

Govt. of National Capital Territory of Delhi  
Ch. Brahm Prakash Government Engineering College  
Jaffarpur, New Delhi - 110 073  
☎011-25318157, website-gecdelhi.ac.in

No. F.11 (1)/GECJ/Allied Engg./2015/2378

Dated : 23.11.2016

**e-PROCUREMENT TENDER NOTICE**  
FOR ESTABLISHMENT OF LANGUAGE LAB FOR  
COMMUNICATION SKILLS (ENGLISH)

Estimated Cost : **Rs. 1,75,000/-**  
EMD Cost : **Rs. 8,500/-**

**Important Dates**

Date of release of Tender through e-procurement : **23.11.2016**  
Last date & time for submission of bid : **14.12.2016 at 01:00 PM**  
Date & time for opening of technical bid : **14.12.2016 at 03:00 PM**

On Line tenders are invited under Two-Bid system through e-Procurement System from the reputed registered manufacturers of their authorized dealers/agencies or reputed suppliers having capacity to establish of Language Lab for communication skills (English) at Ch. Brahm Prakash Government Engineering College, Jaffarpur (CBPGECJ), New Delhi-110073, as per the technical specifications & required quantity (as mentioned in Annexure-I and Annexure-II) , and as per Terms & Conditions of the Contract and through e-tendering procurement process.

Purchase Officer  
Ch. Brahm Prakash Government Engineering College  
Jaffarpur, New Delhi - 110 073

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**INFORMATION SUPPORTING CAPACITY / CREDIBILITY**

1. The bidder should have Digital Signatures so as to enable him to submit his/her bids online through e-tendering.
2. The company should be an ISO 9001-2008 Certified Organization.
3. The bidder shall not be under a declaration of ineligibility/banned/blacklisted by any state or central Govt. institution in India for any reason as on last date of submission of the Bid.
4. The Bidder must have valid registration copy of Commercial tax (VAT/CST), required Service tax registration/PAN Number, Excise, as applicable.
5. The bidder should have at least 03 (Three) years of experience in development of English Language lab Software and installation/supply in Central & State institutions. (The supporting documents with list of sites including copy of work order and work completion certificate to be attached).
6. The offered brand should be available in the market from the minimum last 10 years through the principal company presence in India or in case Principal Company presence is not in India from the last 10 years and the offered items are imported, in such case, there should be clear Technical/Financial collaboration between the OEM and the bidder from last 3 years and should remain valid for next 5 years.
7. Tenders must be accompanied with earnest money as specified.
8. Tender documents in original, duly filled in and signed by the tenderer or his authorised representative along with seal on each page.
9. Non-compliance of tender terms, non-submission of required documents, lack of clarity of the specifications, contradiction between bidder specification and supporting documents etc. May lead to rejection of the bid.

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**GUIDELINES/PROCEDURE TO BE FOLLOWED IN INTRODUCTION OF  
'E'-PROCUREMENT SOLUTION**

