



VISVA-BHARATI UNIVERSITY

**CFEL PROJECT SURVEY TOOLS & TRAINING,
VISVA-BHARATI, SANTIKETAN**

EXPRESSION OF INTEREST (EOI) & TENDER DOCUMENT FOR
CENTRE FOR ENDANGERED LANGUAGES (CFEL),
FOR GIS-BASED SURVEY SYSTEM DEVELOPMENT, DATABASE CREATION, AND MAPPING
LANGUAGES AND CULTURE OF SMALL TRIBES AND GROUPS PLUS TRAINING OF
SURVEY PERSONNEL & SYSTEM MAINTENANCE

#1. INDEX

CENTRE FOR ENDANGERED LANGUAGES (CFEL)

VISVA-BHARATI UNIVERSITY

Proposed GIS-Based Survey Tools & Training

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(TECHNICAL / CONDITIONS BID)**

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**PART II
(COMMERCIAL BID)**

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SERVER AND SOLUTION BOQ

MAINTENANCE OF SYSTEMS BOQ

TRAINING OF PERSONNEL BOQ

#2. NOTICE INVITING EXPRESSION OF INTEREST & TENDER

Sealed *Item-wise* Expression of Interest & Tenders are hereby invited on behalf of CENTRE FOR ENDANGERED LANGUAGES PROJECT (UGC), **VISVA-BHARATI UNIVERSITY** (henceforth, "the University"), SANTINIKETAN.

1. The System Development and Database-designing work plus Tools Development are to be completed within a maximum period of **90 Days** from the date of issue of LOI.
2. The tender documents or form of tender or tasks to be accomplished could be obtained on logging in to www.visva-bharati.ac.in and click on the 'Tender' button on the footer of the Home-page of the new website. The payment of a non-refundable **Rs. 5000 /- per** tender set cost shall be required to be paid in the form of DD in favor of "Visva-Bharati" payable at Santiniketan while submitting the Expression of Interest & Tender documents.
- 3.1 Part I (Academic/Technical Bid) - Contents as per index sheet (points #2, 3 & 7)
- 3.2 Part II (Commercial Bid for customized software, system development, tools, training & maintenance) - Contents as per index sheet (points #2, 4 & 6)
- 3.3 Drawings/Designs, if any, in an envelope.

4.1. The tender documents shall be available on specified website and the last date for receipt of duly filled tender is 15th July 2014 at 16:00 hrs. **After the tenders go through scrutiny, the successful tenderers will be called to make a presentation along with Proof of Concept in the university of 18th July 2014 afternoon before the Advisory Committee for the CFEL Project.**

4.2. The tender documents including designs or drawings, if any, shall be returned duly stamped, signed and **addressed to the Chairman, Centre for Endangered Languages, Visva-Bharati University, Santiniketan 731235 but SENT TO THE In-CHARGE, COMPUTER CENTRE, VISVA-BHARATI.**

5. As stated above, the tender shall be **submitted** as per instructions to the **Convenor, Centre for Endangered Languages Project, & In-Charge, Computer Centre, Visva-Bharati University, Santiniketan 731235** with the name of the Task & Addressee super-scribed on the envelopes written prominently and addressed to the Chairman, Centre for Endangered Languages, C/O. Rabindra Bhavana, Visva-Bharati University, Santiniketan 731235. The full name and postal address of the party showing EoI or the tenderer shall be written on the bottom left hand corner of the sealed cover. The sealed tender shall be submitted to the address mentioned above to **Dr. S.N. Ojha, Convenor, CFEL-Project Purchase Committee, whose office is located in the Computer Centre complex.**

6.1 The EoI and Tender shall be submitted in the following manner and shall contain details / documents listed below:

- 6.1.1 One sealed envelope super-scribed (in addition to the name of the work) Academic/ Technical Bid containing the following:
 - I. A complete set of the Tender document on format (Part I - Academic/ Technical Bid) as issued, duly filled and signed by the tenderer.
 - II. List and Description of such India-wide large demographic work for different government departments/projects, completed by the tenderer during the last five financial years with at least one project of value of Rs. One Crore along with Completion or Satisfaction/Appreciation Certificate(s), if any.
 - III. The average annual turnover of the bidder during the last three years should not be less than Rs. 50 lacs.

