



Centre for Development of Advanced Computing (C-DAC)

Ministry of Electronics & Information Technology

Government of India

FC-33, Plot No. 20

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www.cdac.in

Date: 02.09.2021

Tender Document

Supply of Course Material & Reference Books for setting up of Centre of Excellence in IT at Bangladesh

Tender No.: CDACD/ICD/BANGLADESH/CM/01

Last date for submission of bids: September 16th 2021 till 1000 Hrs

Opening of technical bids: September 17th 2021 at 1100 Hrs

www.cdac.in & www.eprocure.gov.in

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SECTION I: INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at:

1. Registration

- a. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL:) by clicking on the link “**Online Bidder Enrolment**” on the CPP Portal, which is free of charge.
- b. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g., Sify/ nCode / eMudhra etc.), with their profile.
- e. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others, which may lead to misuse.
- f. Bidder then logs in to the site through the secured login by entering their user ID / password and the password of the DSC / e-Token.

2. Searching for Tender Documents

- a. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- b. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- c. The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

3. Preparation of Bids

- a. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- c. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option, which helps in reducing size of the scanned document.
- d. To avoid the time and effort required in uploading the same set of standard documents, which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders.

Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

4. Submission of Bids

- a. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c. Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- d. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/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 the uploaded bid will be rejected.
- e. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- f. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- g. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. 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.
- h. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- i. Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid number and the date & time of submission of the bid with all other relevant details.
- j. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

5. Assistance to Bidders

- a. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- b. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

END OF SECTION I

SECTION II: INVITATION FOR BIDS (IFB)

Centre for Development of Advanced Computing (CDAC) invites Online Bids on single stage two-bid system for supply of Courseware & Reference Books at Centre of Excellence in IT (CEIT) in Bangladesh. **Please note that physical bids shall not be accepted.**

1. Contact information

The Senior Director & Centre Head
Centre for Development of Advanced Computing
FC-33, Plot No. 20, Institutional Area
Jasola, New Delhi - 110 025, INDIA
E-mail: icd@cdac.in

2. Critical Date Sheet

Tender documents may be downloaded from www.cdac.in (for reference only) and <http://eprocure.gov.in/eprocure/app> as per the critical date sheet below:

Published Date	02.09.2021 (1000 Hrs)
Bid Document Download/ Sale Start Date	02.09.2021 (1000 Hrs)
Bid Submission Start Date	02.09.2021 (1000 Hrs)
Bid Submission End Date	16.09.2021 (1000 Hrs)
Technical Bid Opening Date	17.09.2021 (1100 Hrs)

3. Two Bid System

The two-bid system will be followed for this e-tender. In this system, the bidder shall submit his offer online in two parts viz. Technical Bid and Commercial Bid.

The offers submitted by telegram/ fax/ e-mail/ by hand or any other mode except e-tender shall not be accepted. No correspondence will be entertained in this matter.

- **Part 1: "Technical Bid" shall be uploaded in the form of following documents:**
- a. Copy of Tender Fee (Non-Refundable) in the form of **Demand Draft** for **Rs. 5000/-** (Rupees Two Thousand only) drawn on any **Nationalized/ Scheduled Bank**, in favour of '**Centre for Development of Advanced Computing**' payable at New Delhi.

Copy of **Bid Security Declaration** addressed to **Senior Director & Centre Head, C-DAC, New Delhi** as mentioned at Para 6 (Section III).

Tender Fee & Bid Security Declaration shall be exempted in case of Micro & Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small & Medium Enterprises (MSME) or are registered with the Central Purchase Organisation of the concerned Ministry or Department or Start-up as recognised by Department of Industrial Policy & Promotion (DIPP). **The bidder seeking exemption should be registered with MSME/ DIPP for the items/ services as mentioned in the tender document and should upload a copy of valid Registration Certificate along with the technical bid.** The certificate should be specifically applicable for supply, installation and on-site support of IT Hardware & Software in India/ abroad.

The original instrument in respect of Tender Fee & Bid Security Declaration must be submitted to **CDAC** on the address mentioned above on or before bid submission date/ time as mentioned in critical date sheet. **In case of non-submission of original instrument towards tender fee and Bid Security Declaration, the bid shall be rejected. The Demand Draft submitted towards tender fee is non-refundable.**

- b. Duly filled Technical Bid with proper seal and signature of authorised person on each page of the bid submitted. The person signing the bid should be the duly authorised representative of the Firm/ Company whose signature should be verified and certificate of authority should be scanned and submitted as per format given at **Annexure I**. The power or authorisation or any

other document consisting of adequate proof of the ability of the signatory to bind the firm/ company should be scanned and annexed to the bid.

- c. Copy of Supply Orders/ Contracts/ Agreements issued by / signed with Government of India (Ministry / Department / Undertaking / PSU / Autonomous body) for similar work, executed by the bidders in **last 5 (Five) years ending March 31st 2021**. The bidder should submit the completion certificate duly issued by the end user. The bidder should have completed at least **ONE** similar work not less than **Rs. 45 Lacs** OR **TWO** similar works not less than **Rs. 35 Lacs** each OR **THREE** similar works not less than **Rs. 30 Lacs** each. The similar work means supply of course material & reference books in India/ abroad.

