

# CHANAKYA NATIONAL LAW UNIVERSITY

Nyaya Nagar, Mithapur, Patna -1, Ph. No. – 0612-2352300, Website: <https://cnlu.ac.in>

NIQ No.: – 34/2023-24

Date: - 09/12/2023

## Short Tender Notice

**There is an urgent requirement of different equipment and softwares for the accessibility lab in Chanakya National Law University. Hence, OEM / retailers / of such items are requested to send us the sealed proposal as per details mentioned below:**

### **Description**

Accessibility lab helps people with disabilities to use digital documents and information. It uses different tools and software to make sure that electronic information is easy to use for those with visual, auditory, motor, and cognitive challenges. The goal is to improve accessibility for everyone.

### **Methodology:**

- a) Technical Quotation & Financial Quotation

### **Scope of work**

1. The scope of work shall include the Supply, Installation & Commissioning of different equipment and softwares for the accessibility lab.

### **Who can participate**

1. Firms having documents as per Annexure-III, Declaration related to litigation history as per Annexure-II on Rs. One Hundred Non Judicial Stamp Paper and product as per Annexure-I are eligible to participate in this NIQ.

### **Important Date & Time**

- ✓ Last date & time of offline submission : up to 01:00 pm on 18/12/2023
- ✓ Date & time of Online Opening of Technical Quotation : at 02:00 pm on 18/12/2023
- ✓ Date & time of Online Opening of Financial Quotation : will be intimate later
- ✓ Place of all meeting : Chamber of Registrar

### **Availability of Tender**

Tender documents can be available for download in the tender section at front page of CNLU website i.e., <https://cnlu.ac.in>

### **Terms & Conditions**

#### **1. Manner of submission of the Quotations:**

- i. Technical Quotation (Annexure-I, II & III along with required documents) in Envelope One.
- ii. Financial Quotation in Envelope Two.

Keep these two envelopes in a large envelope and seal it. Write "NIQ No.- 34/2023-24, dated 09/12/2023 for "Supply, Installation & commissioning of different equipment and softwares for the accessibility lab." at upper part of Envelope and Sealed Quotation should be either dropped in the Quotation Box at University Office or be sent by Post at the address "Registrar, Chanakya National Law University, Nyaya Nagar, Mithapur, Patna-800001" so as to reach by the due date and time. Incomplete quotations are liable for rejection.

2. All the documents, annexed with technical quotation, should be duly signed, stamped and indexed properly.
3. Documents as mentioned in Annexure-III are mandatory. Quotationer should annex all the copy of Genuine documents with technical quotation otherwise their technical bid shall be declared non responsive.
4. Quotationer or their authorised representative shall remain present during the opening of Technical quotation and Quotationers whose technical quotation is declared responsive shall remain present at the time of opening of Financial quotation.
5. The price will remain firm and fixed during the pendency of the contract. It will not vary on any account whatsoever.
6. EMD Cost: Rs. 16,000/- should be submitted through Demand Draft in the name of Registrar, Chanakya National Law University, Patna payable at Patna. **Demand Draft should be enclosed with technical quotation.**

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7. Cost of participation fee: Rs. 1,250/- should be submitted through Demand Draft in the name of Registrar, Chanakya National Law University, Patna payable at Patna. **Demand Draft should be enclosed with technical quotation.**
8. Incomplete quotation and quotation without **genuine documents** are liable for rejection. No responsibility will be taken for postal delay or non-delivery/ non-receipt of Quotation documents.
9. **Amendment of Quotation Document.**
  - a. At any time prior to the last date for receipt of quotations, the client may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Quotationer, modify the Quotation Document by an amendment.
  - b. The amendment will be notified through the official website of Chanakya National Law University for all the prospective Quotationers.
  - c. In order to afford prospective quotationer reasonable time in which to take the amendment into account in preparing their quotations, the Client may, at its discretion, extend the last date for the receipt of the Quotations.
10. **Chanakya National Law University reserves the right to withdraw / cancel / amend the quotation at any stage without assigning any reason whatsoever.**
11. Price should be quoted in Indian Rupees only.
12. **Clarification regarding contents of the quotations:**
  - I. During evaluation and comparison of quotations, the Buyer may, at its discretion, ask the quotationer for clarification of his quotation. The request for clarification will be given in writing and no change in prices or substance of the quotation will be sought, offered or permitted. No post-quotation clarification on the initiative of the quotationer will be entertained.
  - II. The University will be at liberty to involve any expert or team of experts in evaluating the quotation for completing the entire process.
13. **Opening of Quotation:**
  - i. Tenders shall be opened in the presence of the designated Authority/Authorities and representatives of the quoters who wish to be present. The date of the financial quotation opening will be communicated to the shortlisted quotationers at a later time.
14. **Goods Inspection and Acceptance Protocol :**
  - (i) **Goods Inspection:**

