

SHORT E - TENDER NOTICE

Name of Work: Supplying, Installation and Commissioning of AutoCAD 2021 including specialized toolset AD commercial New Single- User ELD with 3 years Subscription at MAHARASHTRA HOUSING DEVELOPMENT CORPORATION LIMITED (MHDC) office Mumbai.

The MAHARASHTRA HOUSING DEVELOPMENT CORPORATION LIMITED (MHDC) invites tenders from authorized channel partner of Autodesk in India for aforesaid work.

Program of bidding as follow,

Tender Notice No. & Date	02/20-21, date 15.04.2021
Downloading of blank Tender from Website	16.04.2021, 11.00 PM Till 03.05.2021 up to 03:00 PM
Last date of Online submission of Tender	03.05.2021, up to 03.00 PM
Opening of Tender	04.05.2021, 03:00 PM at MHDC Office, Mumbai (if possible)
Blank Tender Fees to be paid in DD/Cash/NEFT Form before the last date of submission of tender.	Rs. 590/- Non-Refundable (Inclusive of GST)
Security Deposit	2 % (Two Percent) of the tendered cost offered by Tenderer and Accepted by Client.
Time of Completion	7 (Seven) Days
Website for Downloading & Uploading	https://mahatenders.gov.in

1. Detailed Tender Notice and Blank Tender form can be downloaded from the website– <https://mahatenders.gov.in> & <https://mahahousing.mahaonline.gov.in>
2. The MHDC reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

Managing Director & C.E.O.
MAHARASHTRA HOUSING
DEVELOPMENT CORPORATION LIMITED



**MAHARASHTRA HOUSING DEVELOPMENT
CORPORATION LIMITED MUMBAI
(GOVERNMENT OF MAHARASHTRA UNDERTAKING)**

NOTICE INVITING E-TENDER

TENDER NO. 02/2020-21

MAHARASHTRA HOUSING DEVELOPMENT CORPORATION LIMITED Ltd., Mumbai, (hereinafter referred to as **MHDC / MahaHousing / Client / Corporation**), invites On-line digitally signed e-tenders from authorized channel partner of Autodesk in India for Supplying, Installation and Commissioning of AutoCAD 2021 including specialized toolset AD commercial New Single- User ELD with 3 years Subscription strictly as per the corporation's specifications at Sakhar Bhavan, Office No. 32, 3rd floor, Ramnath Goenka Marg, Nariman Point, Mumbai, Maharashtra 400021. Vendors who have the capability of executing the order at a time may download the Tender Papers from Mahatender's Portal <https://mahatenders.gov.in>

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Last date of Online submission of Tender	03.05.2021, up to 03.00 PM
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Security Deposit	2 % (Two Percent) of the tendered cost offered by Tenderer and Accepted by Client.
Time of Completion	7 (Seven) Days
Website for Downloading & Uploading	https://mahatenders.gov.in

The online bid both Technical Bid and Financial bid duly furnished in **Cover-I and Cover-II** respectively should be uploaded by the due date and time as per the above schedule. The responsibility to ensure this lies with the Bidder. Off-line tenders shall not be accepted and no request in this regard will be entertained whatsoever. Online Technical Bid will be opened at the first instance in this office on 04/05.2021 (if possible) for technical evaluation as well as selection of technically acceptable offers and at the second stage, the Financial Bids of only the selected and technically acceptable offers will be opened on same day if possible later subject to completion of Technical Evaluation of the offers. Decision of the Corporation regarding selection of eligible and qualified vendors/firms in particular for opening the Financial Bid shall be final and binding on the bidders.

MAHAHOUSING reserves the right to accept or reject any or all tenders in full or part without assigning any reason whatsoever. MAHAHOUSING shall also not be bound to accept merely the lowest tender but the technical suitability, capability and superiority of the equipment/system as well as after sales service including infrastructure to render such service etc. shall be of prime consideration for selection.