- IV. The firm should provide solvency certificate from any nationalized bank with a bank statement of last six months.
- V. Exceptions and deviations which tenderer may desire to stipulate. (Tenderer is advised to submit the tenders based strictly on the conditions of contract and specifications contained in the tender documents and not to stipulate any deviations. However, if it becomes unavoidable, deviations may be stipulated. The University reserves the right to reject such deviations or evaluate the tenderer containing deviations having financial implication, by adding the cost for such deviations as may be determined by the owners.)

6.1.2 One (another) sealed envelope super-scribed (in addition to the name of the work) Commercial Bid containing the complete set of the tender document (Part II - Commercial Bid) as issued, duly filled and signed by the tenderer.

4.2 Tender shall be stamped and signed wherever provided for as well as on all the pages of tender documents shall be initialed at the lower right hand corner by the tenderer.

7. The Tenderer shall be required to submit a token Earnest Money of **Rs. 1,00,000/-** (Rupees One Lac Only) along with Part 1 – Technical / Condition Bid of the tender and the same shall be returned to the unsuccessful tenderers after awarding the job to the successful tenderer. The permissible form of deposit is DD in favor of "Visva-Bharati" payable at Santiniketan.

8. Acceptance of the EoI and Tender will rest with the University that reserves the right to accept or reject any tender without assigning any reasons thereof.

9. All the rates mentioned in the commercial bid of the tender should be inclusive of all taxes, excise-duties, levies, installation, transport charges etc., and shall remain firm till completion of work, no escalation in price will be payable for whatsoever reasons.

10. This tender notice shall form part of the contract.

For **VISVA-BHARATI**

**Convener, Purchase Committee & In-Charge, Computer Centre,
Centre for Endangered Languages (CFEL-)Project,
Visva-Bharati University, Santiniketan 731235**

#3. FORM OF TENDER (ACADEMIC & TECHNICAL)

**The Chairman,
Centre for Endangered Languages (CFEL) Project
VISVA-BHARATI
SANTINIKETAN**

Dear Sir,

With reference to the tenders invited by you on behalf of **VISVA-BHARATI, SANTINIKETAN** for System Development and Database-designing work plus Tools Development with respect to the proposed Centre for Endangered Languages (CFEL-)Project (henceforth, "the Project"), Visva-Bharati University, Santiniketan 731235, we the undersigned organization would hereby undertake the works under the contract at rates quoted by us in the schedule of quantities and on the site conditions with this tender.

We have carefully studied and understood the plans, survey and training schedules, technical specifications, approved list of tasks, terms and conditions, time schedule of works and have acquainted ourselves with the site conditions.

We agree to complete the works within the stipulated time from date of issue of the LOI for which we are willing to present a Proof of Concept (PoC) before the Advisory Committee of the above Project.

It is understood by us that the lowest or any tender technically better suited may be accepted and that the lowest tender does not guarantee its acceptance by the University.

If short-listed, we would be willing to make a presentation of our product/offering along with a PoC on 18th July 2014 or on any other day after that as may be decided by the University.

Place: _____ Yours faithfully,
Address: _____ Signature of Tenderer
Date: _____

Mode of Submission: **No E-mail or Fax submission**

Sealed **Hard Copy Only** – By Speed-Post By Courier By Hand

#4. GENERAL CONDITIONS OF CONTRACT

Tenderer shall sign wherever provided for. Tender not so signed are liable to be rejected. The tender documents shall be submitted in sealed covers to **Convener, Purchase Committee & In-Charge, Computer Centre, VISVA-BHARATI UNIVERSITY, SANTINIKETAN** on or before **16:00 hrs** on or before 15th July, **2014**.

