

Central University of Haryana

Mahendergarh, Haryana-123031

No: CUH/GEOG/01/2020

dated: 11.02.2020

TENDER NOTICE INVITING BIDS

The Central University of Haryana intends to procure, install and commission ArcGIS software, as per the specifications given herein, in this tender document, in the Laboratories of Department of Geography.

Therefore, Central University of Haryana (CUH) invites techno-financial proposals for this software from the Original Software Developer (OSD) or any authorized distributor(s) [AD]. The OSD or authorized distributor(s) desirous of providing, installing and operationalizing, integrating the said software may kindly send the bids at the following address:

Assistant Registrar (E & GA)
Academic Block No. 4 (Ground Floor)
Central University of Haryana
Jant Pali Villages
Mahendergarh-123031
Haryana

The tender should be in two (Technical & Financial bids). The Financial bid shall be opened only of technical responsive OSD and AD only.

Complete tender details are available on University website: www.cuh.ac.in or may be obtained in person from the undersigned.

Last Date for submission of Tender: **03/03/2020** up to 2PM

Date of opening Technical Bid: **03/03/2020** at 03PM

Place of Opening the Tender

Room No: 20 (Seminar Hall) in Teaching Block-III, CUH, Jant Pali- Mahendergarh.

Registrar

Central University of Haryana

Copy to:

1. A.R. to V.C. (for information of the Hon'ble V.C.)
2. Dean, School of Earth, Environment and Space Studies
3. A.R. (E & GA)
4. STA (to upload on the University website)
5. PRO

Tender (Proposal/Bid Document)
For the purchase of Software in
GIS Lab in the Department of Geography
under School of Earth Science, Environment and Space Studies
in
Central University of Haryana,
Mahendergarh, Haryana



Under Two Bid System (Technical and Financial)

No. CUH/SOEESS/GEOG/01/2020

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Check List for submission of documents:

Sl No	Description	Yes /No	Page No	Remarks if any
1	Whether Tender Fee paid?			
2	Whether EMD / Tender Fees attached?			
3	If OSD/AD exempted, Valid Exemption Certificate attached?			
4	Whether Firm Registration attached?			
5	Whether GSTIN certificate attached			
6	Whether PAN attached?			
7	Whether affidavit duly attested by the Oath Commissioner/Executive Magistrate regarding non-black listing of supplier attached?			
8	Whether copy of Turnover and ITR attached?			
9	Whether orders executed in last three years attached?			
10	Whether technical specifications of the quoted software attached?			
11	In case of authorized agent/distributor whether certificate/ authorization letter for the same issued by the manufacturer attached?			
12	Whether list of Institutes/Organizations where the quoted software is installed and functional & operational by the tenderer in India is attached?			
13	Whether a Certificate of amendment / update / modifications of software attached?			
14	Whether Self-certificate that the firm has never been debarred or indicted in corruption case(s) attached?			
15	Whether undertaking that no complaint of poor performance have been received by the firm from suppliers attached?			
16	Whether plan of action attached?			
17	Have Bio data of trainer been attached ?			
18	Any other General information			