1. **Payment Of Cost Of Tender Documents:-** The collection of cost of Tender documents is dispensed away with, as there is no physical supply of tender documents and also to have absolute anonymity of bidder participating in e-procurement solution. The bidders can view/download the tender documents from the <https://govtprocurement.delhi.gov.in>.
2. **Submission Of Bids:-** The bidders who are desirous of participating in 'e'- procurement shall submit their price bids in the standard formats prescribed in the Tender documents, displayed at <https://govtprocurement.delhi.gov.in>. The bidder should upload the scanned copies of all the relevant certificates, documents etc. at <https://govtprocurement.delhi.gov.in> in support of their price bids. The bidder shall sign on all the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.
3. **Payment of Bid Security (Earnest Money Deposit):-** The EMD has been shown in the e-procurement Tender Notice. The EMD shall be in the form of the Demand Draft/Pay order of Nationalized Bank/Fixed Deposit Receipt of a Nationalized Bank issued in favour of DDO, Ch. Brahm Prakash Government Engineering College (CBPGEC), Jaffarpur, New Delhi-110 073. Zerox/Photo copy of the DD/PO/FDR is to be scanned and uploaded along with the bid, and the original DD/PO/FDR shall be sent to Ch. Brahm Prakash Government Engineering College, Jaffarpur, New Delhi-110 073, so as to reach before the date of closing of the bids. Failure to furnish the original DD/PO/FDR before the closing of the bid will entail rejection of bid.
4. **Price Bid Opening:-** The Price Bids will be opened online by the concerned officer /officers at the specified date & time and the result will be displayed on the <https://govtprocurement.delhi.gov.in>, which can be seen by all the bidders who participated in the tenders. If any of the date earmarked for opening of technical or financial bids happens to be holiday, the bids will be opened on the very next working day.
5. **Processing Of Tenders:-** The concerned officer/officers will evaluate and process the tenders as done in the conventional tenders and will communicate the decision to the bidder online.
6. **Payment Of Performance Guarantee:-** The successful bidder shall furnish a FDR of the value of 10% of the cost of the item for a period of 14 months from a Nationalized Bank to ensure the satisfactory performance of item supplied and if the date of installation exceeds more than one month from the date of supply of the items then the supplier has to extend the time period of the Performance Security again for a period of 14 months beyond the delayed time. The performance guarantee is to be submitted before receiving of the supply orders.

In case the performance of the item is not found satisfactory, the performance security will be forfeited.

7. **Participation Of Bidders At The Time Of Opening Of Bids:-** Bidders have two options to participate in tendering process at the time of opening of Bids. Bidders can come at the place of opening of bids (electronically) as done in the conventional tender process or he can visualize the process online.
8. **Participation Financial Rules For E-Procurement:-** The e-procurement system would be applicable for purchase of goods, outsourcing of services and execution of work as prescribed in GFRs.
9. **Clarification/Assistance:** -For any query/clarification in respect of Technical aspect of the enquiry, Store Officer, Ch. Brahm Prakash Government Engineering College, Jaffarpur, New Delhi-110 073 may be contacted. Further information can also be seen at <https://govtprocurement.delhi.gov.in>.

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**TERMS AND CONDITIONS**

**1. Procedure for submission of bids: -**

- (i) The bidders who are desirous of participating in 'e'- procurement shall submit their Technical and Price bids in the standard formats prescribed in the Tender documents, displayed at <https://govtprocurement.delhi.gov.in>. The bidder should upload the scanned copies of all the relevant certificates, documents etc. in the <https://govtprocurement.delhi.gov.in> in support of their price bids. The bidder shall sign on all the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.
- (ii) Tender shall be uploaded as per guidelines indicated for e-procurement solution.
- (iii) The prices must be quoted in Indian Rupee only and it must be inclusive of all type of taxes etc.

**2. Technical Specifications / Terms & Conditions: -**

- (i) The details technical specifications, quantity required for items covered under each category are mentioned in Annexure-I and Annexure-II.
- (ii) The specification issued with this form of tender must not be altered by the Suppliers.
- (iii) The specification of the item quoted by the firm should conform to the College specifications. Confirmation, in this respect should be specifically mentioned in the tender. Where the tenderer feels that the specification of the item not fully given or differ, from the specification of the item mentioned by the College, the exact specification of such item should be attached with the tender indicating the item quoted. The bidder should not mention best quality/good quality/superior quality etc. but give make and brand of the item quoted.
- (iv) The Firm is required to link the College specifications with catalogues & leaflets/literature for each item. Details features, for compliance of specification should be provided on specification sheet & appropriate reference i.e. page no. & para of literature, leaflet wherefrom the relevant information has been checked, should be indicated.
- (v) In case of software items, the suppliers should ensure that:-
  - a. Legal software is supplied in original sealed pouches / P.K. T.
  - b. A license agreement is enclosed with it.
  - c. A registration card is available for software.

