

**CAMPUS OF OPEN LEARNING
SCHOOL OF OPEN LEARNING
UNIVERSITY OF DELHI
(GENERAL SECTION)**

TENDER DOCUMENT

Tender for Supply of Softwares" in School of Open Learning (North), 5 Cavalry Lane Delhi 11007.

Date of issue of Tender Document:	Date
Last Dates & Time for submission of Tender Document	01/09/2017 at 1400 hrs.
Date & Time for opening of Tender Document	01/09/2017 at 1400 hrs.
Technical Bids	21/09/2017 at 1500 hrs.
Financial Bids of eligible Tenderers	22/09/2017 at 1500 hrs.

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**SCHOOL OF OPEN LEARNING
UNIVERSITY OF DELHI**

General Section

Room No: 206, 2nd Floor, Old Administrative
Block, SOL, University of Delhi, Delhi-110007
Tel- 011-27008349/50
Email: generalsection1234@gmail.com.

E- TENDER NOTICE

Executive Director (ED), School of Open Learning, University of Delhi invites e- tenders in Two Bids system (Technical and Financial) for **Supply of Softwares** for its office buildings at 5- Cavalry Lane, Delhi on the terms and conditions enumerated in detail in the Tender Document. The Tender document can be downloaded from the website <http://eprocure.gov.in/e-procure/CPP> Portal

Item	Details / Date
EMD	Rs. 5000/-
Bid Document Download Starts Date	01/09/2017 at 1400 hrs.
Bid Submission Start Date	01/09/2017 at 1400 hrs.
Bid Submission End Date	21/09/2017 at 1500 hrs.
Bid Opening Date	22/09/2017 at 1500 hrs.

Notes:

- (i) All details regarding the subject tender are available on our websites www.du.ac.in , www.sol.du.ac.in and <https://eprocure.gov.in/eprocure/app>. Bidders are therefore, requested to visit our websites regularly to keep themselves updated.
- (ii) Manual bids shall not be accepted.**
- (iii) For submission of E-Bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>.
- (iv) EMD should be in the form of DD in favour of Executive Director, SOL, University of Delhi, & should reach the Asstt. Registrar General, **Room No: 206, 2nd Floor, SOL, University of Delhi, Delhi-110007, on or** before the last date and time of bid submission, failing which offer will be liable for rejection. Bidders, however have to attach scanned copy of EMD along with other document.
- (v) Clarifications/ queries, if any, can be addressed to the A.R. General on telephone no. 011-27008349/50/81.

Sd/-

ASSISTANT REGISTRAR General

**No.Gen/2017/
CAMPUS OF OPEN LEARNING
SCHOOL OF OPEN LEARNING
UNIVERSITY OF DELHI
(GENERAL SECTION)**

**SPECIFICATIONS
Of
Softwares**

S.No.	<u>Description of Softwares</u>	<u>Qty.</u>
01	<p>All in One PowerPoint Bundle updated</p> <p>Power Point Chart & Diagrams CEO Pack-1 Power Point Graphics & Concepts CEO Pack 2 Advanced Animation pack for Power Point Visual Power Point Graphs Pack Flat Design pack for Power Point Hand Drawn Graphics Pack Themed Title Templates 400 + New Consulting models & Frames</p>	<u>01</u>
02	<p>Crazy Talk Animator 3 Pipeline</p> <p>Power Bone Editor to rig any image to animated Character. Free-Form Deformation and Motion Curve Editors G-3 Character templates and professional character motion libraries. Elastic Motion System to instantly give life to image, logo and props. Facial Animation with Auto lip syncing. Turn PSD files into animations (Exclusive for Pipeline version)</p>	<u>01</u>