The bidders are required to submit supporting document for the past experience i.e., copy of the purchase order and work completion report etc. duly notarised along with contact details of the end user. These documents would be subject to further verification by CDAC, if required. Submission of any false information would invoke the clause under Bid Security Declaration.

- d. Copy of **GST** and **PAN/** Registration certificate, as applicable shall be uploaded.
- e. Copy of a certificate by the auditor/ CA/ CS indicating the turnover of the firm shall be uploaded. The bidder should have total average turnover of minimum **Rs. 60 Lacs** in last **3 (three) financial years** ending **31st March 2021**.
- f. Copy of all documents related with Firm Registration/ Partnership Deed/ Articles of Memorandum of Association or Proprietorship Deed, Certificate of Incorporation shall be uploaded.
- g. Bid Form as per format given at **Annexure II** must be uploaded by the bidder along with Technical Bid.
- h. Technical Compliance Document in the form of **Tech_Comp_Doc.pdf** with technical specification viz. Title, Author, Publisher, Edition etc. should be uploaded in the technical bid, failing which will lead to the rejection of the bid.
- i. Signed and scanned copy of the Checklist as per format given at **Annexure V** must be uploaded along with Technical Bid.
- j. Signed and scanned copy of other related documents, mentioned in the tender document but not listed here.

▪ **Part 2: “Commercial Bid” shall be uploaded in the form of following documents:**

- a. Price schedule should be submitted online only in the form of **BOQ_XXXX.xls**.
- b. The prices should be mentioned in figures as well as in words wherever mentioned in the **BOQ_XXXX.xls**. The bidder should carefully cross check the prices entered in figures with corresponding figures converted in words.

4. Submission of bids and opening of the Technical Bids:

Last date for submission of bids will be as per schedule mentioned in critical date sheet above. The bids should be submitted online only at CPP Portal. Bids will be opened online as per date/time mentioned in the Tender Critical Date Sheet. The technical bids will be evaluated to shortlist the eligible bidders. The technical bids of only the short-listed bidders shall be considered for further processing i.e., technical evaluation. Bidders whose technical bid is found to be acceptable and meeting the eligibility requirements as specified in this tender will be informed about the date and time of the opening of the commercial bid.

5. Opening of Commercial Bids

The online commercial bids of the bidders who are short listed after Technical Evaluation only will be opened at the **time and date** to be informed later.

The bidder's name, bid price, discounts and such other details considered as appropriate by CDAC, will be uploaded on CPP portal after the opening of commercial bids.

Note: Technically accepted online competitive bids ONLY will be considered for the opening of online Commercial Bids.

END OF SECTION II

SECTION III: INSTRUCTIONS TO BIDDERS (ITB)

1. Project Timelines

The bidder is required to supply Course Material & Reference Books at Centre of Excellence in IT (CEIT) in Bangladesh. The delivery at site must be completed within 90 days from the date of placement of supply order by CDAC. The shipment from India/ third country is required to be done by sea/ air/ road. The delivery at site must be completed within 90 days including the custom clearance & local transportation to the site by the bidder. It is mandatory for the bidders who respond to this bid to meet these expectations as time is the essence of this contract and is tightly linked to CDAC plans of completing the project within the available time frame.

2. Locations for the Supply

The courseware as detailed in this tender document is to be supplied at CEIT in Bangladesh. The detail of consignee & firm address of the site(s) for supply of courseware will be communicated in the Supply Order.

3. Order Placements and Release of Payment

The supply order and payment shall be released by:

**Centre for Development of Advanced Computing
FC-33, Plot No. 20, Institutional Area
Jasola, New Delhi - 110 025, INDIA**

4. Eligible Bidders

4.1 Bidder must be a competent firm in India in the business of selling technical books & reference books in India/ abroad. The bidder should be in the similar business for at least last 5 (five) years prior to the date of issue of this tender.

4.2 The bidder should have completed at least **ONE** similar work not less than **Rs. 45 Lacs** OR **TWO** similar works not less than **Rs. 35 Lacs each** OR **THREE** similar works not less than **Rs. 30 Lacs each** in last five years ending **March 31st 2021** for **Government of India (Ministry / Department / Undertaking / PSU / Autonomous body)**.

The bidders are required to submit supporting document for the past experience i.e., copy of the purchase order and work completion report etc. duly notarised along with contact details of the end user. These documents would be subject to further verification by CDAC, if required. Submission of any false information would invoke the clause under Bid Security Declaration.

4.3 The bidder should have total Average turnover of minimum **Rs. 60 Lacs** in last 3 (three) financial years ending **March 31st 2021**.

4.4 Bidder should be registered with Sales Tax/ Income Tax Department of Government of India and should possess a valid **GST/ PAN** Number/ Registration as on date of bid submission.

4.5 Bidders should not be under a declaration of ineligibility for **corrupt and fraudulent** practices.

Note: CDAC reserves the right to award/ reject the orders to any particular bidder without assigning any reason thereof.