The inspection of the goods is essential to ensure their conformity with the technical specifications outlined in the NIQ (Notice Inviting Quotation) document. An inspection report, bearing the signature of a competent authority from the Original Equipment Manufacturer (OEM) and including detailed information such as the serial and model number of the **equipment for the accessibility lab**, shall be provided to the purchaser. This report, along with the manufacturer's warranty certificate, will be furnished to the purchaser together with the supplied items.
  - (ii) **Acceptance Testing:**

It requires uninterrupted, trouble-free operation of different equipment and softwares for the accessibility lab for a duration of five working days of University after installation. No additional charges shall be paid to the supplier for the execution of these acceptance tests. It is imperative that there be no occurrences of malfunctions, partial or complete hardware failures, or any software-related issues during the testing period.
  - (iii) **Rectification Grace Period:**

If the supplied items fail to meet the acceptance testing criteria, the supplier must immediately replace the supplied items and ensure successful completion of the acceptance testing. Failure to do so, the decision of the higher authority of CNLU in this regard will be final.
15. **Acceptance Certificates:**

Upon the successful completion of the acceptability test, the receipt of deliverables, and the satisfaction of the purchaser with the system's performance, an acceptance certificate, signed by both the supplier and a representative of the purchaser, will be issued. **The date on which this certificate is signed will be considered the official date of the successful commissioning of the products.**

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## 16. Supplier's Obligations:

The Supplier is bound by the following obligations:

### I. Collaboration with Purchaser:

The Supplier is required to maintain close cooperation with the Purchaser's staff. This entails working within their designated authority and adhering to directives issued by the Purchaser concerning implementation activities.

### II. Compliance with Safety Measures:

The Supplier is expected to adhere to the prevailing job safety standards in India. Moreover, the supplier shall absolve the Purchaser of any claims or liabilities resulting from accidents or loss of life caused by the Supplier's negligence. The Supplier is responsible for the payment of all indemnities arising from such incidents and shall not hold the Purchaser liable or accountable.

### III. Personnel Management:

The Supplier bears the responsibility for the supervision and management of its personnel. Any misconduct or infractions will be the sole responsibility of the Supplier.

### IV. Confidentiality:

A. The Supplier is obligated to treat all data and information concerning the Purchaser, obtained in the course of executing their responsibilities, with the utmost confidentiality. The Supplier shall not disclose such information to any third party without prior written consent from the Purchaser.

B. The Supplier shall be responsible for procuring all tools required for the execution of the work, and this cost shall be borne by them.

## 17. Installation:

The responsibilities for software & hardware installation, commissioning, and completeness assurance are as follows:

A. **Hardware Installation:** The Supplier is tasked with all facets of hardware installation, including unpacking, assembly, wiring, unit installations, cabling between hardware components, and connection to power sources. The Supplier will perform comprehensive hardware testing and execute any necessary adjustments to ensure the successful and uninterrupted operation of the hardware across all installation sites.

B. **Installation & Commissioning:** The installation and commissioning of the supplied equipment are exclusively within the domain of the supplier. This scope encompasses the full installation and commissioning of all hardware and software components offered. It includes the installation and configuration of client settings wherever needed.

## 18. Training:

The Supplier is obligated to provide training for both hardware and software components installed. This training will be designed to equip the designated Purchaser's technical and end-user personnel with the skills necessary to effectively operate the entire system. The specifics of the training schedule will be mutually agreed upon by both parties during the work award process.

