaneswar-751029 within the due date and time as stipulated in tender. No hand or Courier delivery is accepted. The sealed envelope must show the name of the bidder and his address and should be super scribed as the “Supply and Installation of Plaxis 2DSoftware at Department of Civil Engineering” on the top of the envelope.

c) All the documents submitted must be in the papers showing signature of the bidder and printed office name of the bidder on official seal.

d) All the documents must be submitted in a sequential manner with separator/flags to help in quick scanning of the topics. Wherever possible, data in tabular form should be given.

# 2. Requirements by Bidder before Supply:

### 2.1Inspection:

1. All software shall be inspected and tested for completeness, proper assembly, operation, cleanliness and state of physical condition and performance as per quoted specification.
2. The test shall be conducted, reported and certifications to be provided by the bidder.
3. The cost of all such tests shall be borne by the bidder.
4. OUTR reserves the right to reject any software if it does not comply with the specifications during site installation and testing.
5. Inspection & testing would be conducted, jointly, at various stages as applicable during installation respective software.

# 3. Requirements by Tender after Supply:

### Supply:

1. The software would be delivered by the supplier at **Department of Civil Engineering, Odisha University Of Technology and Research (Formerly College of Engineering & Technology, Bhubaneswar), Techno Campus, MahalaxmiVihar, Ghatikia, Bhubaneswar-751029**.
2. The software should be supplied directly from the manufacturing terminal having passed all tests successfully with Certifications as required.
3. The software should conform to the latest relevant National/International standards and shall be completed in all respect.
4. In case, problem arises during installation and testing at the time of delivery the full cost of the same will be deducted from the bill of the supplier in case the supplier does not replace the software within a week from the date of the complaint.
5. The software ordered must be supplied in one lot within 4 (four) weeks of placing of the order
6. In case of delay in the supply of software for Geotechnical Engineering laboratory a penalty of 1 %( one percentage) per week shall be levied.
7. OUTR reserves the right to procure the software from alternative sources at the risk and cost of the successful bidder giving 15 days’ notice.
8. Any increase in tax and duties after expiry of delivery period will be borne by the supplier.
9. In case the items supplied by the supplier are found not up to the specification shall be rejected.
10. The supplier will be intimated to take back the stocks at his own cost within three days from the date of rejection and to replace the same within 7 days, failing which the EMD will be invoked in addition to taking legal actions.
11. Imported consignment, if any, should be destined to **“The HOD, Civil engineering, Odisha University of Technology and Research(Formerly College of Engineering & Technology, Bhubaneswar), Techno Campus, Mahalaxmi Vihar, Ghatikia, Bhubaneswar-751029** through nearest custom clearing Airport (Bhubaneswar Air Port).
12. The suppliers shall be responsible for releasing the consignments from the carriers/transporters.
13. The softwareshall be delivered and installed at site at the cost of the bidder.
14. All taxes, levies, surcharges including the customs clearance and handling freight and insurance should be paid and handled by the bidder.

### 3.2 Installation and Testing:

Installation and Testing shall include the following:

1. Installation and Testing of the software etc. should be supplied by the tenderer.
2. It will be the responsibility of the tenderer to provide all necessary tools which may be required during installation and testing, at no extra cost to purchaser.
3. Installation must complete within 15 days after delivery on site.

### 3.3 Documentation:

1. Detailed technical manuals, handbooks, drawings, Warranty card and Factory Quality Assurance checklist, test results and any other certifications mentioned in the Technical specifications shall be supplied along with the consignment.
2. Supplied manuals/handbooks must cover detailed technical specifications and installation, testing and System Safety procedures.
3. For software analysis details of theory, procedure and methods of running the software etc. should be provided in the form of hand books for each analysis.
4. The receipts for taxes paid, if any, for the supplied software should also be submitted

### 3.4 Trial Operation and Performance Guarantee Test:

1. After successful completion of Installation and Testing of the Software, a 7-day continuous trial operation putting those on optimum use shall be conducted by the tenderer at site, during which the performance of the Software shall be demonstrated for trouble-free continuous operation, meeting the specified standards and proper training shall be imparted to two persons of the purchaser.
2. In case, guaranteed performance is not established, the tenderer shall be given opportunity to rectify/replace the software, and repeat the 7 days continuous trial operation, at the risk and cost of the tenderer.