5. Amendment of Tender Document

5.1 At any time prior to the deadline for submission of bids, CDAC may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.

5.2 All prospective bidders who have purchased the bidding document will be notified of the amendment in writing, and such amendments/ modifications will be binding on them.

5.3 CDAC at its discretion may extend the deadline for the submission of bids if the bid document undergoes changes during the bidding period, in order to give prospective bidders time to take into the consideration the amendments while preparing their bids.

5.4 Bidders should keep viewing the above-mentioned websites for any corrigendum/ change. There wouldn't be any newspaper advertisement towards the same. If any bidder misses the

information published on the website and their bid is rejected, no complaint would be entertained.

A. PREPARATION OF BIDS

Bids shall be submitted online only at CPP Portal: <http://eprocure.gov.in/eprocure/app>

Bidders are advised to follow the instructions provided in Section-I above for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>

Bid documents may be scanned with **100 dpi** with black and white option, which helps in reducing size of the scanned document.

Bidder who has downloaded the tender from the CDAC website and Central Public Procurement Portal (CPPP), shall not tamper/ modify the tender form including downloaded commercial bid template in any manner. In case if the same is found to be tempered/ modified in any manner, bid will be summarily rejected and the bidder would be liable for **suitable penal** action.

Bidder should avoid, as far as possible, corrections, overwriting, erasures or postscripts in the bid documents. In case however any corrections, alterations, changes, erasures, amendments and/or additions have to be made in the bids, they should be supported by dated signatures of the same authorized person signing the bid documents.

6. Earnest Money Deposit (EMD)

6.1. The bid must be accompanied by **Bid Security Declaration** addressed to **Senior Director & Centre Head, C-DAC, New Delhi** as per the format provided in **Annexure III**.

6.2. Bids submitted without **Bid Security Declaration** will stand rejected.

6.3. Tender Fee and Bid Security Declaration shall be exempted in case of Micro & Small Enterprises (**MSEs**) as defined in MSE Procurement Policy issued by Department of Micro, Small & Medium Enterprises (**MSME**) or are registered with the Central Purchase Organisation of the concerned Ministry or Department or Start-up as recognised by Department of Industrial Policy & Promotion (DIPP).

6.4. **The bidder seeking exemption should be registered with MSME/ DIPP for the items/ services as mentioned in the tender document and should upload a copy of valid Registration Certificate along with the technical bid.** The certificate should be specifically applicable for supply of Course Material & Reference Books in India/ abroad.

6.5. The **original instrument in respect of Bid Security Declaration & Tender Fee** must be submitted to **CDAC** on the address mentioned above on or before bid submission date/ time as mentioned in critical date sheet. **In case of non-submission of original payment instrument for tender fee, the bid shall be rejected. The Demand Draft submitted towards tender fee is non-refundable.**

6.6. The Bid Security Declaration will be returned to the bidder(s) whose offer is not accepted by CDAC within 30 days from the date of opening of commercial bids. In case of the bidder(s) whose offer is accepted the Bid Security Declaration will be returned on receipt of Performance Security in form of Bank Guarantee (Refer Clause 8 of Section IV).

6.7. The successful bidder, on award of contract/ order, must send the contract/ order acceptance in writing, within 7 days of award of contract/ order, failing which the Supply Order may be cancelled.

6.8. The conditions mentioned & agreed under Bid Security Declaration will come in force:

6.7.1 If the bidder withdraws the bid during the period of bid validity specified in the tender.

6.4.2 In case a successful bidder, fails to furnish the Bank Guarantee (Clause 4 of Section IV) in lieu of Performance Security.

6.4.3 If the bidder fails to furnish the acceptance in writing, within 7 days of award of contract/ order.

6.4.4 If the bidder fails to supply the material.

7. Period of validity of bids

- 7.1. Bids shall be valid for minimum 180 days from the date of submission. Bid valid for a shorter period shall stand rejected.
- 7.2. CDAC may ask for the bidder's consent to extend the period of validity. Such request and the response shall be made in writing only. The bidder is free not to accept such request without invoking the clause mentioned in Bid Security Declaration. A bidder agreeing to the request for extension will not be permitted to modify his bid.

B. SUBMISSION OF BIDS

The online bid shall be neat, plain and intelligible. **The authorized person should sign each page of the bid.** They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid. The conditional bid will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.

8. Deadline for Submission of Bids

- 8.1 Bids must be submitted online before the due date and time as specified in the critical date sheet.
- 8.2 CDAC may extend this deadline for submission of bids by amending the bid documents and the same shall be suitably notified on the websites only.

9. Late Bids

The online bid submission would not be possible after the deadline for submission of bids.

C. BID OPENING AND EVALUATION OF BIDS

10. Opening of Bids

- 10.1 The technical bids will be evaluated to shortlist the eligible bidders. The technical bids of only the eligible bidders shall be considered for further processing (technical evaluation).
- 10.2 Bidder whose technical bid is found to be acceptable and meeting the eligibility requirements as specified in this tender will be informed about the date and time of the opening of the commercial bid.
- 10.3 CDAC will open commercial bids of only the technically short-listed bids at the time and date to be informed later.