## 19. Technical Documentation:

Detailed instructions for operation and maintenance are mandatory for the supplied items. The language used in the documentation must be English / Hindi. This ensures comprehensive and accessible guidance for the efficient operation and upkeep of the equipment.

20. The financial quotation will remain valid up to 31/01/2024.

21. Format of the financial quotation will be as per Annexure-IV

## 22. Settlement of Disputes

a) In the event of any dispute, controversy, or claim arising in relation to or in connection with the Purchase Order (P.O.) or Agreement, it shall be subject to the exclusive jurisdiction of the courts in Patna.

23. The supplier will enter into the agreement within seven working days of University from the date of the purchase order / letter of intent on a Rs 1000/- non-judicial stamp paper.

## 24. Performance Security

a) Performance security shall be **5% (Five Percent)** of the total quoted amount without tax. EMD shall be adjusted in the amount of performance security. Successful Quotationer can deposit an amount of performance security after deducting the amount of EMD in the form of **NEFT / RTGS/ DD / Bank Guarantee / Fixed Deposit** for performance security after release of P.O.

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- b) Performance Security will be refundable after **60 days of successful completion of defect liability period of equipment for the accessibility lab i.e., One Year.**

**25. Payment Terms :**

Payment for Goods shall be remitted in Indian Rupees, as outlined below:

- I. **Payment:** Payment shall be made after the successful conclusion of performance tests and issuance of the Acceptance Certificate.
- II. **Deductions :** Statutory deduction as applicable.

**Registrar  
CNLU, Patna**

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Annexure-I

Sr, no.	Softwares and Equipment	Quantity	Quoted make & model	Compliance
1	Duxbury Braille Translator (DBT) for Windows and Mac. Latest Version 12.7 or equivalent brand, Supports translation of text to braille format. Includes all major languages including Indian languages: such as Hindi, Marathi, Gujarati, Punjabi, Haryanvi, Bengali, Bangla, Tamil, Telugu, Kannada, Assamese, Oriya, Nepalese, Sinhala, Urdu, etc.	1		
2.	JAWS for Windows Screen Reading Software or equivalent brand - Home Edition Latest Version 2024, - Not for Commercial Use - Single User Suitable for Windows 10 and 11 - for both 32 Bit & 64 Bit OS JAWS converts a normal PC into a Talking PC to enable a blind person to operate the computer independently.	1		
3.	ZoomText or equivalent Magnifier Software Professional Edition	1		
4.	PEARL OPENBOOK or equivalent HI-SPEED SCANNER READER Latest Version , Advanced camera device that transforms a PC installed with the supplied OpenBook OCR software into a high-speed Text Reading System to enable the Visually Challenged to read independently.	1		
5.	ANGEL India Online or equivalent,Advanced Wi-Fi Enabled Professional Daisy Player, E-Book Reader, Music & Audio Player & Voice Recorder • Specially Designed for the Blind & Visually Challenged. • Fully Talking Pocket Library cum Perfect Study Tool. • Wi-Fi Access to Internet Radio, Podcasts, Online Libraries like Bookshare & Sugamya Pustakalaya. • Supports USB Pen Drive up to 1024 GB, SD Card up to 256 GB. • Fully Talking in English & Hindi as well as reads in 12 Indian languages - Hindi, Marathi, Gujarati, Bengali, Odia, Kannada, Tamil, Telegu, Malayalam, Punjabi, Sanskrit & Bhojpuri. • Locally Replaceable Battery	1		
6.	BASIC-D V5 or equivalent BRAILLE EMBOSSER High Speed Continuous Sheet Interpoint (Double Sided) 5th Generation Hi-Tech Low Cost Desktop Automatic Braille Embosser Produces 350 braille pages per hour	1		
7.	BRAILLE PAPER TRACTOR FEED (Packed as 1000 sheets in a box) Special Quality Braille Paper Continuous Sheet made from Tag Board for double sided embossing of Braille Text Books. Size - 11.5 x 12 inches & Thickness - 160 GSM	1		
8.	Topaz XL HD or equivalent 22" inch Desktop Magnifier most versatile desktop video magnifier with the clarity and crispness of high definition plus PC compatibility. It uses a high definition camera to produce a clearer picture with sharper images and crisper text even at the lowest magnification (Lower magnification means we can maximize the amount of information displayed on the screen, especially with a widescreen monitor.) Clear, vivid image at less than 2x, 1080p resolution, Computer compatibility, Ergonomic design with easy-to-use controls, Directed LED lighting for a bright work surface without glare, 8.25 inches of workspace under the camera, Extra large reading table for newspapers, oversized books, and handcrafts, Freeze Frame, adjustable Masks and Lines, Focus Lock and Find feature, Position locator beam30 customizable high-contrast text color modes	1		