2. **Cost of Bidding:-**

- (i) The bidder shall bear all the costs associated with the preparation and submission of its bids through e-tendering system. The Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- (ii) The bidder is expected to examine all instructions, forms terms & conditions in the Bid documents, failure to furnish all information required by the bid documents or submission of bid not substantially responsive to the documents in every respect will be at the bidder risk and may result in the rejection of its Bid.

3. **Bid Validity: -**

Both technical and financial bids shall remain valid for a period of six months from the date of order for supply of equipment.

4. **Quotation: -**

- (i) The quoted price should be mentioned inclusive of all taxes such as Octroi, customs duty, CIF etc , but VAT should be mentioned separately as given in the Price Bid format. The aggregate price quoted along with all taxes should not exceed the M.R.P. of the items.
- (ii) Revisions of rates are not allowed after the tenders have been opened and rates are valid for a period of six months.

5. **Earnest Money Deposit (EMD): -**

EMD should be attached with the Technical bid. The EMD shall be in the form of the Demand Draft/Pay Order of Nationalized Bank/Fixed Deposit Receipt of a Nationalized Bank issued in favour of DDO, Ch. Brahm Prakash Government Engineering College, Jaffarpur, New Delhi-110073. Photo copy of the DD/PO/FDR is to be scanned and uploaded along with the bid, and the original DD/PO/FDR shall be sent to Ch. Brahm Prakash Government Engineering College, Jaffarpur, New Delhi-110 073, so as to reach before the date of closing of the bids. Failure to furnish the original DD/PO/FDR before the closing of the bid will entail rejection of bid. If the tenderer after acceptance of the tender refused to take up the purchase order, his Earnest Money will be forfeited in full. Any tender received without / less Earnest Money deposit shall be summarily rejected.

6. **Submission of On-line Bid: -**

The Tenderers are required to upload the scanned copies of the following information/documents along with technical/financial bids at <https://govtprocurement.delhi.gov.in>: -

- a. Copy of VAT/TIN Registration Number.
- b. Copy of PAN card.
- c. Copy of EMD submitted.
- d. Annexure 1-A duly filled in and signed by the Tenderer.
- e. Product Catalogue of respective items quoted, having item's model number, its specifications, complete address of manufacturer etc.
- f. Specification Comparison Statement (tabular comparison) of required specification and offered specifications.
- g. Copy of authorization certificate issued by manufacturer of respective item, in case bidder is an authorized dealer.

- h. Proof of at least 03 supply orders of similar equipments, like name of the equipments, order number, cost and date of supply etc. during the last 03 years to the Technical/Teaching/Research Institution of well known high standard e.g. I.I.T/N.I.T/C.S.I.R and other Laboratories etc.
7. **Submission of Original Documents: -**  
The bidder / tenderer are required to submit the following documents, in original, to the Ch. Brahm Prakash Government Engineering College, Jaffarpur, Delhi-73, before the closing of bid:-
- (i) EMD in original.
  - (ii) **Original Printed Product Catalogue** of respective items quoted, having item's model number, its specifications, complete address of manufacturer etc.
8. **Opening of Technical/Financial Bid:-**
- (i) The technical & financial bids of only those bidders will be opened who fulfill the eligibility criteria required and whose documents are found in order, on the date and time earmarked for opening of technical & financial bids.
  - (ii) If any of the date earmarked for opening of technical & financial bids happens to be holiday, the bids will be opened on the very next working day.
  - (iii) The bidder's representative, who are present shall sign minutes of bid opening evidencing their attendance.
  - (iv) The rates of items found, as per specification of Tender Document of the respective firm will be announced.
9. **Bid Rejection:-**
- (i) The bid will be rejected out rightly in case of non-uploading the scanned copies of any of the following documents at <https://govtprocurement.delhi.gov.in>: -
    - a. Copy of VAT/TIN Registration Number.
    - b. Copy of PAN card.
    - c. Copy of EMD submitted.
    - d. Annexure 1-A duly filled in and signed by the Tenderer.
    - e. Product Catalogue of respective items quoted, having item's model number, its specifications, complete address of manufacturer etc..
    - f. Specification Comparison Statement (tabular comparison) of required specification and offered specifications.
    - g. Copy of authorization certificate issued by manufacturer of respective item, in case bidder is an authorized dealer.
    - h. Proof of at least 03 supply orders of similar equipments, like name of the equipments, order number, cost and date of supply etc. during the last 03 years to the Technical/Teaching/Research Institution of well known high standard e.g. I.I.T/N.I.T/C.S.I.R and other Laboratories etc.
  - (ii) The bid will also be rejected out rightly under any one or more of the following cases: -
    - a. Non-submission of original Bid Security (EMD) to the institute/undersigned, before the date of closing of bids.
    - b. Not meeting the technical specifications.

