



**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH**  
**Information Technology Department,**  
**Ladakh e-Governance Agency (LeGA), Ladakh**  
Tel/fax: 01982-255567,255568 email:ladakhegovagency@gmail.com

**NOTICE INVITING e-TENDER**

**e- NIT NO.: 01-LEGA(UTL) -OF-2021.**  
**DATED: 04- 06- 2021**

For and on behalf of Lt. Governor, UT Ladakh, e-tenders are invited from the registered firms from registered vendors/ competent and OEM authorized partners for supply and successful installation of item 'Microsoft Office Home and Business 2019' in the UT of Ladakh as per the details and Terms and Conditions given below.

The tender will come in force with effect from 04/06/2021 by 07:00 PM.

**The detail of item required is appended at annexure "A".**

1. The bidding documents, bill of quantities (BOQ), set of Terms & Conditions of the contract and other details can be seen/ downloaded from the website <https://tenders.ladakh.gov.in/> as per the schedule of dates given below:

i)	Date of issue of Tender Notice	04/06/2021
ii)	Date of publishing of Tender Notice	05/06/2021 (5.00 PM)
iii)	Period of downloading of bidders documents	05/06/2021 (5.00PM) to 15/06/2021 (4.00PM)
iv)	Online bid submission start date	06/06/2021 (06:00 PM)
v)	Online bid submission end date	15/03/2021 (4.00PM)
vi)	Date of receiving the hard copies of CDR, DD & attested copies of other documents.	06/06/2021(5.00PM) to 15/06/2021 (4.00PM)
vii)	Date of opening of the tender	16/06/2021 04:00PM or any other date convenient to PC, Ladakh.

3. To participate in the bidding process, the bidder has to get "**Digital Signature Certificate**" as per Information Technology Act 2000.
4. The Bidders has to submit their bids online in electronics formats with digital signatures. No financial bid shall be accepted in Physical form.
5. The bids must be accompanied by Demand Draft pledged to "**LADAKH E-GOVERNANCE AGENCY**" payable at Leh, Ladakh as Earnest Money Deposit (EMD) in the form of CDR for Rs. **50,000/-** be pledged in favour of "**LADAKH E-GOVERNANCE AGENCY**" payable at Leh.

6. The bidder has to submit the original CDR, DD and Affidavit along with the other attested documents submitted online to the tender opening authority by registered post/ through courier or by hand within the stipulate time frame at below mention address.

**LADAKH E-GOVERNANCE AGENCY (LEGA) ,**  
IT Department, UT Secretariat,  
Leh, Ladakh  
PIN : 194101

In case of failure the tender shall be deemed to be null and void.

7. The bidder must quote rates for item in the prescribed Bill of Quantities (BOQ) available on the website and the item rates must be quoted as per the specifications mentioned in the tender document.
8. The department will not be responsible for any delay in online submission due to any reason.
9. The interested bidders are advised to go through the terms & conditions (enclosed) carefully before submission of the tender.
10. The bidders are directed to upload neat & clean attested copies of all the documents.
11. The tender has to be submitted under two cover system.

a) **Cover 1<sup>st</sup> (Technical Bid) :**

Bidder must ensure to upload copies of the following documents:

- i. Scanned copy of EMD pledged to LADAKH E-GOVERNANCE AGENCY" payable at Leh, IT Department, Ladakh.
- ii. Scanned Copy of GST Registration Certificate.
- iii. Manufactures Authorization Form (MAF) from the OEM
- iv. Experience Certificate for Supply of Microsoft Product in Government Organization.
- v. Scanned Copy PAN/TAN Card
- vi. Address proof of Service facility in UT of Ladakh
- vii. Scanned Copy of Technical proposal and Letter of Bid

b) **Cover 2<sup>nd</sup> (Financial Bid) :**

- I. Rate to be submitted by the bidders in the bill of quantity (BOQ) only.

12. On receipt of the sealed tender documents, the Technical bid will be opened in the first instance by the Purchase Committee in presence of the tenderer(s) or their authorized representative(s) who wish to be present on the occasion. On finalization of the technical bid by the Committee, the Financial Bid in respect of those tenderers shall be opened who have qualified the technical bid on the same day or any other day convenient to the committee.

13. Tender not accompanied with requisite tender fee/Earnest Money shall be rejected out rightly.

14. The contract shall remain current for one year from the date of issuance of the contract.


15. The Department of IT/LEGA, Ladakh reserves the right to accept or reject any tender without assigning any reason thereof.

Sd/-

**CEO,**  
**LADAKH E-GOVERNANCE AGENCY**  
**Information Technology,**  
**Department, Ladakh**

Copy to the:-

1. Director, Treasuries & Accounts, Ladakh.
2. Technical Director, National Informatics Officer, NIC, Leh with the request to up- load the e-tender on the website.
3. OSD with Lieutenant Governor, Ladakh for information of the Hon'ble Lieutenant Governor.
4. OSD with Advisor to the Hon'ble Lieutenant Governor for information of the Advisor.
5. Notice Board, Secretariat Building, Ladakh.

  
**Kumar Amit**  
**IT Consultant,**  
**IT Department, Ladakh**