D. AWARD OF CONTRACT

11. Evaluation of Proposals & Award Criteria

- 11.1 **The bidder must quote for all the items mentioned under Section V – Schedule of Requirement.** The lowest price criteria shall be applied on the total composite amount (inclusive of all) of all items taken together.
- 11.2 Preliminary scrutiny of the proposal will be made to determine whether they are complete, required processing fee (Tender Fee) and bid security declaration have been furnished, whether the uploaded documents have been properly signed and whether the bids are generally in order. Proposals not conforming to such preliminary requirements will be prima facie rejected.
- 11.3 Bids complying with all the eligibility requirements mentioned under Section III Clause 4 of this tender document and fulfilling the specifications and schedule of requirements mentioned in Tech_Comp_Doc.pdf and Section V shall be treated as substantially responsive bids. Responsiveness of the bids shall be determined on the basis of the contents of the bid itself and shall not be determined by extrinsic evidences.
- 11.4 CDAC, if required, may ask bidders for presentation on the solution offered. Failure on part of bidder to arrange the presentation on the date & place fixed shall result in the rejection of technical bids and financial bids of these bidders shall not be opened. Also, if it is found after presentation that the solution offered is not meeting the specifications prescribed by, such bidders shall be treated as substantially non-responsive. CDAC decision shall be final in this regard. The place for presentation shall be conveyed to the bidders at an appropriate date.

- 11.5 Commercial bids of only those bidders will be opened who are found to be substantially responsive and the work shall be awarded to the commercially lowest bidder.
- 11.6 Bidder should quote their rates by uploading in prescribed Performa in BOQ_XXXX.xls only. Commercial bids/ prices/ rates other than the format provided or elsewhere in the Bid Document shall be rejected by CDAC.
- 11.7 The rates quoted in figures would be automatically converted in words in BOQ_XXXX.xls. The bidder should carefully cross check the prices entered in figures with corresponding figures converted in words. In case of discrepancy between words and figures, the rates quoted in words shall be treated as final. The correct amount will be calculated by multiplying unit price with quantity and in case of any discrepancy, the corrected amount shall be considered and total of all corrected amount shall be bidder's total quoted amount.
- 11.8 In the copies of supply order/ contract/ agreement/ experience certificate submitted by the bidder, if the currency is other than Indian Rupees, the value of work in Indian Rupees shall be determined by using the exchange rate declared by Reserve Bank of India as on the last date of submission of technical/ commercial bids and the eligibility of the bidder shall be determined accordingly.
- 11.9 If more than one bidder happens to quote the same lowest price, CDAC reserves the right to split the order and award the contract to more than one bidder. The splitting in such case will be done on the basis of item wise lowest price quoted by the bidders.
- 11.10 The Successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority of Government of India.

12. Purchaser's Right to amend Scope of Work

- 12.1 If, for any unforeseen reasons, CDAC is required to change the Scope of Supply, this change shall be acceptable to the bidder without change in the unit price quoted.
- 12.2 CDAC reserves the right to reject one/ all the bids or cancel the tender without assigning any reasons there for.
- 12.3 CDAC reserves the right to accord relaxation uniformly to all the bidders in case the bid submitted by all the bidders are found to have minor deviation.

13. Corrupt or Fraudulent Practices

- 13.1 It is expected that the bidders who wish to bid for this project have highest standards of ethics.
- 13.2 CDAC will reject bid if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract;
- 13.3 CDAC may declare a vendor ineligible, either indefinitely or for a stated duration, to be awarded a contract if it at any time determines that the vendor has engaged in corrupt and fraudulent practices during the execution of contract.

14. Interpretation of the clauses in the Tender Document / Contract Document

- 14.1 In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Tender Document; Director General, CDAC interpretation of the clauses shall be final and binding on all parties.

END OF SECTION III

SECTION IV: SPECIAL CONDITIONS OF CONTRACT (SCC)

1. Prices

- 1.1. The price quoted shall be considered firm and no price escalation will be permitted.
- 1.2. Bidders must quote the prices in INR only and as per the prescribed Performa in **BOQ_XXXX.xls** only.
- 1.3. The prices quoted should be inclusive of freight, insurance, packing and applicable taxes till destination. The packing shall be transport worthy so as to prevent their damage or deterioration to goods during transit to their final destination as indicated in this document. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Packing case size and weights shall take into consideration, where appropriate, and the remoteness of the Goods final destination and the absence of heavy handling facilities at all point in transit. However, risk in good shall continue with supplier till goods are delivered in good condition at end user's site duly certified by CDAC.

2. Taxes and Duties:

- 2.1. The basic price & all applicable taxes and/ or duties except customs duty should be included in the price quoted. The items being imported in Bangladesh from India/ third country will be exempted from payment of Custom Duty. The Government of Bangladesh/ end user on the request of supplier shall provide necessary Custom Duty Exemption Certificate but the custom clearance will be the responsibility of the successful bidder. No Concession Tax Form (C/D) will be given by CDAC.
- 2.2. Bidder shall arrange to clear the consignment after following customs formalities at Bangladesh and shall arrange to deliver the consignment to the end user individual site(s). The cost and risk of the consignment rests with the bidder till it is delivered to the end user individual site(s).