1. General Information and Instructions

- 1.1** The instruction given herein will be strictly binding on the tenderers. Deviation, if any will make the tender or tenders liable to be considered invalid. Conditional tenders are liable for rejection.
- 1.2** Bids shall be submitted online only at website: <https://mahatenders.gov.in> Manual bids shall not be accepted.
- 1.3 Blank Tender Fee payment:**
 - 1.3.1** Demand Draft of Nationalized /Scheduled Bank only is accepted as Blank Tender fees.
 - 1.3.2** If the blank tender fees is to be paid in cash form, it is accepted directly at Accounts Department at MahaHousing office Sakhar Bhavan, Office No. 32, 3rd floor, Ramnath Goenka Marg, Nariman Point, Mumbai, Maharashtra 400021. (Contact Number 022 40441000) before the last date of submission of tender.
 - 1.3.3** In the case of blank tender fees is to be paid in NEFT form then name of the Vendor and purpose of transaction (e.g. “XYZ Computers”. payment towards AutoCAD tender) to be clearly mentioned while making NEFT transaction.
 - 1.3.4 Bank details for NEFT:**
 - a. Bank Name: IDBI Bank
 - b. A/C Name: Maharashtra Housing Development Corporation Ltd.
 - c. A/C no.: 0004102000040707
 - d. IFSC Code: IBKL0000004
 - e. Branch Name: Nariman Point
- 1.4** The instruction given in “Annexure-A” for “INSTRUCTIONS FOR PARTICIPATING IN e-TENDERS” should be strictly followed during submission of the Bid.
- 1.5 Validity of Bids:** The Bids should remain valid for 30 days from the date of Financial Bid opening.
- 1.6 Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected. Non-compliance of applicable General Information and Instruction will disqualify the Bid.
- 1.7** The tenderers should have Digital Signature Certificate (DSC) for filling up the Bids. The person signing the tender documents should be authorized for submitting the online e-tender.

- 1.8** The tenderers shall fill up the Prescribed Format for submission of **Technical Bid as per “Annexure-D”** format duly signed by the authorized signatory. The person signing the tender document should be authorized for submitting the online e-tender.
- 1.9** The Financial Bid shall be filled in and signed by the authorized signatory online as per Proforma **“Annexure- “F”** available at Mahatender’s Portal <https://mahatenders.gov.in> Off line Financial Bid shall not be accepted.
- 1.10** Tender must be uploaded online by the bidder in two separate covers marked Cover-I and Cover-II. The contents of Cover - I and Cover-II will be as follows:

Cover - I

- i.** Technical Bid as per **“Annexure - D”** format duly filled in and signed by the authorized signatory with official stamp.
- ii.** Copy of certificate of valid registration of Company/Firm duly self-attested with official stamp.
- iii.** Scanned Copy of the current and valid GST Registration Certificate / PAN card indicating GST Number/ PAN No. duly self-attested with official stamp.
- iv.** The **‘UNDERTAKING’** of the bidder (as detailed in **Annexure-C**) duly signed by the authorized signatory with official stamp.
- v.** The **‘Technical Specification’** as detailed in **Annexure-E** (as a token of acceptance for delivery of materials in accordance to the Corporation’s Specification) duly self-attested with official stamp.
- vi.** Scanned Copy of **General Terms & Conditions** as detailed in **Annexure-B** duly self-attested with official stamp as a token of acceptance.
- vii.** **Valid certificate from Autodesk declaring the company to be a channel partner to deal with Autodesk products within the Indian Territory.**
- viii.** Scanned copy of credentials of past experience in such business for last 3 years.
- ix.** Scanned copy of Demand Draft of Rs. 590/- (Inclusive of GST) toward cost of blank tender copy.

In case the bidder fails to submit any of the documents as stated above, the other part of their tender i.e. ‘Cover- II’ shall not be considered for further download and shall be rejected straightway without any further reference. The Technical Bids and other documents i.e. ‘Cover- I’ will be downloaded and evaluated at the first stage to select

the technically capable and competent bidders. At the second stage, Financial/Price Bids i.e. 'Cover - II' of only the technically acceptable offers will be downloaded and evaluated for further ranking before awarding the contract. After opening of 'Cover -I', if all the bids are found technically unacceptable, the Financial (Price Bid) Bids i.e. 'Cover - II' submitted by the bidders against this Tender shall not be opened/downloaded for obvious reasons.

