

32106/2022/GA



राष्ट्रीय मानव अधिकार आयोग
National Human Rights Commission
Manav Adhikar Bhawan, C-Block, GPO Complex,
INA, New Delhi-110023 INDIA
Fax : 91-011-24651329
E-mail : nhrcga@nic.in
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E-F.No.G-37011/10/2021-GA

Dated : 17th March, 2022

Last Date For Submission of Tender is 23.03.2022 upto 4 PM

NOTICE INVITING TENDER
FOR SUPPLY OF QT 07 OF GRAMMARLY SOFTWARE (PREMIUM VERSION)

The National Human Rights Commission is interested to invite quotations from eligible and experienced OEM (Original Equipment Manufacturer) or OEM Authorized Dealer/agent based in Delhi & NCR to supply 07 Nos of Grammarly Software (Premium Version) as per terms & conditions specified in the tender document.

Any inquiry regarding aforesaid matter can be made from the Section Officer (General Administration) (Telephone No. 24663399) on any working day between 10:30 am to 04:00 pm.

1. TENDER

(i) The interested parties may submit their bids/ quotations (in the form of **two bid** system viz. Technical Bid and Financial Bid) in a sealed envelope superscribed in Bold Letters as "**Quotation for supply of 07 Nos of Grammarly Software (Premium Version)**" and addressed to the Deputy Secretary, National Human Rights Commission, Manav Adhikar Bhawan, Block-C, G.P.O. Complex, INA, New Delhi-110023. The bids/ quotations must be dropped in the **Tender Box** placed in C.R. Section (Room No.04) at Manav Adhikar Bhawan, Block - C, G.P.O. Complex, INA, New Delhi **latest by 23/03/2022** as per the instructions given in this tender notice.

(ii) List/Brand/type/Qty of item required by the Commission is indicated in the enclosed Proforma (**Annexure- II**) for "**Proforma for Financial Bid**". However, the Commission reserves the rights to increase/ decrease the quantity mentioned in the list from the contract. The terms and conditions, which are given below, may be gone through thoroughly and ensure to make a specific mention in your quotation to that effect that the terms and conditions are acceptable to you, in full.

(iii) The tenderers are expected to examine all the instructions, proforma's terms and conditions and specifications mentioned in the tender document. Failing to furnish information required by the tender document in every respect will be at the tenderer's risk and may result in rejection of the tender/bid.

(Signature)

2. BIDS

2.1 TECHNICAL BID(a) Technical and other Specifications:-

Name of the item	Grammarly Software (Premium Version)
Quantity	07 (Seven)

(b) Documents required (All Essential):-

- (i) **Declaration** - The Declaration (**Annexure – I**) duly filled up and signed by the authorised signatory of the bidding firm should be kept in **Technical Bid** envelope alongwith other documents/ information prescribed in this tender notice;
- (ii) **Acceptance of technical specifications-** The bidding firm shall have to have accept the Technical and other Specifications mentioned at para No. 2.1.
- (iii) **Original Equipment Manufacturer (OEM)-** The bidder have to furnish the copy of OEM or OEM Authorized Dealer/ Agent certificate based in Delhi & NCR.
- (iv) **Undertaking about Blacklisting-** The bidding firm should not have been **blacklisted** by any Government/ Semi-Govt Department. The bidder should furnish an **Undertaking** to this effect (in **Annexure-I**) that they (firm/agency) have not been blacklisted by Govt/Semi Department/office;
- (v) **GST/ PAN** - The bidder must have GST and PAN number. The Copies of the GST certificates/ PAN Card should be enclosed as a proof; and
- (vi) **Bid Security Declaration-** In place of a Bid security/EMD, the bidders has to accept /sign the **Bid Security Declaration**.

2.2 FINANCIAL BID – This Bid shall contain the rate quoted by the bidder:-

- (i) **FINANCIAL BID** - The bidder shall quote/ indicate the rates for **“Supply of 07 Nos of Grammarly Software (Premium Version)”** (in Indian Rupees) offered by it in the **‘Proforma for Financial Bid’**, placed at **Annexure – II**. Please quote rates in appropriate column;
- (ii) The bidder must quote the price including GST/other Taxes, if any.

2.2 GENERAL INSTRUCTIONS:-

- (i) The technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed in bold letters as **“Supply of 07 Nos of Grammarly Software (Premium Version)”**;

- (ii) The technical bids would be opened in the first instance and evaluated by a committee and only the technically acceptable bids would be considered further;
- (iii) The bids received after due/ last date and time will not be accepted; and
- (iv) The quotations/ bids which are not in conformity with the instructions contained in the NIT are liable to be rejected. However, in any case, the Commission reserves the rights to reject any bid/quotation without assigning any reasons.

4. TERMS & CONDITIONS:

- (i) Any optional accessories/ tools, besides the standard equipment/ software recommended for the better performance of the equipment/ software, if offered, be provided with their full technical details including their use and advantage in a separate sheet with the tender documents.
- (ii) While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
- (iii) The Commission has reserves the right to reject any tender/ bid wholly or partly or to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected
- (iv) The supply should be delivered at National Human Rights Commission, Manav Adhikar Bhawan, C- Block, GPO Complex, INA, New Delhi-23 and the supplier shall be responsible for any damage during the transit of goods.
- (v) If a supplier fails to execute the order in time as per the terms and conditions stipulated therein, it will be open to the purchaser to recover liquidated damages for delay in delivery and installation from the supplier at the rate 0.5% of the value of the order per week subject to a maximum of 10% of the total order value.
- (vi) The Commission will make payment as per the rate quoted by the Vendor after satisfactory supply of the required item i.e **Qty 07 Nos of Grammarly Software (Premium Version)** on production of pre-receipt bill in duplicate dully supported by Delivery Challan. Extra charges in any account (including transport charges) will not be paid by the Commission.
- (vii) The supplier shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