- c. If the bidder is not found eligible as per requisite criteria.
- d. If the column found blank and quoted rates are not as per criteria.
- e. If the Technical and/or Financial Bid is not signed and stamped by the bidder.
- f. If the prices are quoted other than in Indian Rupee.
- g. If the bidder found indulging in malpractice of pooling of bid.
- h. If the bidder provides Conditional/Incomplete quotation.
- i. Non-production of items for demonstration, if desired.
- j. Non-production of original documents for verification, if required.
- k. Non-submission of information in support of Capacity/Credibility.
- l. Submission of any wrong information.
- m. **Non-submission of Original Printed Product Catalogue** of respective items quoted, having item's model number, its specifications, complete address of manufacturer etc

(iii) The Competent Authority reserves the right to reject any or all the tenders without assigning any reason, at any stage, and his decision will be final.

**10. Evaluation and Comparison of Bids: -**

- (i) The purchaser's price evaluation of the bid will be as below: -
  - a. Unit rate of item inclusive of Excise Duty / CST / any other tax (**except VAT**), if any.
  - b. VAT will not be taken into account for evaluation purpose.
- (ii) The bidder should quote all the rate on the basis of the delivery at the purchaser site. No extra transportation charges, delivery charges, installation charges will be paid or considered.
- (iii) The purchaser will evaluate and compare the total bid price for each item, which have been determined to be substantially responsive as per the qualified criteria of bidder.
- (iv) The Competent Authority of the College does not bind himself to accept the lowest or any tender.
- (v) If the bidder has quoted longer delivery period than the stipulated as above in item No. '7', an amount of 1% of the quoted price shall be added per week for the period beyond the stipulated period in the quoted price for the purpose of evaluation of tender.

**11. Inspection: -**

- (i) The inspection of the goods shall be carried out to check whether the goods are in conformity with the technical specifications attached to the contract.
- (ii) The final inspection of the ordered goods shall be carried out by the technical expert committee duly constituted by the Principal of the Institute.
- (iii) If the firm fails to supply items as per specifications mentioned in the contract within stipulated time, its performance security will be forfeited.

**12. Performance of Product: -**

- (i) The successful tenderer shall furnish the FDR of the value of 10% the cost of the item for a period of 14 months from a nationalized bank to ensure the satisfactory performance of item supplied. The purchase order will be issued after the receipt of



Performance security deposit. In case the performance of the item is not found satisfactory, the amount of FDR will be forfeited.

- (ii) Service manuals, wherever available/required, should be provided along-with the Equipments.
- (iii) A WARRANTY certificate should invariably be supplied along with the item at the time of delivery and the validity of the Warranty Certificate should be valid from the date of installation of the item for a period minimum of one year. Non-Compliance of the same will result in non-acceptance of the item from the firm with whom the order was placed beside rejection of the tender.
- (iv) The supplier warrants the goods supplied under the contract are new, unused and most recent. The supplier further warrants that the goods supplied under the contract shall have no defect arising from design or materials or workmanship or from any act or omission of the supplier that may develop under normal use of the supplied goods in the conditions at the consignee place.
- (v) In the event of default and unsatisfactory service of the contractor/ Supplier firm, the CBPGEC, Delhi-73, i.e. the purchaser, will be at liberty to get the item serviced/repaired from other party at the cost of supplier/ contractor/tenderer.