Cover-2

- i.** The Financial Bid (as per **Annexure-F** format) i.e. Schedule of Price Bid in the form of attached BOQ Proforma duly filled in and digitally signed.
- ii.** The authorities of MAHARASHTRA HOUSING DEVELOPMENT CORPORATION LIMITED Ltd., who does not bind themselves to accept the lowest tender, reserves the right to reject or accept any or all tenders wholly or partially without assigning and reason whatsoever.

2. INSTRUCTIONS FOR PARTICIPATING IN e-TENDERS

2.1 Tenderers shall have valid Digital Signature Certificate (DSC) obtained from any Certifying Authorities. In case of requirement of DSC, interested Bidders shall logon to <https://mahatenders.gov.in> and follow the procedure mentioned in the document 'Procedure for application of Digital Certificate'.

2.2 For any assistance on the use of Electronic Tendering System, the Users may call the following numbers:

2.3 Helpdesk No. - 0120-4001 002, 0120-4001 005, 0120-6277 787.

e-Tender Portal: - <https://mahatenders.gov.in>

2.4 Tenderers shall install the Mandatory Components available on the Home Page of <https://mahatenders.gov.in> and make the necessary Browser Settings provided under section '**Internet Explorer Settings**'

2.5 Guidelines to Bidders on the operations of Electronic Tendering System of MAHARASHTRA HOUSING DEVELOPMENT CORPORATION LIMITED Ltd.

<https://mahatenders.gov.in/nicgep/app>

A. Pre-requisites to participate in the Tenders processed by Client:

1. Registration of contractors on Electronic Tendering System on <https://mahatenders.gov.in>.

The Tenderer interested in participating in the Tenders of Client processed using the Electronic Tendering System shall be required to enroll on the Electronic Tendering System to obtain User ID and password on the <https://mahatenders.gov.in> Once the ID is generated the Bidder can login into the Tendering portal of Government of Maharashtra. The process of Enrolment is explained in Step.

Registration of New Bidders/Vendor.:

Registration link: <https://mahatenders.gov.in> (or click on "online bidder enrolment" Link at Right side panel)

After submission of application for enrolment on the System, the application information shall be verified by the Authorized Representative of the Service Provider. If the information is found to be complete, the enrolment submitted by the Vendor shall be approved.

The Tenderers may obtain the necessary information on the process of enrolment either from Helpdesk Support Team: may visit the site <https://mahatenders.gov.in>

2. Obtaining a Digital Certificate:

Refer to “Bidders Manual Kit” on home page at <https://mahatenders.gov.in> or visit the below given direct link <https://mahatenders.gov.in/nicgep/app;jsessionid=EBC4492C2BA12F2929A83D9C9B6371CE.mhgeps1?page=BiddersManualKit&service=page>

B. Instructions to the Contractors/Bidders for the e-submission of the bids online through this tender site: <https://mahatenders.gov.in>

1. Tenderer shall register themselves on <https://mahatenders.gov.in> portal by clicking “Online Bidder Enrolment” and then map Digital Signature certificate.
2. Tenderer shall then login to the site giving user id/ password chosen during
3. registration.
4. The e-token registered shall be used by the Tenderer only and shall not use by any other person.
5. The Tenderers can update well in advance, the documents such as certificates, purchase order details etc., under “My Documents” option and these can be selected as per tender requirements and then attached along with bid documents during bid submission.
6. After downloading/ getting the tender schedules, the Tenderer should go through them carefully and then submit the documents as asked, otherwise, the bid will be rejected.
7. If there are any clarifications, these shall be obtained online through the tender site, or through the contact details. Tenderer shall consider the corrigendum’s published before submitting the bid online.
8. Tenderer, in advance, shall complete the bid documents to be submitted as indicated in the tender schedule and the same shall be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.
9. The Tenderer shall read the terms and conditions and shall accept the same to proceed further to submit the bids.
10. Tenderer shall read the “Announcements” and “Downloads” section of <https://mahatenders.gov.in> before submitting the Bid.
11. The Tenderer shall submit the tender document online well in advance before the prescribed time to avoid any delay or problem during the submission process.