(Signature)

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- (viii) The supplier is required to do the installation and demonstration of the software within a week of the supply of software at the NHRC, INA, site of installation.
- (ix) In case of any damage to equipment/ software during supply from the origin of equipment/ software to the Office of the Commission, the supplier has to replace it with new equipment/ software immediately at his own risk. Commission will not be liable to any type of losses in any form.
- (x) Warranty period shall be (as prescribed by the concerned brand/company) from date of installation of Goods and acceptance at Commission, and;
- (xi) In place of a Bid security, the Bidders has to accept/ sign the "Bid Security Declaration"


(Sanjay Kumar)
Deputy Secretary

Enclosed: Annexure-I & II

DECLARATION

(To be kept in Technical Bid Envelope)

M/s _____ (Name, address and Landline and Mobile No. of bidding the bidding firm/agency):-

S. No.	Documents kept in the 'Technical Bid' envelope	Whether enclosed (The firm would write YES or NO)
01	Acceptance of technical and other Specifications mentioned at para No. 2.1. (Yes/No)	
02	Copy of OEM or OEM Authorized Dealer/ Agent certificate	
03	Bid Security Declaration	
04	GST registration certificate of the contractor/ agency / firm.	
05	Copy of PAN.	

(i) It is hereby declared that the Terms & Conditions of the **NHRC's F.No.G-37011/10/2021-GA Dated 17/03/2022** are fully acceptable to this Firm/ Agency.

(ii) It is also declared that our firm has never been black-listed by any government/ Semi Govt department.

(iii) "Bid Security Declaration"

(a) That I/ we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.

(b) That in the event I/ we withdraw or modify our bid during the period of validity or I/ we fail to execute formal contract agreement with in the given timeline or I/ we fail to execute the supply order within the time limit or I/ we commit any breach of Tender Conditions/ contract which attracts penal action in that event I/ we shall stand suspended from being eligible for bidding/ award of all future contract(s) of National Human Rights Commission for a period of **two years** from the date of committing such breach.

(To be signed by the Authorized Signatory of the Firm/Agency with Name and Stamp)

Note:-Financial bids of only those firms will be opened who qualify in the technical bids.

(Handwritten signature)

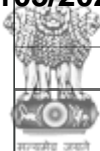
FORMAT FOR FINANCIAL BID
(For quoting rates in Indian Rupees)

Name & Address of Firm : - _____
(With Telephone No. & Mobile No.)

Sl.No.	Make /model	Qty.	Per Unit cost (including the taxes)	Total Cost (including the taxes)
01	Grammarly Software (Premium Version)	07		

(To be signed by the Authorized Signatory
of the Firm/Agency with Name and Stamp)

(Signature)



Basic Details			
Organisation Chain	National Human Rights Commission		
Tender Reference Number	G-37011/10/2021-GA		
Tender ID	2022_NHRC_652065_1		
Tender Type	Open Tender	Form of contract	Supply
Tender Category	Goods	No. of Covers	2
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Cover Details, No. Of Covers - 2			
Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	SUPPLY OF QTY 07 OF GRAMMARLY SOFTWARE (PREMIUM VERSION)
2	Finance	.xls	SUPPLY OF QTY 07 OF GRAMMARLY SOFTWARE (PREMIUM VERSION)

Tender Fee Details, [Total Fee in ₹ * - 0.00]				EMD Fee Details			
Tender Fee in ₹	0.00			EMD Amount in ₹	0.00	EMD Exemption Allowed	NA
Fee Payable To	NA	Fee Payable At	NA	EMD Fee Type	NA	EMD Percentage	NA
Tender Fee Exemption Allowed	NA			EMD Payable To	NA	EMD Payable At	NA

Work / Item(s)					
Title	G-37011/10/2021-GA				
Work Description	SUPPLY OF QTY 07 OF GRAMMARLY SOFTWARE (PREMIUM VERSION)				
Pre Qualification Details	Please refer Tender documents.				
Tender Value in ₹		Product Category	Miscellaneous Goods	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work(Days)	365
Location	Delhi	Pincode	110023	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	National Human Rights Commission

Critical Dates			
Publish Date	17-Mar-2022 02:00 PM	Bid Opening Date	25-Mar-2022 03:00 PM
Document Download / Sale Start Date	17-Mar-2022 02:00 PM	Document Download / Sale End Date	23-Mar-2022 04:00 PM
Clarification Start Date	17-Mar-2022 02:00 PM	Clarification End Date	23-Mar-2022 04:00 PM
Bid Submission Start Date	17-Mar-2022 02:00 PM	Bid Submission End Date	23-Mar-2022 04:00 PM

Tender Documents				
NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	SUPPLY OF QTY 07 OF GRAMMARLY SOFTWARE (PREMIUM VERSION)	248.67
Work Item Documents	S.No	Document Type	Document Name	Description
	1	Additional Documents	NIT grammar.pdf	SUPPLY OF QTY 07 OF

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GRAMMARLY SOFTWARE
(PREMIUM VERSION)**Tender Inviting Authority**

Name	Sanjay Kumar
Address	National Human Rights Commission

Tender Creator Details

Created By	DURGA MADHAB TRIPATHY
Designation	Under Secretary (GA)
Created Date	17-Mar-2022 01:06 PM