1. Fluctuations in the price of any software, items of maintenance or man-hour charges etc., shall not be taken into account either for compensation for damage or for extras. The validity of the EoI and tender shall be till **31 July 2015** for acceptance, and the validity of offer should be until 31 July, 2017.
2. Watch and ward in respect of all plans and machinery at site for use in work shall be the tenderer's own responsibility.
3. The tenderer shall have to make his own arrangements to house his staff when needed, and for their services and at no additional cost.
4. All instructions regarding the execution of tasks shall be received from the Convener, CFEL Advisory and purchase Committees or from the Chairman of the CFEL-Project only. Any other instructions issued directly to the tenderer by anyone else shall not be binding on the Client.
5. During execution of assigned tasks the tenderer must strictly check her/his work with the technical specifications and resultant maps, charts, graphs and drawings. The tenderer shall be responsible for all the errors in this connection and will have to rectify all defects or make necessary modifications at his own cost, failing which the University reserves all right to get the same rectify at the risk and cost of the tenderer.
6. The tenderer executing the work shall indemnify the University and the CFEL-Project against theft, mishaps and injury to its personnel, damage to person, property etc. The tenderer shall make good the damage at his own expense.
7. The University and the CFEL-Project management, shall have the power to omit or cancel, add or alter any item of work without assigning any reason whatsoever as long as they are in conformity to the directions received from the University Grants Committee UGC, and no claim for compensation for damage will be entertained for such omissions, alterations, additions and cancellations other than taking in account the cost involved for such changes, to be plus or minus, and the cost shall be arrived at by the Tenderer's taking into consideration the market rates of materials, workmanship, site conditions, relevant overheads etc.
8. Time is the essence of the work. All the works shall have to be completed within the stipulated time from the date of issue of the LOI (Appendix - A). If the work is not completed within the aforesaid period the tenderer shall pay to the University and the University shall be entitled to deduct amount from bill due to the said reason the sum of 1% of contract value per week of delay or part thereof, subject to a maximum limit of 5% as a Liquidated Damage of the contract amount.
9. The tenderer shall maintain satisfactory progress of work as well as maintain the desired standard of workmanship. If the workmanship is unsatisfactory, the University shall advise the tenderer to take possession of the defects and rectify all the defects at the tenderer's risk and cost within the stipulated time for completion of project.
10. In case the CFEL Project at Visva-Bharati is not satisfied with the quality of software/materials used by the tenderers, they reserve the right to reject such software/ materials / work and direct the tenderer to procure such supplies from agencies they deem fit.

11. The tenderer shall clear the site of works as per the instructions of the Chairman, CFEL Project. The site of works shall be cleared of all men, materials etc., belonging to the tenderer. The site shall be delivered in clean and neat condition immediately after the job is completed. In case of failure by the tenderer, the University shall have right to get the site cleared at the risk and cost of the tenderer.
12. The tenderer shall not without the written consent of the Chairman, CFEL Project assign the agreement of subject any portion of works or sub-contract it to a third party.
13. The tasks under the Project would include at least the following (See also #7): Setting up a server space, developing customized application for a GIS-Based Survey of endangerment, geo-referenced map of every district, mapping of tribal languages and mother-tongues (state-wise), preparing village-level language and culture data as well as transcription of the collected data to design a web server based linguistic landscaping system on any appropriate web-based GIS platform to be created for a special CFEL Server, preparing a Database for the items thus collected, and Permission for all nine user universities (not limited **number** of users) associated with the project through Visva-Bharati portal.
14. The quoted rates shall be all-inclusive and cover the cost of all materials, labour, freight, insurance, packing, all types of taxes, duties, Octroi, excise-duty, state statutory requirements, royalties, setting up, loading and downloading time and efforts, testing of materials on the field or off the field, samples brought for approval, setting up mock up systems/samples for approval, and any other expenditure incurred for completion of work as per design, drawings and technical specifications.
15. Wherever required, the University shall instruct for supply of samples of materials as the case may be, and upon approval of the same, the items shall be fabricated and completed by the tenderer.
16. The final bill from the tenderer shall not be entertained under any circumstances without full completion of all the items of works. Any work found defective or wrongly carried out, and instructed by the University to be rectified or replaced shall be rectified or replaced prior to submission of the final bill. It is to be expressly noted that no final bill will be held valid in the event of non-rectification of the defective or wrongly carried out tasks and the completion date shall not on this account be extended. Defects liability period will be effective from the day of satisfactory completion of all the items of works.
17. In the event of work being executed on holidays and during of beyond the normal working hours which might be required for the completion of the work within the stipulated time, utmost care to be taken not to disturb the normal working of the office or function of spaces, if such a situation exists.
18. While executing the work, considerable amount of transporting and/or shifting and re-shifting are likely to be involved. It is also likely that some of the items might be required to be temporarily shifted elsewhere in the premises. These shall be done by the tenderer and no payment against these works shall be separately paid for by the University.
19. The tenderer shall acquaint himself with the site conditions, local traffic regulations, local authority regulation, availability of materials, labour tax structure, etc., and quote rates accordingly. No extra charge / increase in rates shall be allowed on any other accounts.
20. The tenderer shall have a qualified and competent supervisor with required support staff on the site as and when required.
21. The tenderer and / his authorized representative shall attend all the meeting whenever called for and the decisions taken in the meeting will be binding on the tenderer.