12. After the bid submission, the acknowledgement number, generated by the e- tendering system shall be printed by the Tenderer and kept as a record of evidence for online submission of bid for that particular tender.
13. The Tender Inviting Authority (TIA) shall not be responsible for any sort of delay or the difficulties faced during online submission of the bid by the Tenderer.
14. The Tenderer shall submit the bid documents online through the site (<https://mahatenders.gov.in>) as indicated in the tender.
15. The tendering system will give a successful bid uploaded message after uploading all the bid documents and then a bid summary will be shown with the bid no, date and time of submission of the bid with all other relevant details. The documents submitted by the Tenderers will be digitally signed using the e-token of the Tenderer. The bid summary shall be printed and kept as an acknowledgement of submission of the bid. The bid summary will be a proof of bid submission for a tender floated and shall also be an entry permit to participate in the bid opening date.
16. Bidder shall log in to the site well in advance for bid submission so that he can submit the bid in time i.e. on or before the bid submission end time. For any delay, due to any issue, bidder alone shall be responsible.
17. The bidder shall ensure that the bid documents submitted are free from virus. If the documents uploaded by the Bidder could not be opened, due to virus, during tender opening. The bid shall be treated as invalid.
18. The time settings fixed in the server and displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders shall follow these time settings during bid submission.
19. The bidder shall logout of the tendering system using the normal logout option available at the top right-hand corner and not by selecting the (X) option in the browser.
20. The bidder shall upload the Technical document in .RAR format single
21. file to upload in Technical Bid and then Price Bid in .XLS format, single file, to upload in "Finance Bid".
22. For any other queries, the bidders can contact e-tender Helpdesk support team: - 0120-4001 002, 0120-4001 005, 0120-6277 787.

2.6 PREPARATION OF BID/ TENDERING PROCEDURE

A. Blank Tender Forms:

Blank tender forms can be downloaded online from the e-Tendering portal i.e.

<https://mahatenders.gov.in/> as per the schedule defined in the tender notice.

B. Language of Bid:

The language of bid shall be English unless otherwise specified.

C. Cost of Biding:

The bidder shall bear all costs associates with the preparation and submission of his Bid, and he shall in no case be responsible and liable for those costs regardless of the conduct or outcome of their Bidding Process.

ANNEXURE-B

3. GENERAL TERMS & CONDITIONS (GTC) FOR SUBMISSION OF TENDER FOR AUTOCAD 2021 STRICTLY AS PER ENCLOSED TECHNICAL SPECIFICATIONS ANNEXURE E.

3.1 Bidders should have necessary infrastructure and facilities so as to take up the tendered job items strictly as per enclosed technical specifications, scope of work and compliance sheet etc. with required financial capability.

3.2 Price:

The prices indicated/quoted shall be inclusive of cost of Software, supply and all incidental charges to deliver and install the items per attached specifications at MAHARASHTRA HOUSING DEVELOPMENT CORPORATION LIMITED, Office No. 32, 3rd floor, Sakhar Bhavan, Ramnath Goenka Marg, Nariman Point, Mumbai 400 021. Prices quoted shall be firm and fixed for the entire period of execution of the order and no escalation of rate on any ground whatsoever shall be applicable. Order shall be placed with the overall lowest bidder for the item for compatibility and convenience.

3.3 The Security Deposit of successful bidder will be refunded only after 90 days on satisfactory supply and successful installation as per clause no. 3.9.

3.4 The successful bidder shall submit the Duplicate copy of the order duly signed and stamped as a token of acceptance of the order within seven days from the date of placement of order.