3. Payments:

- 3.1. CDAC shall release **10%** of the order value to the supplier on shipment of all the books from India/ third country after receipt & verification of shipping documents. The payment will be released after receipt of funds from Government of Bangladesh and Performance Bank Guarantee (PBG) from the supplier.
- 3.2. CDAC shall release **50%** of the order value to the supplier on delivery of all the books at site and after receipt of delivery report duly signed by end user & CDAC. The payment will be released after receipt of funds from Government of Bangladesh.
- 3.3. CDAC shall release balance **40%** of the order value after final verification & report at site by a team comprising of representative from end-user & CDAC. The payment will be released after receipt of funds from Government of Bangladesh

4. Performance Bank Guarantee (PBG):

The successful bidder must submit a Bank Guarantee equivalent to **3%** of the order value within **30 days** of the receipt of supply order from CDAC as per the format provided in **Annexure IV** of this tender document. This Bank Guarantee should remain valid **12 (twelve)** months from the date of its submission to CDAC. **In case a successful bidder fails to furnish a Bank Guarantee in lieu of Performance Security within the stipulated time, supply order will be cancelled and clause mentioned in Bid Security Deceleration will be invoked**

5. Transport/ Shipping Documents:

After the consignment is ready for dispatch, the successful bidder shall be required to furnish the following documents:

- i. Chartered Engineer Certificate
- ii. Country of Origin Certificate
- iii. Bill of Lading/ Air Way Bill (booking details)
- iv. Packing List
- v. Insurance Policy (in the name of CDAC for 110% value of the Invoice)
- vi. Invoice & other relevant document(s)

Actual shipment should be done only after receipt of concurrence from CDAC based upon the above-mentioned documents.

6. Penalty for delayed Services:

CDAC reserves the right to levy penalty @ **1%** of order value per week of delay beyond the scheduled deliveries/ execution/ service/ support/ complaint resolution, subject to maximum of 10% of the order value. CDAC reserves the right to cancel the order in case the delay is more than 10 weeks. The penalties, if any shall be recovered from the Performance Bank Guarantee (PBG) submitted by the successful bidder or from the Balance payment reserved with CDAC, in case of non-submission of PBG.

CDAC may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of circumstances not attributed to the bidder. For any such relaxation, the bidder should seek prior written approval from CDAC by submitting proper justification with documentary evidences.

7. Jurisdiction:

The disputes, legal matters, court matters, if any shall be subject to Delhi jurisdiction only.

8. Force Majeure:

CDAC may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of a Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God, war, riot, embargo, acts of states, civil or military authorities, fire, floods, earthquake, storm/ cyclone, accidents, terrorist activity, strikes or shortages of transportation facilities, fuel, energy, shortage/ instability of power, breakdown/ failure, court order, epidemics, pandemics, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies and civil commotion at successful bidder's OEM premises

9. Arbitration:

All disputes of any kind arising out of supply, commissioning, acceptance, warranty maintenance etc., shall be referred by either party (CDAC or the bidder) after issuance of 30 (thirty) days' notice in writing to the other party clearly mentioning the nature of dispute to a single arbitrator acceptable to both the parties. The venue for arbitration shall be specified in the purchase agreement. The jurisdiction of the courts shall be specified in the purchase agreement. The Arbitration and Conciliation Act 1996 and the rules made there under with all/ any modifications or amendments thereof for the time being in force shall apply to the arbitration proceedings.

END OF SECTION IV

SECTION V – SCHEDULE OF REQUIREMENT (Bill of Material)