1. Instructions to bidder

Submission, Receipt, and Opening of Proposals

- a) The bidder shall read the instructions, technical specifications and the bid documents carefully before filing and submission of bidding documents.
- b) The bidder shall sign on each page of the bidding documents and assign serial number in integer value starting from one and submit the proposal/bid strictly as per the instructions.
- c) The original Technical and Financial Proposals/bids shall be prepared and submitted in separate sealed envelopes and both the envelopes should be kept in third envelope.
- d) The envelope should be super subscribed "***Tender for Geography Labs under School of Earth Science, Environment and Space Studies***". The proposal/bid shall be sent by post so as to reach at the address mentioned on invitation to bid letter, on or before the due date and time (upto 2:00 pm), as specified in the tender notification or as per the corrigendum if issued any.
- e) Bids received late will not be accepted and the CUH will not be responsible for any delay due to whatever reasons.
- f) **Bid Processing Fee:** Each bidder shall pay the bid processing fee for Rs. 1000 +18% GST = Rs. 1180 in the form of *DD drawn in favour of Central University of Haryana, Payable at Mahendergarh*, Haryana.
- g) **Earnest Money Deposit (EMD):** Each bidder shall pay Rs. 15000/- of approved value of the quoting value in the form of *Demand Draft drawn in favour of "Registrar Central University of Haryana, payable at Mahendergarh*.
- h) **Technical Bid format:** The bidder shall confirm that the product quoted (by the bidder) shall be in conformance with the conditions/criteria as specified herein.
- i) **Financial Bid Format:** Bidders shall quote software with inclusive prices (i.e. price inclusive of taxes and all other expenses) for delivery and installation.
- j) Successful Bidder has to provide irrecoverable Performance Bank Guarantee to the tune of 10% of the order value for the warranty period in the form of *Demand Draft/FDR/Banker's cheque drawn in favour of "Registrar Central University of Haryana, payable at Mahendergarh*. The paying document of the performance Bank Guarantee should be valid till 60 days after the end of warranty/Guarantee period.
- k) **Payment Schedule.** 100% payment will be released on delivery, satisfactory installation, and integration and commissioning of said software as applicable to the procurement after deduction of taxes as applicable or as per the university norms.
- l) **Delivery Schedule within 30 days of order:** The software is required to be supplied within 30 days (or mutually agreed time- period) on issue of the Purchase Order by the university. In case successful tenderer fails to complete the order in part or whole in the stipulated period of 30 days (or mutually agreed time-period) of a penalty @ 1% of the order value will be imposed per week subject to maximum penalty of 10% the order value. In case the delay is more than six weeks (after the expiry of the stipulated period) the purchase order may be cancelled and the EMD will be forfeited

- m) **Validity of quotation:** The quotation should be valid for 60 days after the date of the opening of the bids.
- n) The software should have an onsite warranty for minimum three years. The warranty shall take effect from the date of successful installation of software and handing over to the user department satisfaction.
- o) The supplier shall provide all the updates of software free of cost at least for 3 years' time from the date of commissioning.
- p) The University reserves the right to place order or not to place order to finally selected vendor(s), depending upon the availability of the funds with the university at that point in time.

2. General Conditions of the contract

- a) The Manufacturer/Bidder should not be associated or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the purchaser to provide consulting services for the preparation of the design, specification, and other documents to be used for the procurement of the goods to be required under this invitation of tender.
- b) Manufacturer/Bidder shall not be under any declaration of ineligibility for corrupt and fraudulent practices issued by any State Government/Government of India (GOI)/Union territory/PSU. The Manufacturer/Bidder should not be a defaulter of any financial institute or Bank and their assets should have never been put on auction for recovery of debts.
- c) The Manufacturer /Bidder should be in the business in India for more than 3 years as on 31-12-2019. This should be supported by the certificate of registration issued under the companies act by a competent authority.
- d) There should be no complaint against the Manufacturer/Bidder for poor performance of the equipment's supplied by any institute or customer. The self-certified certificate to be attached with bid in this regard on firms letter head.
- e) The OSD / Bidder should submit copy of ITR of last three years.
- f) Installation, Demonstration and Testing of software is to be done by the supply firm in the presence of subject expert of the concerned Geography lab of School of Earth, Environment and Space Studies.
- g) The University reserve the right to inspect manufacturing facility including Testing unit/R&D division of any or all of the technically responsive bidder before opening the financial bids. The opening of financial bids is/are subjected to satisfactory report by the inspection committee. The inspection committee is not liable to clarify regarding inspection report.
- h) The vendor should provide the satisfactory training to our technical staff after installation/commissioning. The trainer should be a permanent employee of the company with a minimum of 3 years' experience in demonstrating such equipments. The details about the training programs and a brief bio-data of the trainer should be submitted along with the technical bid.
- i) The CUH is reserves not to place the order for software in this tender even after finalization of tender without assigning any reason for not doing so.
- j) The Bidder shall have authorization to sell/ distribute this software and its updates in India.
- k) The OSD / Bidder should be ready for demonstration of the product quoted on short notice as

per the tendered specifications.