22. The University will provide, free of cost, water and power. All additional piping connections from this point, water meters etc., shall be installed by the tenderer at his own cost. In case adequate water & electrical supply is not available, tenderer shall make his own arrangements for meeting his requirements for executing the work at his cost.
22. No two or more concerns in which an individual is interested as a Proprietor and / or a Partner shall tender for the execution of the same works; if they do so all such tenders shall be liable to be rejected. Not more than one tender shall be submitted by a tenderer or by a firm of tenderers.
23. Tenderers are advised to inspect and examine the attached Project Document in power-point mode. They should obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site, whether he inspects it or not and no extra charges on any misunderstanding or otherwise shall be allowed.
24. Submission of a tender by a tenderer implies that (s)he has read this tender notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which the contract will be issued to him by the company and also the local conditions and other factors bearing on the execution of the works.
25. The payments for software/systems/tools shall be made in the following manner:
 - a) **Up to 60% of total project value for systems and software as Advance along with Work Order.**
 - b) **Up to 25% as Running Bill against pro-rata basis progress of works / delivery of materials /successful implementation at site.**
 - c) **The remaining or 15%, as applicable, after satisfactory completion of all works.**
 - i. Wherever, advance payment is involved, it will be paid only against Bank Guarantee, of 110% of the amount, from Nationalized / Scheduled Bank.
 - ii. Earnest money shall be released after completion of work within 10 working days from the date of submission of the final bill.
26. The payments for Training of Surveyors/software and Software maintenance shall be made as per actual in the following manner:
 - d) **Up to 30% of total project value for training of personnel month by month subject to a maximum of 230 trainees, and software or system maintenance as Advance along with Work Order.**
 - e) **Up to 55% as Running Bill on pro-rata basis against progress of works / delivery of materials /successful implementation at site for every quarter.**
 - f) **Remaining amount or 15%, as applicable, after completion of all works.**
27. When the works are complete in all respects, the successful tenderer shall intimate in writing to the University to enable them to take the possession of the same.
28. Unless otherwise instructed, the tenderer shall at his cost insure the works and keep them insured comprehensively, against loss or damage by fire and / or earthquake and flood, until the virtual completion certificate is issued by the Chairman, CFEL Project. The insurance must be placed with a company as approved by the University in the names of the University and the tenderer for such amounts and for any further sum if called to do so by the University. The premium for such shall be allowed to the tenderer as an authorized extra. Wherever this

may apply, the tenderer shall deposit the policy along with all amendments and the receipts for premium paid with the University within 15 working days from the date of issue of work order, unless otherwise instructed.

29. **All quantities of work, software, services and materials mentioned in the document are approximate and tenderer will not claim any damages for increase / decrease in profit on account of variation in the final BOQ. Visva-Bharati reserves the right to issue any amendment to this tender at any time but Two Days prior to the last date of submission of tender, and such changes or amendments will be integral part of the tender.**

SAFETY

1. Tenderer / Vendor shall ensure that all site related works will be carried out by their personnel under direct supervision by System Manager/ Project Engineer / Site Engineer who will ensure that their staff are equipped with appropriate personal protective equipments.
2. Tenderer / Vendor shall ensure that their personnel do not indulge in any unsafe or hazardous practices, and that they use safety equipments, mechanism and apparatus, which should be provided or rendered by the tenderer as and when required.
3. Tenderer / Vendor shall ensure that their personnel deployed in the premises is physically, socially and mentally fit and do not have any criminal record.

INSURANCE

Tenderer / Vendor shall obtain insurance cover for his employees / equipments, tools etc. & third party insurance coverage at his own cost.

#5. LIST OF STATUTORY COMPLIANCE CERTIFICATES ACQUIRED BY THE TENDERER

1. Certification of Completion of large-scale demographic tasks for different agencies under the Government of India for the last ten years
2. Proof of having worked with the Deprived and Marginalized Communities for different States and Regional Authorities
3. Proof of having worked on village-level Census data of the Registrar General of India using GIS platform

#6. APPENDIX - A

1. Date of Commencement	Immediately with issue of LOI, approximately from Aug 1, 2014
2. Date of Completion	The system set up work is to be completed within 90 days from the date of issue of LOI
3. Liquidated Damages	1% of the contract value per week of delay or part thereof, subject to maximum of 5% of the contract amount
4. Defects liability period	12 Months
5. Earnest Money	Rs. 1, 00, 000/- (Rupees One Lac Only)
6. Retention money	NIL
7. Security Deposit	NIL
8. Period for honoring certificates for interim payment by the Tenderer	30 working days
9. Tax Deduction at Source (TDS)	TDS at the prevailing rates will be deducted from every payment
10. Work Contract Tax (WCT)	WCT at the prevailing rates will be deducted from every payment
11. Final Bill	Within 25 working days after completion of tenderer's task under the project
12. Statutory Compliances	ISO Certifications, PAN, TAN, VAT/TIN, P. Tax

I / We agree to the terms incorporated in the above Appendix – A.