A. COURSEWARE					
I. ARTIFICIAL INTELLIGENCE					
S. No.	Title	Author	Publication	Qty	ISBN NO.
1	DEEP LEARNING ILLUSTRATED: A VISUAL, INTERACTIVE GUIDE TO ARTIFICIAL INTELLIGENCE	John Krohn	PEARSON INDIA	798	9789353945466
2	Artificial Intelligence: A New Synthesis	Nilsson Nils J.	Elsevier	798	9788181471901
II. DATA SCIENCE / MACHINE LEARNING					
1	Data Mining: Practical Machine Learning Tools And Techniques, 2E	Witten I.H.	Elsevier	798	9788131200506
2	MACHINE LEARNING USING PYTHON	Manaranjan Pradhan and U Dinesh Kumar	WILEY INDIA	798	9788126579907
III. EXTENDED REALITY					
1	MULTIMEDIA AND VIRTUAL REALITY	SUTCLIFFE	T&F INDIA	804	9781138656574
2	BEGINNING IOS AR GAME DEVELOPMENT: DEVELOPING AUGMENTED REALITY APPS WITH UNITY AND C#	Fowler	Apress	804	9781484246672
B. REFERENCE BOOKS					
I. ARTIFICIAL INTELLIGENCE					
S. No.	Title	Author	Publication	Qty	ISBN NO.
1	ARTIFICIAL INTELLIGENCE: A MODERN APPROACH, 3RD EDN	Stuart J Russell, Peter Norvig	PEARSON INDIA	100	9789332543515
2	Artificial Intelligence	Mishra	PHI	410	9788120338494
3	Introduction To Artificial Intelligence	Charniak Eugene	Pearson India	100	9788131703069
4	Pro Deep Learning with TensorFlow: A Mathematical Approach to Advanced Artificial Intelligence in Python	Pattanayak	A Press	100	9781484252499
5	Artificial Intelligence: Structures And Strategies For Complex Problem Solving (4Th Edition)	Luger	Pearson	100	9780201648669
II. DATA SCIENCE / MACHINE LEARNING					
1	MACHINE LEARNING WITH PYTHON FOR EVERYONE	Mark Fenner	PEARSON INDIA	100	9789353944902
2	MACHINE LEARNING IN PRODUCTION, 1ST EDITION	Andrew Kelleher Adam Kelleher	PEARSON INDIA	210	9789389588507
3	Applied Natural Language Processing with Python: Implementing Machine Learning and Deep Learning Algorithms for Natural Language Processing	Beysolow	A Press	200	9781484245729
4	Advanced Data Analytics Using Python: With Machine Learning, Deep Learning and NLP Examples	Mukhopadhyay	A Press	200	9781484247303
5	MACHINE LEARNING, 1ST EDN	Mitchell	MC GRAW HILL INDIA	100	9781259096952
III. EXTENDED REALITY					
S. No.	Title	Author	Publication	Qty	ISBN No.
1	AUGMENTED REALITY, 1ST EDITION	Chetankumar G Shetty	MC GRAW HILL INDIA	100	9789389949162
2	BEGINNING WINDOWS MIXED REALITY PROGRAMMING: FOR HOLOLENS AND MIXED REALITY HEADSETS	Ong	Apress	200	9781484252215
3	FUTURE PRESENCE- How Virtual Reality Is Changing Human Connection, Intimacy & the Limits of Ordinary	Rubin, Peter	Harper Collins India Ltd	200	9780062879103
4	ENVISIONING HOLOGRAMS: DESIGN	Pell	Apress	100	9781484252321

	BREAKTHROUGH EXPERIENCES FOR MIXED REALITY				
5	MULTIMEDIA AND VIRTUAL REALITY: DESIGNING MULTISENSORY USER INTERFACES	ALISTAIR SUTCLIFFE	T&F INDIA	205	9780415650311

END OF SECTION V

(On company Letter Head & to be signed by MD/ CEO/ Proprietor)

Date:

To

**The Senior Director & Centre Head
Centre for Development of Advanced Computing
FC-33, Plot No. 20, Institutional Area
Jasola, New Delhi - 110 025, INDIA**

Dear Sir,

Subject: **Authorization to sign the bid document**

This has a reference to your tender no. dated for supply of Course Material & Reference Books at Centre of Excellence in IT at Bangladesh.

It is hereby confirmed that, Sh./ Smt.working as is entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

The specimen signature of Sh./ Smt..... is as given below.

(Signature 1)

(Signature 2)

I,, certify that I am <designation> of <company>, and that Sh./ Smt..... whose specimen signatures are given above is authorized to bind the corporation by authority of its governing body.

For M/s _____ (Name of the bidder)

Signature & company seal

Name

Designation

Email

Mobile No.

(On company Letter Head)

Date:

To

**The Senior Director & Centre Head
Centre for Development of Advanced Computing
FC-33, Plot No. 20, Institutional Area
Jasola, New Delhi - 110 025, INDIA**

Dear Sir,

Subject: **Bid Form**

This has a reference to your tender no. dated for supply of Course Material & Reference Books at Centre of Excellence in IT at Bangladesh.

1. Having examined the 'Invitation for Bids', 'Instructions to Bidders' 'Special Conditions of Contract', 'Technical Compliance Document', 'Schedule of Requirements' and the Annexure for the above referred tender, we the undersigned offer to supply whole of the said 'Scope of Work' in conformity with the said Special Conditions of Contract and Technical Specifications for the sum mentioned in Commercial Bid submitted separately, or such other sum as may be ascertained in accordance with the conditions. The details of the items/services for which we have submitted our Technical Bid and for which we have quoted the rates in our Financial Bid are given in required formats.
2. We have independently considered each and every clause of this tender document and given our informed consent to them.
3. We undertake, if our Bid is accepted, we shall commence the supply of items/services/manpower as per delivery schedule offered by us so as to fulfil our obligations as per this Tender Document to full satisfaction of purchaser.
4. If our Bid is accepted, we will furnish a **Bank Guarantee** of **3%** order value with a validity of **12 months** for the Course Material & Reference books.
5. We have independently considered the amount shown in 'Special Conditions of Contract' as per-estimated liquidated damages and agree that they represent a fair estimate of the damages likely to be suffered by you in the event of the work not being completed in time.
6. We agree to abide by this Bid for a minimum period of **180 days** from the date of opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period or any extended period mutually agreed to.
7. This bid, together with any further clarification/confirmation given by us and your written acceptance thereof, shall constitute a binding contract between us.
8. We understand that you are not bound to accept the lowest or any offer you may receive against this bid.
9. If our Bid is accepted, we understand that we are to be held solely responsible for the due performance of the Contract.
10. All enclosures and relevant documents forming a part of the proposal are complete and attached herewith duly verified by officials authorized to do the same. All documents submitted are genuine and if CDAC finds that we have submitted any forged document, CDAC may reject our bid; invoke clause as per Bid Security Declaration Letter and take stringent action against us as per Government of India guidelines.
11. We accept that all doubts, concerns or ambiguity in the tender document (if any) would be uploaded by us on CPP Portal before the pre-bid meeting. If we raise any doubt, concerns, ambiguity issues, interpretation issues, after the Pre-Bid meeting, CDAC may not consider the request or reply.
12. We will accept CDAC's internal technical and financial evaluation procedure and will not interfere in the process after submission of the bid. We shall not deviate from the bid process and not try to stall the process; if do so, CDAC may take stringent action against us.