**13. Cancellation of Tender/Contract: -**

- (i) Demonstration of equipments has to be arranged by the suppliers, if desired by the institute. Non-production of items for demonstration will result in rejection of the tender.
- (ii) If the Supplier, in the opinion of the Institute fails or neglects to comply with any of the terms & conditions forming, part of the order issued, the head of institute shall without prejudice to any other right or remedies under the contract, has the right to cancel the contract /order by giving 15 days notice in writing to the Suppliers/firms without being liable to pay compensation for such cancellation.
- (iii)
  - a. If the supplier fails to execute the supply order by the date; specified in the order or within any extension thereof granted by the purchaser;
  - b. If the supplier fails to perform any other obligation under the contract;
  - c. If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practice in executing the contract;

the purchaser may, without pre-judice to any other remedy for breach of contract, by written notice, terminate the contract in whole or in part.

**14. Forfeiture of Bid Security: -**

- (i) The bid security will be forfeited, if the bidder withdraws its bid during the period of bid validity.
- (ii) In the case of successful bidder, if the bidder fails to sign the contract or fails to submit the performance security, the bid security will be forfeited.

15. **Forfeiture of Performance Security: -**  
If the supplier, having been notified, fails to remedy the defect(s) within a responsible period, the purchaser may forfeit the Performance Security Deposit.
16. Warranty will be for a period of one year. During this period the selected agency will also provide upgrades/patches if any. This period will commence from the date of installation of the equipment at the College against the defect of any manufacturing, workmanship and poor quality of the software.
17. All kinds of Change Requests must be resolved during the warranty period of one year without any additional cost.
18. If any module of software gives continuous trouble and runtime or logical errors, during the warranty period, the service provider shall rectify the problems without any additional cost to CBPGEC. The Service Provider has to make the suitable changes in solution as per the change requests received from users during warranty period without any extra cost to CBPGEC.
19. The bidder shall impart 07 days training to faculty within 45 days of installation of software.

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TECHNICAL BID FORMAT

**Specification for multimedia language Lab for communication Skills (English):- The Software is required for 31 Licenses (30 students & 01 for faculty member).**

1		<b>ENGLISH LANGUAGE CONTENT SOFTWARE</b>	
	A	Should have 3 levels: Basic, Intermediate and Advanced with substantial content to hone the learner skills and should be based on the Blended Learning Mechanism, i.e. It should have instructor Lead teaching (ILT/ Classroom teaching) content as well as Computer Based Training (CBT/Lab practice) content. Basic Level should use the contextual learning methodology.	1
	B	The Basic level content should be available in Bi lingual forat (English & Hindi)	
	C	Content should purely be multimedia based and comprise of graphics, audio, video and should be highly interactive in nature.	
	D	The content should be as per the Common European Frame Work of reference	
	E	The software should have capabilities of Listening, Recording and Comparing of Speech patterns both via audio and visual. The software should have speech spectrograph for visualization.	
	F	The software should be based on neutral accent and should not use the British or American accent	
	G	The software should consist of a glossary of words with correct pronunciation in the Indian context	
	H	Should have a Mother Tongue Influence (MTI) removal tool	
	I	Detailed trainer Manuals as per session plan should be available for each level to guide the teacher in each lesson for the training purpose	
	J	The software should have pre defined lesson plans	
	K	Student courseware/work books should be available in accordance with the software	
	L	Teacher should be able to create tasks for students to work later on	
	M	Detailed reports on the activities performed by the students as well as teachers should be made available	
	N	Teachers should be able to create their own exercises and assessments	

O	Should have a teacher's dashboard to monitor the students working	
P	2 day Train The Trainer program should be provided on site	
q	The Software should be 100% compatible with Thin / Zero Client Technology	
R	The English Language Lab should work on both the Microsoft as well as the Linux operating systems	

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**FINANCIAL BID FORMAT**

**Specification for multimedia language Lab for communication Skills (English):- The Software is required for 31 Licenses (30 students & 01 for faculty member).**