Signature of Tenderer

Date:

#7. TASKS UNDER THE CFEL-PROJECT FOR TENDERERS
[Also See "[Presentation at the UGC](#)"]

A) Software Choice & Customization, Creation of Environment, and System Development [THREE YEARS]:

- 1) Setting up of a designated server (to be obtained by the CFEL-Project where the specification of the Server will be decided as per the agreed upon methodology or software) and/or server space for CFEL Project at the Tenderer's site
- 2) Detailed mapping tribal languages and Mother-tongues of India, state wide as per Census 2001 data
- 3) Mapping tribal languages and Mother-tongues of India, district wise as per Census 2001 (Five states in the first year – District-wise mapping for Visva-Bharati to be done on a priority)
- 4) Up-gradation of 1 & 2 if Census of India releases data of Census 2011 in next three years
- 5) Designing correlatable (correlation with socio-economic data) database with GIS Interface after interaction with Visva-Bharati
- 6) Deploying the database at server end (initially at the Tenderer's space and later at Visva- Bharati) and also at the Cloud Server which may be hired by Visva-Bharati plus mirror-image at the Tenderer's site
- 7) Preparing village level language atlas for five states (Cost for each additional state is negotiable) after the ground-level survey is conducted by the Research Clusters set up by the UGC
- 8) Development of customized application for getting information from the villages in these states (actual survey to be done by the members of research clusters under CFEL)
- 9) Developing web server based linguistic landscaping system on any web-based GIS platform to receive information from remote locations
- 10) Developing a geo-referenced map of each district of the focused states (total approximately 105) to capture the location sent by the enumerators from different universities in the Research Clusters
- 11) Developing web interfaces for transcription of initial data sent through mobile telephony-server system
- 12) Preparing spatial database of location vis-à-vis language based on the data sent from field
- 13) Linking the above data with spatial database
- 14) Free Up-gradation of the system and software used during the next three years, and
- 15) Permission for all nine user universities (not limited **number** of users) associated with the project through Visva-Bharati portal.

B) Other supports to be given by the Tenderer (over a period of TWO YEARS):

- a) List of villages (having ST population as per 2011) to be visited by Visva-Bharati/concerned university appointed enumerators in search of language in focused five states
- b) Help in identifying possible enumerators and transcribers
- c) Identification and help in procuring GPRS-enabled telephonic instruments and recording cards for data collection
- d) Training of enumerators in mobile telephony data capturing and data transference
- e) Training data transcribers of each state in transcribing village vis-à-vis language data
- f) Training of informants
- g) Training of master trainers as well as Visva-Bharati Technical staff in utilizing the system
- h) Linking the system with overall portal to be developed by Visva-Bharati

Note: Training for enumerators, transcribers, informants and supervisors (total **approx. 230 persons for Visva-Bharati's survey**)

C) Server end maintenance support [THREE YEARS]

- a) Technical support for software and system maintenance at the Project site for 36 months
- b) All hardware (including mobile phones) procurement for the project will be done by Visva-Bharati

#8. RESEARCH CLUSTERS AS DECIDED BY THE UGC

Four Research Clusters as agreed by UGC: **(I) West Bengal** (Visva-Bharati), **(II) Kerala-Karnataka** plus languages in the coastal belt (Central Universities of Karnataka at Gulbarga and Kerala at Kasargod), **(III) MP-AP-Chattisgarh-Jharkhand-Maharashtra-Gujarat-Rajasthan** (by a cluster of three universities - Central Univ of Jharkhand, Indira Gandhi National Tribal University at Amarkantak, MP and Guru Ghasidas University at Chattisgarh), and **(IV) Assam-Nagaland-Manipur** (Tezpur University), **Arunachal Pradesh & Sikkim** (Sikkim University & Rajiv Gandhi University, Itanagar, Arunachal Pradesh).

CAUTION: For Arunachal, Nagaland, Sikkim and Manipur village boundaries are either restricted (Arunachal) or not available (Nagaland, Sikkim and Manipur). So one has to consider upto district level maps .