- l) CUH is the final authority to judge the tender and has every power - to accept or reject the same without assigning any reasons.
- m) Technically qualified bidders should demonstrate the software functionality during the installation and training.
- n) The bidder should undertake to provide after sale-service whenever needed by the purchaser.
- o) CUH reserves the rights to accept/reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection.
- p) Any effort by a supplier to influence CUH's tender evaluation, tender comparison or contract/order award decisions may result in the rejection of the supplier's tender and forfeiture of the supplier's EMD.
- q) After opening of bids, information relating to the examination, clarification, evaluation and comparisons of bids and recommendations concerning the award of contract shall not be disclosed to bidders or other persons not officially concerned with such process.
- r) Performa for Past Experience given in **Annexure-1**.
- s) Technical bid should include the details as per performa given in **Annexure-2**
- t) Evaluation of the tender given in **Annexure-3**
- u) Financial bid should include the details as per performa given in- **Annexure-4**
- v) Acceptance letter by bidder -**Annexure -5**
- w) Warranty certificate-**Annexure- 6**
- x) Undertaking of support from OSD –**Annexure 7**

3. Special conditions of the tender

(To be returned by Tenderer along with the Tender duly signed)

- a) **DEVIATION FROM SPECIFICATIONS:** It is in the interest of the tenderer to study the specifications in the tender schedule thoroughly before quoting so that, if the tenderer makes any deviations, the same are prominently brought out in the body of the tender. If you need to add any optional items.your system in order to meet our specifications, you are requested to quote for the total including the option required to suit our requirements. Otherwise, your tender will not be considered at all.
- b) The bidder shall submit the following :
 - i. Complete address of the dealing person along with all the details such as mobile no, e-mail id, and correspondence address.
Address of the OSD/AD's Banker and their swift code.
Name and designation of the person whose name the purchase order to be placed.
 - i. Jurisdiction –All the question, dispute, or differences arising under or out of or in connection with this contract, the Jurisdiction will be Narnaul (Mahendergarh).Acceptance to this affect shall be signed by the bidder at the time of bidding.
 - ii. The bidder shall provide the acknowledgement that they have gone through the whole tender documents and have thoroughly understood all the conditions, provisions, specifications and we abide by all the conditions and have understood that violation or concealment any information essential will be liable for penal action from the university and may even result in cancellation of bid and/or forfeiting of EMD.
 - iii. The bidder shall give the certificate will supply the updates /modifications/

amendments as and when required by the University during the warranty and post warranty period.

C)

- Validity of the offer: till 2 months from the date of offer.
- Taxes: Taxes as per mentioned in the financial proposal. The taxes shown are indicative only, Actual will apply at the time of billing.
- Delivery: Within 4-6 weeks from date of our order Acknowledgement.
- Subscription Period: 36 months from the date of our Invoice (ESRI ArcGIS) (Envi Licenses are Perpetual).
- Warranty: 36 months (for ESRI) and 12 month (for Exelis Envi). All updates and upgrades will be provided free of cost during the warranty period as and when released by ESRI Inc., USA.
- Payment Terms: 90% on delivery through online transfer after installation of software.
- The bidder shall provide detail of all the support services to be extended to the University with regard to installation, training , update and service level parameters.

4. Schedule of requirement

Within 30 days of placing of purchase order by the university or the period as decided mutually by the CUH and supplier.

5. Specifications of required software are

No of desktop extension: 50

ESRI ArcGIS advanced with following Desktop Extension with following extension:

- Network Analyst Extension
- Spatial Analyst Extension
- Geo-statistical Extension
- 3D Analyst Extension
- Data Interoperability
- Maplex
- Arc Scan
- Data Reviewer
- Arc Schematics Extension
- Arc Publisher Extension

The bidder is also to required to provide following information:

- 1) ESRI India user conference registration
- 2) ESRI Arc GIS Server Advance Enterprise
- 3) Training days and number of faculty to be trained

4. Special conditions of the tender

(To be returned by Tenderer along with the Tender duly signed)

1. **GENERAL:** The tenderer shall sign a certificate that they are authorized distributor of ESRI ArcGIS software in India in case of OSD.