ELIGIBILITY CRITERIA

- (i) The bidder should have minimum two years experience of sale of similar items in Government Institutions, University, Colleges, Government Hospitals and reputed Institutions. The bidder should upload relevant papers in this regard along with award / Supply order during last two years.**
- (ii) The bidder should have PAN/GST number. Scanned copies to be submitted.**
- (iii) The bidder should have not been blacklisted by any Central Govt. / State Govt. /Departments/PSUs/ Autonomous bodies etc. Scanned copy of certificate to be submitted (Annexure-IX)**
- (iv) Copies of Income Tax Return / Balance Sheet for profit loss account for last three years i.e. 2014-15, 2015-16, 2016-17.**
- (v) The firm should submit EMD worth Rs. 5000/-(Rupees Five Thousand only) in the form of Demand Draft/ Banker's Cheque drawn in favour of "Executive Director, SOL, University of Delhi, Delhi, payable at Delhi".**
- (vi) Signed and Scanned copy of Tender Acceptance letter.**

Terms & conditions

- 1. Inadequate or incomplete tenders in any respect or the prescribed conditions are not fulfilled are liable to be rejected. Canvassing in any form by the tenderers /vendor will result in rejection of their tenders.**
- 2. The tenderer's/firm must be registered with Income Tax and GST. Copies of PAN and GST No and Income Tax etc. shall be furnished alongwith tender.**
- 3. The successful tenderer hereafter referred to as supplier, has to furnish guarantee in form Of Bank Draft for an amount equal to 10% of total awarded contract value as performance security which will be released on completion of the warranty/support period.**
- 4. The financial bid of technical responsive bids will only be opened.**
- 5. All technical complaints, which may be indefinite, shall be attended immediately during entire warranty/support period.**
- 6. The delivery of softwares shall be made at the scheduled destination of the Office within 15 days from the supply of Order, free of all delivery charges.**
- 7. Payment will be made only after supply and installation of above software.**
- 8. In the event of any dispute arising under this contract, the same shall be referred to sole arbitration of Executive Director, SOL. The agreement to appoint arbitrator will be in accordance with Arbitration & Conciliation Act 1996. The award of arbitrator shall be final and binding on both the parties. The venue of the arbitration proceeding shall be the office of SOL, Delhi or such other place as the arbitrator may decide**

- 9. The financial bids are to be uploaded only in the BOQ in the CPP Portal. The rates quoted against each software in the BOQ will be excluding GST. GST as applicable must be reflected Separately. The quotation of any firm which will make any price disclosure in document other than the BoQ for the tender will be summarily rejected.**
- 10. No correction either in the technical bid or financial bid is permitted. Incomplete or ambiguous bids without documentary proof will not be considered.**
- 11. The rates shall be quoted in Indian Rupee only.**
- 12. Each page of Tender Document must be scanned and signed.**
- 13 The Competent Authority of School of Open Learning reserves the right to accept or reject any or all bid / tender at any time without assigning any reason whatsoever.**

PROFORMA FOR FINANCIAL BID

SCHOOL OF OPEN LEARNING, CAMPUS OF OPEN LEARNINGFIANANCIAL BID

S.No.	Description of Softwares	Qty.	Amount
02	<p>All in One PowerPoint Bundle updated</p> <p>Power Point Chart & Diagrams CEO Pack-1 Power Point Graphics & Concepts CEO Pack 2 Advanced Animation pack for Power Point Visual Power Point Graphs Pack Flat Design pack for Power Point Hand Drawn Graphics Pack Themed Title Templates 400 + New Consulting models & Frames</p>	<u>01</u>	
03	<p>Crazy Talk Animator 3 Pipeline</p> <p>Power Bone Editor to rig any image to animated Character. Free-Form Deformation and Motion Curve Editors G-3 Character templates and professional character motion libraries. Elastic Motion System to instantly give life to image, logo and props. Facial Animation with Auto lip syncing. Turn PSD files into animations (Exclusive for Pipeline version)</p>	<u>01</u>	

Cost in words in Rs. _____

Signature of the tenderer with official seal

CHECK LIST OF DOCUMENTS TO BE SUBMITTED.