13. We undertake that our company is not under the declaration of ineligibility for corrupt & fraudulent practices. We also undertake that our company has not been blacklisted by any Government entity in India/ abroad till today.

14. We will follow all guideline mentioned in the tender documents.

For M/s _____ (Name of the bidder)

Signature & company seal

Name

Designation

Email

Mobile No.

(On company Letter Head)

Date:

To

**The Senior Director & Centre Head
Centre for Development of Advanced Computing
FC-33, Plot No. 20, Institutional Area
Jasola, New Delhi – 110 025 INDIA**

Dear Sir,

Subject: **Bid Security Declaration Letter**

This has a reference to your tender no. dated for setting up of a CEIT in Bangladesh including supply of Course Material & Reference Books.

We confirm that we will not withdraw or modify our bid during period of validity i.e., 180 days from the last date of submission of bid. We understand that in case we withdraw or modify our bid during period of validity, CDAC may suspend us for a period of 10 years from participating in any of the CDAC e-Tenders.

By signing this declaration letter, we accept all terms and conditions specified in the tender document and agree that CDAC's decision will be final and binding on us.

For M/s _____ (Name of the bidder)

Signature & company seal

Name

Designation

Email

Mobile No.

PROFORMA FOR BANK GUARANTEE TOWARDS PERFORMANCE GUARANTEE

(on non-judicial paper of appropriate value)

Dated:

**Centre for Development of Advanced Computing
FC-33, Plot No. 20, Institutional Area
Jasola, New Delhi - 110 025, INDIA**

BANKS GUARANTEE NO:

Dear Sir(s),

This has reference to the Supply Order No. _____ dated _____ placed by Centre for Development of Advanced Computing (CDAC), New Delhi on M/s _____ for supply of Course Material & Reference Books at Centre of Excellence in IT at Bangladesh.

The conditions of this order provide that the vendor shall arrange to deliver the items listed in the said order to the consignee, as per details given in said order

M/s _____ has accepted the said purchase order with the terms and conditions stipulated therein and have agreed to issue the performance bank guarantee on their part, towards promises and assurance of their contractual obligations vide the Supply Order No. _____ on M/s. _____ holds an account with us and has approached us and at their request and in consideration of the promises, we hereby furnish such guarantees as mentioned hereinafter.

CDAC shall be at liberty without reference to the Bank and without affecting the full liability of the Bank hereunder to take any other undertaking of security in respect of the suppliers obligations and / or liabilities under or in connection with the said contract or to vary the terms vis-a-vis the supplier or the said contract or to grant time and or indulgence to the supplier or to reduce or to increase or otherwise vary the prices or the total contract value or to forebear from enforcement of all or any of the obligations of the supplier under the said contract and/or the remedies of CDAC under any security (ies) now, or hereafter held by CDAC and no such dealing(s) with the supplier or release or forbearance whatsoever shall have the effect of releasing the bank from its full liability of CDAC hereunder or of prejudicing right of CDAC against the bank.

This undertaking guarantee shall be a continuing undertaking guarantee and shall remain valid and irrevocable for all claims of CDAC and liabilities of the supplier arising up to and until _____.

This undertaking guarantee shall be in addition to any other undertaking or guarantee or security whatsoever the that CDAC may now or at any time have in relation to its claims or the supplier's obligations/liabilities under and/ or in connection with the said contract and CDAC shall have the full authority to take recourse to or enforce this undertaking guarantee in preference to the other undertaking or security (ies) at its sole discretion and no failure on the part of CDAC in enforcing or requiring enforcement of any other undertaking or security shall have the effect of releasing the bank from its full liability hereunder.

We _____ hereby agree and irrevocably undertake and promise that if in your (CDAC's) opinion any default is made by M/s _____ in performing any of the terms and/or conditions of the agreement or if in your opinion they commit any breach of the contract or there is any demand by you against M/s _____, then on notice to us by you, we shall on demand and without demur and without reference to M/s _____, pay you, in any manner in which you may direct, the amount of Rs. _____/- (Rupees _____ Only) or such portion thereof as may be demanded by you not exceeding the said sum and as you may from time to time require. Our liability to pay is not dependent or conditional on your proceeding against M/s _____ and we shall be liable & obligated to pay the aforesaid amount as and when demanded by you merely on an intimation being given by you and even before any legal proceedings, if any, are taken against M/s _____.