### 3.5 On-Site Warranty:

1. The software may be used continuously. The reliability and safety of the total installed system and trouble-free operation are, therefore, of prime importance. The supplied devices/software and components shall be covered under **Five-years or more** comprehensive on-site warranty from the date of issue of successful completion of Performance Guarantee Report.

### 3.6 After Sales Service:

1. For any problem reported the tenderer shall attend and rectify the problem within 7 (seven) days or provide a standby system of the similar configuration.
2. The report on any problem will be informed through phone or fax number of which shall be given by the tenderer.
3. On failure to comply with those instructions, the Bank Guarantee provided for the warranty period shall be invoked.

# 4. Financial Terms:

### 4.1 EMD

The bidder has to submit a Demand Draft / Banker’s Cheque / Pay order of **Rs.10,000/ -**in favour of **Principal, College of Engineering and Technology, Bhubaneswar** payable at Bhubaneswar in any Nationalised Bank towards EMD. **Without EMD, the tender will be summarily rejected.**

There will be no interest paid to the bidder towards EMD money.

In no case, the EMD Money in cash or other forms will be accepted at the time of opening of the bid.

No request for adjustment of claims, if any, will be accepted.

The EMD of unsuccessful bidder will be refunded as soon as possible after the tenders are finalized.

### 4.2 Performance Security Deposit

In case of successful Bidder **EMD** will be kept as **Performance Security Deposit** and will be **refunded after expiry of stipulated warranty periods from the completion date of installation and testing on satisfactory performance of the software.**

### 4.3 Prices:

a) Price quoted should be for **ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCHonly. Tax components as applicable should be mentioned clearly in the financial bid.**

b) Price should be quoted for unit item; however, the actual requirements may be much more. (A bidder may propose to give discounts if any for purchase of more than one unit of a particular item.).

c) Purchase order will be placed as a single lot for each type of item or for all the items together, as the case may be.

d) In case of items of import, the bidder should take full responsibility for customs clearance, handling, tax payment, etc. and specify the charge for the same in the price bid.

### 4.4. Discount:

Our Institute is a pioneer Institution in the field of Teaching and Research in Engineering and allied disciplines and do not run with profit motive.

As such we are availing price discount for purchase of software or tools.

The rate of discount or any other Institutional benefit arising out of Govt. Policy etc., on each item may also be indicated in the bid specifically.

### 4.5 Payments:

1. In case of imported software, payment will be made by opening LC in the name of the developer subject to the condition that a Bank Guarantee for an equal amount will be submitted by the selected bidder to OUTR for the period of completion of installation and testing.
2. In case of purchase in Indian Rupees, payment of 100 percent of the ordered value will be made after successful installation of the software subject to submission of satisfactory performance report by the concerned authority.

### 4.6 Rate Contract with GeM or any other Government Organisation:

In case the bidder has entered into a Rate Contract with GeM or any other Government Organisation such as EPM, rate contract preference, number & copy of rate contract have to be submitted along with tender.

# 5. Instruction to the Bidder:

1. Some of the minimum specifications specified may be redundant, obsolete or incompatible and in these cases, quote the particulars of correct specification of latest trend and technology.
2. Higher specifications instead of minimum specifications are allowed if a minimum specification is not available, obsolete or incompatible.
3. Otherwise, model with higher specification should be in addition to the model with minimum specifications.
4. Specify company name and full version name .
5. Include the printed catalogue and user manual for installation and processing.

### 5.1 Solving Disputes:

OUTR, the bidder and the developer shall make all efforts to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with this contract.

All disputes arising out of the contract shall be referred to courts under the jurisdiction of the Bhubaneswar court only.

***The above terms and conditions except those otherwise agreed upon, shall form a part of the Purchase Order***.

***Sign on each page of this tender document and Return it along-with the offer enclosing this part together with the Technical Offer.***

***\*\* \* The OUTR authority has all rights to accept / reject any tender without assigning any reasons thereof.***

# 6. Technical Specifications:

Following are the minimum specifications of the software.

The minimum specifications are indicative and not exhaustive.

The models with higher specifications may be quoted.

The quoted software should be ofl atest trend and technology.