2. **DEVIATION FROM SPECIFICATIONS:** It is in the interest of the tenderer to study the specifications in the tender schedule thoroughly before quoting so that, if tenderer makes any deviations, the same are prominently brought out in the body of the tender. If you need to add any optional items to your system in order to meet our specifications, you are requested to quote for the total including the option required to suit our requirements. Otherwise, your tender will not be considered at all.
3. **TENDERERS SHALL SUBMIT ALONG WITH THEIR TENDER:**
 - i. Complete address of the dealing person along with all the details such as e mail, telephone no, Fax etc. Address of the OEM's Banker and their swift code.
 - ii. Purchase order to be placed on: Should be mentioned in the quotation with full address
4. The tenderer shall provide certificate that all the update/ trouble shooting etc shall be free of cost during subscription period.
5. **Acknowledgement:** It is hereby acknowledged that we have gone through the tender documents and all the points listed in the various paras outlined in this documents and we abide to agree by them under the penalty of permanent disqualification under the penalty Tender participation and for related penal actions for non- abidance of permanent disqualification for Tender participation and for related penal action.

6. Anenexure(1-7)

Annexure 1

PROFORMA FOR PAST PERFORMANCE

Tender No.....Date of Opening..... Timehours

Sl No	Orders placed by (Full address of Purchaser)	Order No. and Date	Description and Quantity of ordered items	Value of Order in Rs	Date of completion of delivery as per contract/actual	Remarks if any
1	2	3	4	5	6	7

Authorized signatory

Name of the Firm:

Signature and Seal of the Tenderer:

Annexure-2

The bidder should fill in the below format to be submitted in Technical Bid

S. No	Brief Description of software	Quantity of license to be Supplied	Delivery and installation period in days from date of issue of purchase order	Warranty in years	Subscription period

The tenderer shall provide all the technical details along with technical bids.

Authorized signatory

Name of the Firm:

Signature and Seal of the Tenderer:

Annexure-3
Evaluation of the Tenders

1.
 - a) Central University of Haryana, Mahendergarh shall first evaluate the technical bids. The commercial bids of only those bidders who happened to be responsive/qualified in the technical bids, will be opened.
 - b) Decision of the University in the evaluation of the Technical bids shall be final.
2. **Financial bid evaluation**
The financial quotes submitted by technically responsive/qualified bidders will be opened. Then Contract will be awarded to the successful Bidder whose Bid has been determined to be substantially responsive and has been determined as the Best Value Bid. The bidding will be done based on lowest price quoted.
3. **Bid submission timelines:** The timelines for bid-submission etc., will be as it is given in the Tender Schedule published.
4. University reserves the right to cancel any or all tenders partially or fully, without assigning any reasons.

Annexure 4**FINANCIAL BID/PRICE BID**

S.No.	Description	Rate	Quantity	Amount in Rs including GST
1				

Grand Total**Total in words:**

Terms and conditions if any:

Period of updated services

Bidder shall provide detail of all warranty / services level criteria, subscription period, no of licences and any other fringe benefits to be extended free of cost during subscription period. The conditions for extension of subscription after expiry of license of software.

Annexure - 5

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

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____ Name of Tender / Work: -

_____ Dear Sir,

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

_____ 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 (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 department/ organisations too have also 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 its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking/Govt. Autonomous organisations.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore can summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

Annexure-6

Warranty Declaration {Submitted on Letterhead of bidder/supplier}

The warranty declaration states that “everything to be supplied by us hereunder shall be free from all defects and faults and shall be of the highest quality and material of the type ordered, shall be in full conformity with the specification and shall be complete enough to carry out the experiments, as specified in the specification and requirement of tenders.”

Sign of authorised person of bidder: - _____

Date: - _____

Name of the authorised Person of bidder:- __

Annexure-7
Undertaking
{Submitted on Letterhead of Original Equipment Manufacturer (OEM)}

An undertaking from the Original Equipment Manufacturer (OEM) is required and stating that they would facilitate the bidder on a regular basis with technology/product updates and extends support for the warranty as well.

Sign of authorized person (OEM):-

_____ Date: -

Name of the authorised Person (OEM):-____