The Bank hereby waives all rights at any time inconsistent with the terms of this undertaking guarantee and the obligations of the bank in terms hereof shall not be anyway affected or suspended by reason of any dispute or disputes having been raised by the supplier (whether or not pending before any arbitrator, Tribunal or Court) or any denial of liability by the supplier or any order or any order or communication

whatsoever by the supplier stopping or preventing or purporting to stop or prevent payment by the Bank to CDAC hereunder.

The amount stated in any notice of demand addressed by CDAC to the Bank as claimed by CDAC from the supplier or as suffered or incurred by CDAC on the account of any losses or damages or costs, charges and/or expenses shall as between the Bank and CDAC be conclusive of the amount so claimed or liable to be paid to CDAC or suffered or incurred by CDAC, as the case may be and payable by the Bank to CDAC in terms hereof.

You (CDAC's) shall full liberty without reference to us and without affecting this guarantee, postpone for any time or from time to time the exercise of any of the powers and rights conferred on you under the contract with the said M/s _____ and to enforce or to forbear from endorsing any power or rights or by reason of time being given to the said M/s _____ which under law relating to the sureties would but for the provisions have the effect of releasing us.

You will have full liberty without reference to us and without affecting this guarantee, postpone for any time or from time to time the exercise of any of the powers and rights conferred on you under the contract with the said M/s _____ and to enforce or to forbear from endorsing any power or rights or by reason of time being given to the said M/s. _____ which under law relating to the sureties would but for the provisions have the effect of releasing us.

Your right to recover the said sum of Rs. _____ (Rupees _____ only) from us in manner aforesaid will not be affected/or suspended by reason of the fact that any dispute or disputes have been raised the said M/s _____ and/ or that any dispute or disputes are pending before any officer, tribunal or court or Arbitrator.

The guarantee herein contained shall not be determined or affected by the liquidation or winding up, dissolution or change of constitution or insolvency of the said M/s. _____ but shall in all respects and for all purposes be binding and operative until payment of all dues to CDAC in respect of such liability or liabilities.

Our liability under this guarantee is restricted to Rs. _____ (Rupees _____ Only). Our guarantee shall remain in force until unless a suit action to enforce a claim under guarantee is filed against us within three months from (which is date of expiry of guarantee) all your rights under the said guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there under.

We have power to issue this guarantee in your favour under Memorandum and Articles of Association of our Bank and the undersigned has full power to do under the power of Attorney dated.

Notwithstanding anything contained herein:

- A. Our liability under this guarantee shall not exceed Rs _____ (in words)
- B. This bank guarantee shall be valid up to _____ & unless a suit for action to enforce a claim under guarantee is filed against us within three months from the date of expiry of guarantee. All your rights under the said guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there after i.e., after three months from the date of expiry of this Bank guarantee
- C. We are liable to pay the guaranteed amount or any parts thereof under this bank guarantee only and only if you serve upon us a written claim or demand on or before _____
- D. The Bank guarantee will expire on _____ granted by the Bank

Yours faithfully,

SEAL OF THE BANK

For (Name of Bank)

Authorised Signatory

(On company Letter Head)

CHECK LIST

S.No.	Item Description	Details	Attached (Yes/ No)
A	Name and Address of the Company/ Firm and its incorporation details		
B	Tender Fee Details. Demand Draft for Rs. 5000/- (Rupees Two Thousand only) drawn on any Nationalized/ Scheduled Bank , in favour of ' Centre for Development of Advanced Computing ' payable at New Delhi		
C	Bid Security Declaration Letter		
D	Duly filled Technical Bid with proper seal and signature of authorized person on each page of the bid submitted. Certificate of authority should be scanned and submitted as per format given at Annexure I .		
E	Copy of Supply Orders for / Contracts/ Agreements issued by / signed with Government of India (Ministry / Department / Undertaking / PSU / Autonomous body) for similar work, executed by the bidders in last 5 (five) years ending March 31st 2021 along with the completion certificate duly issued by the end user. Copy of the purchase order and work completion report duly notarized along with contact details of the end user. The bidder should have completed at least ONE similar work not less than Rs. 45 Lacs OR TWO similar works not less than Rs. 35 Lacs each OR THREE similar works not less than Rs. 30 Lacs each		
F	GST/ PAN Registration/ Certificate		
G	Last three financial years annual turn over details. The bidder should have total Average turnover of minimum Rs. 60 Lacs in last 3 (three) financial years ending March 31st 2021		
H	Partnership Deed / Articles of Memorandum of Association		
I	Bid Form by the bidder as per format given at Annexure II		
J	Technical Compliance Document in the form of Tech_Comp_Doc.pdf with technical specification viz. Title, Author, Publisher, ISBN, Edition etc.		

Thanking you,

Sincerely yours,

For M/s _____ (Name of the bidder)

Signature & company seal

Name

Designation

Email

Mobile No.