1		<b>ENGLISH LANGUAGE CONTENT SOFTWARE</b>	Qty. Reqd.	Unit Rate (inclusive of all duty/taxes <b><u>except VAT</u></b> )	Amount of VAT	Total Unit Rate
	A	Should have 3 levels: Basic, Intermediate and Advanced with substantial content to hone the learner skills and should be based on the Blended Learning Mechanism, i.e. It should have instructor Lead teaching (ILT/ Classroom teaching) content as well as Computer Based Training (CBT/Lab practice) content. Basic Level should use the contextual learning methodology.	1			
	B	The Basic level content should be available in Bi lingual forat (English & Hindi)				
	C	Content should purely be multimedia based and comprise of graphics, audio, video and should be highly interactive in nature.				
	D	The content should be as per the Common European Frame Work of reference				
	E	The software should have capabilities of Listening, Recording and Comparing of Speech patterns both via audio and visual. The software should have speech spectrograph for visualization.				
	F	The software should be based on neutral accent and should not use the British or American accent				
	G	The software should consist of a glossary of words with correct pronunciation in the Indian context				
	H	Should have a Mother Tongue Influence (MTI) removal tool				
	I	Detailed trainer Manuals as per session plan should be available for each level to guide the teacher in each lesson for the training purpose				
	J	The software should have pre defined lesson plans				
	K	Student courseware/work books should be available in accordance with the software				
	L	Teacher should be able to create tasks for students to work later on				

	M	Detailed reports on the activities performed by the students as well as teachers should be made available				
	N	Teachers should be able to create their own exercises and assessments				
	O	Should have a teacher's dashboard to monitor the students working				
	P	2 day Train The Trainer program should be provided on site				
	Q	The Software should be 100% compatible with Thin / Zero Client Technology				
	R	The English Language Lab should work on both the Microsoft as well as the Linux operating systems				
2.		2 (Two) years Add-On AMC/Warranty (inclusive of yearly upgrades of software, technical support and trainings)				

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(TO BE SUBMITTED ALONG WITH TECHNICAL BID)

TENDER I.D. NUMBER : \_\_\_\_\_

1. File Reference Number : \_\_\_\_\_

2. Name & Address of the Firm : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Telephone Numbers : Office : \_\_\_\_\_ Residence \_\_\_\_\_  
Mobile No. \_\_\_\_\_

4. Name(s) of the Partner : (1) \_\_\_\_\_  
(2) \_\_\_\_\_

5. Whether Manufacturer or : \_\_\_\_\_  
Authorized Dealer in r/o quoted item/s

6. VAT/TIN Registration No. : \_\_\_\_\_

7. PAN Card No. : \_\_\_\_\_

8. Name of items for which quoted : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Details of EMD Submitted : Amount \_\_\_\_\_ Dated \_\_\_\_\_  
(DD/Pay Order/FDR) No. \_\_\_\_\_ Bank \_\_\_\_\_  
\_\_\_\_\_

10. Whether agree for demonstration at : College Premises / Manufacturer Site /  
Site where item already installed

I / we undertake to abide the terms and conditions provided with the tender documents.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Tenderer)  
Name in BLOCK Letters: \_\_\_\_\_  
Stamp of the firm

(TO BE SUBMITTED ALONG WITH TECHNICAL BID)

TENDER I.D. NUMBER : \_\_\_\_\_

**TENDER FORM**

The Principal,  
Ch.Brahm Prakash Government Engineering College,  
Jaffarpur, New Delhi-110073.

Sir,

We the undersigned (herein after called as Contractor/Vendors/Suppliers) hereby offer to execute supply of items as per specification against which we have quoted over rates and for which this tender may be accepted at the rates stated there in and subject to the terms & conditions set forth for such items as may be ordered by the Principal, Ch. Brahm Prakash Government Engineering College, Jaffarpur, New Delhi-110 073, or officer acting on his/her behalf.

Date this \_\_\_\_\_ Day of \_\_\_\_\_

Signature of Contractor \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_