Signature of the Quotationer / Authorized Signatory (Name & Designation)

Seal of the Quotationer

Place

Date

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Annexure-II

## Format of Declaration

I / we declare

**that**  
my \_\_\_\_\_ / \_\_\_\_\_ our \_\_\_\_\_ company  
namely..... has not been  
black listed by any Government / Semi Government Organisation nor should have any litigation enquiry pending and / or initiated by  
any of these Department or Court of Law with regards to the works executed by our company since incorporation. No FIR has been  
lodged against us.

**that**  
the documents annexed along-with the quotation are genuine and not tampered by me / us while copying.

**that**  
All equipment for accessibility lab quoted by me / us are matched with specifications mentioned in NIQ no.- \_\_\_\_\_ dated  
\_\_\_\_\_.

**that**  
Softwares for accessibility lab quoted by me / us are matched with features mentioned in NIQ no.- \_\_\_\_\_ dated  
\_\_\_\_\_.

**that**  
I / We examined the tender document and have no reservations and I / We agreed with all the terms & conditions of NIQ no.-  
\_\_\_\_\_ dated \_\_\_\_\_. If my / our declaration above found fake or forged then:

- i. my quotation document shall be rejected
- ii. Letter of Intent / Purchase Order / Agreement, if issued, shall be canceled and
- iii. FIR shall be inflicted against my / our company / firm by the University.

Signature of the Quotationer / Authorized Signatory (Name & Designation)

Seal of the Quotationer

Place

Date

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## Annexure-III

Sr. No.	List of mandatory documents	Remarks
1	Name of the quotationer, Address with contact number, FAX, E-mail of the Firm and Firm's Bank Account Details with Bank Name & Address and IFSC / RTGS codes mentioned.	
2	Copy of PAN card (in name of Proprietor in case of Proprietorship Firm & in name) & GST certificate of quotationer should be annexed with technical quotation.	
3	Copy of Affidavit as per Annexure-I.	
4	Copy of original document of only three work orders / agreements, each of Rs. 5,00,000.00 (Rupees Five Lakhs) or more, for Supply, Installation & Commissioning of IT or ITes related work in reputed Institutes of Higher Learning / Indian Universities / Central or State Government Organizations / Professional bodies etc. during the financial years 2020-21, 2021-22 and 2022-23 should be annexed with technical quotation.	
5	DD for EMD.	
6	DD for Cost of Document.	
7	Copy of document in support of yearly turnover in financial year 2020-21, 2021-22 and 2022-23 along with duly audited profit & loss account and balance sheet by Chartered Accountant should be annexed with technical quotation.	
8	Copy of document of IT return of financial year 2020-21, 2021-22 and 2022-23 should be annexed with technical quotation.	
9	Copy of Brochure of all equipment and software	
10	Copy of documents in support of details of license of software	

Signature of the Quotationer / Authorized Signatory

Name of the Quotationer

Seal of the Quotationer

Place

Date

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Annexure-IV

## Format for Financial Quotation to be printed on Letter Head of quotationer

To,

The Registrar,

Chanakya National Law University,

Nyaya Nagar, Mithapur, Patna-800001

**Subject :** Financial proposal for the supply, installation & Commissioning of items called under the NIQ No.....

**dated :** .....

Dear Sir,

Please find the rate of below mentioned items:

Sr, no.	Items	Quantity	Make & model	Unit Rate with GST	Amount with GST
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
<b>Total amount with GST with in number</b>					
<b>Total amount with GST with in words</b>					

Signature of the Quotationer / Authorized Signatory

Name of the Quotationer

Seal of the Quotationer

Place

Date