3.5 Time is the essence of the tender. Supply and installation of the tendered items as per enclosed specifications **Annexure E**, shall be made at MAHARASHTRA HOUSING DEVELOPMENT CORPORATION LIMITED, Office No. 32, 3rd floor, Sakhar Bhavan, Ramnath Goenka Marg, Nariman Point, Mumbai 400 021 strictly within 07 (Seven) days from the date of issuance of the work order. For non-compliance of any of the terms covered under the order and or non-delivery of the tendered items, complete in all respects within the above stipulated delivery period, the Corporation shall have the right to cancel the order and impose penalty as detailed in clause 3.6.

Decision in this regard taken by the Corporation shall be final and binding on the tender/bidder and the decision in this regard taken by the Corporation shall be final and binding on the successful bidder.

3.6 Penalty Clause: -

The time allowed for executing the supply as detailed in Clause No.3.5 shall be strictly observed by the successful bidder. The supply shall throughout the stipulated period of the order, be proceeded with all the diligence (time being deemed to be the essence of the order) and the successful bidder shall pay to the Corporation, an amount equal to 1% of the amount of the contract value for every week that the supply may remain incomplete as per delivery schedule as stipulated in Clause No.3.5 subject to a maximum compensation of 10% of the contract value after which period, action will be taken by the Corporation as will deem fit.

The Corporation may extend the time of delivery of the ordered item at their discretion on the application of the successful bidder for such purpose provided that the Corporation considers the reasons for such extension as good, sufficient and acceptable.

- 3.7** Every effort should be made to complete the supply by the successful bidder within the specified time schedule. In case the firm fails to comply with Clause No.3.5 within the specified time schedule as per the finalized and accepted terms & conditions, the Corporation shall have the right to either impose penalty clause or cancel the order forthwith. The decision of the Corporation in this regard shall be final and binding on the successful bidder.

3.8 Payment terms: -

No advance payment shall be made by the Corporation on any circumstances. Digital Payment (e-Payment) through RTGS/NEFT/TT/etc shall be released (as per clause no. 3.9) within **07 (Seven)** working days from the date of receipt of Invoice/Bill (supplies covered under of clause No.3.5), duly supported by receipted challan subject to satisfactory inspection report of the ordered materials issued by the competent authority of the Corporation. Invoice should be submitted indicating the GST Registration number, Name of the Banker, IFSC Code, Account number, RTGS and Swift number of the banker etc. for releasing e-payment to the supplier.

3.9 Payment terms & Conditions:

Release of payment will be made in phases as follows:

Sl no.	Event	Payment percentage
1.	On supply and satisfactory installation and commissioning of the software	80 % of total payment
2.	On successful completion of training	18 % of total payment
3.	Security Deposit (<i>The Security Deposit of successful bidder will be refunded after 90 days on satisfactory supply and successful installation.</i>)	2 % of total payment

3.10 Subscription period: 3 years from the date of installation and commissioning of the software

3.11 If it is noticed that the software installed do not conform to the specification of the order, the Corporation shall have the right to reject the same in part or full. The supplier shall be liable to replace the rejected software within the stipulated time. Till the replacement is done, the rejected materials shall be lying at the risk, cost and responsibility of the supplier. If the supplier does not arrange to replace the rejected software within the stipulated time, the same may be disposed of at the risk of the supplier and in the manner which the Corporation will deem fit. The Corporation shall be entitled to retain the proceeds of the disposal either in part or in full towards expenses incurred on storage, handling and disposal of the software. The Corporation shall also be entitled to recover the expenses made by them on account of storage & handling of such rejected software till the software is removed from the premises of the Corporation.

3.12 The authorities of the **MAHARASHTRA HOUSING DEVELOPMENT CORPORATION LIMITED** reserve the right to amend, alter or modify the terms & condition mentioned above if necessary from time to time.

3.13 The authorities of **MAHARASHTRA HOUSING DEVELOPMENT CORPORATION LIMITED**, who does not bind themselves to accept the lowest tender, reserves the right to reject or accept any or all tenders wholly or partially without assigning and reason whatsoever.