**\*\*Financial Bid will be opened only if Bidders must qualify in Technical evaluation.**

**List of Software with technical specification required for Department of Civil Engineering:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Name of theItem** | **Specifications** | **Qty** |
|  | **PLAXIS 2D Software** | Suite classroom (15 Users)  Perpetual  (5 year free up gradation) | 1 |

**Note:**

* **Suppliers need to provide minimum 3 days demonstration at OUTR Bhubaneswar at their own cost. OUTR Bhubaneswar will not bear any training or living expenditure in this regard. The supplier should arrange visit to OUTR, Bhubaneswar campus by its technical team and assist in installation and testing.**
* **The supplier should arrange for regular visit to at OUTR Bhubaneswar campus by its technical team and assist in maintenances of the item/Software with in warranty period.**
* **In case of System Failures or hardware replacement vendor should provide license without any charge.**

**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

**DEPARTMENT OF CIVIL ENGINEERING**

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[**www.cet.edu.in**](http://www.cet.edu.in)**Email:principalcet@cet.edu.in**

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**TECHNICAL BID**

(To be enclosed in separate sealed cover)

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Name of the Software** | Make/Model | Qty. Required |
|  | **PLAXIS 2D Software**  Suite classroom (15 Users)  Perpetual  (5 year free up gradation) | - | 1 No. |

**Note: A DD for Rs.10,000/-~~(~~EMD) and Rs.1180/- (Tender document fee) should be enclosed with this bid.**

1. Name of the bidder
   1. Full postal address
   2. Full address of the premises
   3. Telephone number and Fax Number
   4. E-mail id
2. a) Tender Cost: Rs……………………...D.D. No………..……………date………………

b) EMD: Rs………………………D.D. No………..……………date………………

1. Registration No. of Firm:

(Copy of Document showing Registration of Firm shall be enclosed)

1. Tax Clearance Certificate and GSTIN No:

(Copy of Tax Clearance Certificate and GSTIN No. proof shall be enclosed)

1. Income Tax Clearance Certificate:

(Copy of IT Clearance Certificate and PAN No. proof shall be enclosed)

1. Total annual turn-over(value in Rupees)(Previous year):

(Copy of Balance Sheet / Audit Statement / IT returns, etc. to be attached as proof)

1. Past supply details for 3 years

(Copy of proof shall be enclosed)

1. Whether similar job work undertaken in the past, if so details:

**Customer** **Quantity supplied** **Year**

**Signature with Date and Seal of the Bidder/Tender**

**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

**DEPARTMENT OF CIVIL ENGINEERING**

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[**www.cet.edu.in**](http://www.cet.edu.in) **Email: principalcet@cet.edu.in**

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**FINANCIAL BID**

(To be enclosed in separate sealed cover)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Item Description** | **Make / Model** | **Qty.**  **Req.** | **Unit Cost** | **Total** | **Taxes**  **applicable** | **Any**  **other** | **Grand**  **Total** |
| 1 | **PLAXIS 2D Software**  Suite classroom (15 Users)  Perpetual  (5 year free up gradation) |  | **1No.** |  |  |  |  |  |

# 

**Signature with Date and Seal of the Bidder/Tenderer**

# PROFORMA FOR SUBMITTING ELIGIBILITYREQUIREMENT AND UNDERTAKING

To

The OSD,

Odisha University of Technology and Research

Bhubaneswar-751029

**Sub: Submission of Tender for the Supply and Installation of Plaxis-2D Software at Department of Civil Engineering**

Sir / Madam,

Having examined the conditions of contract and specifications including addenda, I/we, the undersigned, offer to undertake Supply, Installation of above mentioned items at Department of Civil Engineering, OUTR, Bhubaneswar, in conformity with the specifications, terms & conditions of bid.

1. I/We agree to abide by the terms and provisions of the said conditions of the contract and provisions contained in the notice inviting tender. I/We hereby unconditionally accept(s) the bid conditions.

It is certified that I/we have not stipulated any condition(s) in our bid offer. In case any condition(s) are found in our bid offer violated after opening bid, I/We agree that the bid shall be rejected without prejudice to any other right or remedy be at liberty to forfeit the EMD absolutely.

1. I/We hereby submit the earnest money of [INR…………..……….……] for the bid for the above mentioned work in the form of demand draft.
2. That, I/We declare that I/We have not paid and shall not pay any bribe to any officer of OUTR for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of OUTR asks for bribe/gratification, I/We shall immediately report it to the OUTR authorities.
3. That, I/We undertake that OUTR’s tender document shall form part of contract agreement.

I/We understand that you are not bound to accept the lowest or any bid, you shall receive.

Thanking you

Yours faithfully

Dated:

Signature of Bidder

Name: ……………………

Telephone:……………….

Witness…...................

Signature....................

Address......................