Annexture - VI

PROFORMA FOR TECHNICAL BID Tender No. : _____

Tender for "Supply of Softwares" in School of Open Learning (North), 5 Cavalry Lane Delhi 11007.

Copies of all documents are required to be uploaded in the Technical bid on the CPP Portal.**Note : The documents to be uploaded should be legible, covered with index and have proper page no. In case the uploaded documents are not readable, the tender cannot be examined and the Technical Bids can be rejected, thereby rejecting the Tender of that firm.**

Bidder is required to fill-up this checklist and enclose alongwith the envelope containing the Earnest Money.

Sl.	Item Description	Yes/No	Documents to be uploaded (Signed Copies)
1	Name of the Company /Firm		
2	Address with Mobile No./Landline No., E-mail		
3	Contact Person's Name , Mobile No. etc.		
4	Earnest Money deposit		
5	Tender Acceptance Letter /PAN/GST No.		
6	An undertaking that the agency hasn't been blacklisted		
7	Copy of Income tax return for last 3 years		
8	Copies of Order of major Organization/Govt. Deptt. Supplied such items during last two years (Award Letter)		

Sd/-
Assistant Registrar (Officiating)
General Section

Instructions of Online Bid submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/e-procure/app>

- 1) Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
- 2) Bidder should do the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractor/bidders through email id provided.
- 3) Bidder need to login to the site through their user ID/ password chosen during enrollment/registration .
- 4) Then the Digital Signature Certificate (Class II or Class III Certificate with signing key usage) issued by SIFY/TCS/nCode/e-Mudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered .
- 5) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 6) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 7) After downloading / getting the tender document/schedules, the Bidder should go through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 8) If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 9) Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.
- 10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'any tenders' folder.
- 11) From my tender folder, he selects the tender to view all the details indicated.
- 12) It is constructed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.

- 13) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted . However, ofthe file size is less than 1 MB the transaction uploading time will be very fast.
- 14) If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
- 15) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 16) Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
- 17) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
- 18) The bidder has to select the payment option as offline to pay the Tender FEE/EMD as applicable and enter details of the instruments.
- 19) The details of the 00/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
- 20) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements ofthe tender requirements.
- 21) The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 22) If the price bid format is provided in a spread sheet file like BoQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid/BOQ template must not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
- 23) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
- 24) After the bid submission (i.e. after Clicking " Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.

- 25) The time settings fixed in the server side & 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 should follow this time during bid submission.
- 26) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by anyone until the time of bid opening.
- 27) Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 28) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 29) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exist option in the browser.
- 30) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone: 1-800-233-7315 or send a mail over to -cphp-nic@nic.in. ~

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TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

The Executive Director,
School of Open Learning,
5 Cavalry Line
University of Delhi,
Delhi-110007

Sub: Acceptance of Terms & Conditions of Tender.
Tender Reference No:
Annexure-VI
Date

Name of Tender : - **“Tender for Supply of Softwares in School of Open Learning (North), 5 Cavalry Lane Delhi 11007.**

Dear Sir,

I. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender' for the web site(s) namely:

“Tender for Supply of softwares in School of Open Learning (North), 5 Cavalry Lane Delhi 11007 as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. __ to __ (including all documents like annexure(s), schedule(s), etc.,) which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your Ministry/organization too have all been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in it 's totally / entirely.

5. In case any provisions of this tender are found violated, then SOL organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit also lutely .

Yours faithfully,

(Signature of the Bidder, with Official Seal)

Annexure-IX

The Executive Director
School of Open Learning
5, Cavalry Line
University of Delhi
Delhi – 110007

Sub: Under taking regarding Blacklisting/ Non-Debarment

Sir,

We hereby confirm and declare that we. M/s
..... is not blacklisted/ debarred by any govt. Deptt./ Public Sector
Undertaking/ Private Sector or any other agency for which we have executed/
undertaken the works during the last 3 years.

For

Authorised Signatory with seal