3.14 The quantities specified in the tender may be decreased or increased at the sole

discretion of MHDC authorities.

- 3.15** Regarding all disputes and differences between the successful bidder and the Corporation of any kind except quality of workmanship and materials whatever arising out of or in connection with the order on carrying out the supply (whether during the progress of the work or after their completion and whether before or after the determination, abandonment or breach of the Terms & conditions of the order) the decision of the Managing Director and Chief Executive Officer of MHDC will be final and binding on both the successful bidder and the Corporation.
- 3.16** All legal matters subject to jurisdiction of Mumbai.

DECLARATION

We do hereby accept the “General Terms & Conditions” as provided by the MAHARASHTRA HOUSING DEVELOPMENT CORPORATION LIMITED along with the Tender documents for AutoCAD 2021 and also under take to supply and install the said materials within the scheduled delivery period strictly as per the Technical Specifications of MAHARASHTRA HOUSING DEVELOPMENT CORPORATION LIMITED as provided along with the tender documents, in the event of placement of any order on us. The Corporation shall be at liberty to cancel the order in full or part, in the event of failure of the above declaration made by us.

**Signature of the Bidder / Constituted
Attorney**

ANNEXURE-D

ALL PARTICULARS / INFORMATIONS SHOULD BE GIVEN IN THE FOLLOWING FORMAT WITH COMPLETE DETAILS.

1. Name & Address of the Firm/Bidder :
2. Telephone Number
 - a. Office Number :
 - b. Mob number of contact person with name :
- 3.i. Back ground details of the firm (State whether :
Autodesk Authorized Partners) (Please mention
'YES' or 'NO')
- 3.ii. In case of Authorized Partners, Valid certificate :
from Autodesk declaring the company to be a
channel partner to deal with Autodesk products
within the Indian Territory.
4. State the Name & Branch of the Banker :
including IFSC Code and Account Number of
the Tenderer to follow digital mode of payment.
5. Whether capable to supply and install the :
tendered items strictly as per enclosed technical
Specification. (Please mention 'YES' or 'NO')

6. Mention GST Registration Number /PAN No. :

and attach current valid GST Registration

Certificate/PAN CARD

I/We hereby declare that the above statements are true. I/We also declare that the decision of MAHARASHTRA HOUSING DEVELOPMENT CORPORATION LIMITED regarding selection of eligible firms for opening of Financial Bid (Cover -II) shall be final and binding on me/us.

Dated

Official Seal

**Signature of the
Tenderer/Constituted Attorney**

Specifications of the Software:

Supply, Installation and commissioning of following software as per details below:

Sl. No.	Description of software	Subscription period	No. of S/W
1	AutoCAD 2021 including specialized toolset AD commercial New Single- User ELD	Three (3) years	2

The scope of work shall include maintenance, update and support services for three-year license subscription w.e.f. start date of the Licensee software.

The Start Date of the license software will be Three (3) years from the date of successful installation/commissioning after placing the order.

Cover-II

FINANCIAL BID

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT With GST @ 18%	TOTAL AMOUNT In Words
1	2	3	4	5	6	7	8
1	Supplying, Installation and Commissioning of AutoCAD 2021 including specialized toolset AD commercial New Single- User ELD with 3 years Subscription	2.000	Nos		0.000	0.000	INR Zero Only
Total in Figures					0.000	0.000	INR Zero Only
Quoted Rate in Words					INR Zero Only		

[Validate](#) [Print](#) [Help](#) **Item Rate BoQ**

Tender Inviting Authority: Maharashtra Housing Development Corporation Ltd. (MHDC)

Name of Work: Supplying, Installation and Commissioning of AutoCAD 2021 including specialized toolset AD commercial New Single- User ELD with 3 years Subscription at Maharashtra Housing Development Corporation Ltd. (MHDC) office Mumbai.

Contract No: 02/20-21

Name of the Bidder/ Bidding Firm / Company :

PRICE SCHEDULE
 (This BOQ template must not be modified/replaced by the bidder and the same should be updated after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)