

ARMY INSTITUTE OF FASHION AND DESIGN (AIFD)  
(A UNIT OF ARMY WELFARE EDUCATION SOCIETY)  
NAGARESHWARA NAGENAHALLI, KOTHANUR POST, BANGALORE-560077

**REQUEST FOR PROPOSAL (RFP)**  
**FOR**  
**PROVISION AND SETTING UP LANGUAGE LAB IN ARMY INSTITUTE OF**  
**FASHION AND DESIGN (AIFD), NAGARESHWARA NAGENAHALLI, BANGALORE**

Sealed quotation is invited from Registered Vendors having their own office for Provision and Setting up of Language Lab in Army Institute of Fashion and Design Bangalore-560077. RFP forms can be downloaded from the website (www.aifd.edu.in) and submitted along with the Technical and Commercial Bids on payment of Rs 1000/- (Rupees one thousand only) (Non-Refundable) by way of Demand Draft/Pay Order in favour of “Army Institute of Fashion and Design”, payable at Bangalore.

Date of Issue of RFP	-	27 Nov 2023
Last date for submission of offers	-	11 Dec 2023 up to 1100hrs
Opening of Quotations	-	11 Dec 2023 at 1130hrs onwards

All conditions and parameters will be evaluated with reference to firms submitting tenders. AWES reserve the right to reject any/all applications without assigning any reason what so ever.

**Scope of Work**

1. The Scope of Work/Specification of Provision and Setting up of Language Lab in Army Institute of Fashion and Design, Bangalore are attached at **Annexure-I**.

**Terms and Conditions**

2. The Provision and Setting up of Language Lab in Army Institute of Fashion and Design, Bangalore should be completed within a period of **Fifteen days** commencing from the date of acceptance of the offer by AIFD. Any delay in execution of work within stipulated period will attract penalty of 3.5% of the Bid amount (condition apply). AIFD reserves the right to recover the amount.

3. All arrangement for Provision and Setting up of Language Lab in Army Institute of Fashion and Design, Bangalore should be done by the Selected Vendor only. No men/material support will be offered by AIFD.

**Eligibility Criteria for Short-Listing**

4. The following mandatory documents will be attached in support of quotations: -

**(a) Common Documents from Contractor**

- (i) Copy of License/ Registration in the name of the Firm.
- (ii) Proof of own infrastructure and office.

Contd....2/-

- (iii) Copy of PAN Card.
- (iv) Detail of GST number is reflected in the quotation.
- (v) Demand Draft for Rs 1000/- (Rupees one thousand only) (Non-refundable) towards Cost of RFP Forms, downloaded from AIFD website (www.aifd.edu.in).
- (vi) Tenderer offer letter as per format attached to this RFP on letter head of the firm as per **Annexure –II**.

**(b) Documents for specific procurement (If applicable)**

- (i) The Vendor should be either registered companies or registered partnership or sole proprietorship firms reputed for computers (proof attached).
- (ii) Technical specification of their equipment/components.
- (iii) Documentation (Brochures, leaflets, manuals etc, if any).
- (iv) Vendor/Organization profile as per **Annexure-III**.
- (v) EMD for Rs 10,000/- (Rupees ten thousand only) in the form of Demand Draft in favour of “Army Institute of Fashion and Design”, payable at Bangalore..

5. The Vendor will be required to produce all original documents for verification by the Board of Officers or authorized staff of AIFD for verification of credentials of the Vendor.

6. **Earnest Money Deposit (EMD)**. Bidders are required to submit Earnest Money Deposit (EMD) for amount of **Rs 10,000.00 (Rupees Ten Thousand only)** along with their Quotation. The EMD may be submitted in the form of Demand Draft/Fixed Deposit Receipt or Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business. EMD is to remain valid for a period of two months beyond the quotation validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the quotation validity and latest on or before the 30<sup>th</sup> day after the award of the contract. The EMD of the successful bidder would be returned, without any interest whatsoever, after completion of the work. EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organization (e.g. DGS&D), National Small Industries corporation (NSIC) or any Department of MoD for MoD itself. In such cases, Valid proof of exemption of EMD should be attached with quotations failing which the quotations will be rejected by the Board. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.

7. **Single Bid System Offer**. The offer/quotation along with documents at Para 4 above should be submitted in a sealed covers duly marked as **“PROVISION AND SETTING UP OF LANGUAGE LAB IN ARMY INSTITUTE OF FASHION AND DESIGN, BANGALORE”**. Tender documents should be dropped in the Tender Box placed at Registrar’s Office or by Post to AIFD, Nagareshwara Nagenahalli, Kothanur Post Bengaluru–560077.

8. **Late Bids**. Any bid received after the deadline for submission of bid prescribed will not be entertained and returned unopened to the Bidder.

9. Quoting of Price. The cost factor involved be indicated in the format given below:-

Ser No.	Nomenclature	Accounting Unit	Quantity	Rate per Unit	Amount
(a)	<b><u>Software:</u></b>				
	Study 1200-Multimedia Interactive Language Lab S/w with Life Time Licencing and 2 year AMC	Nos	21		
	Beginners level content for French, German and Spanish to be included				
	<b><u>English Content from Sky Software House:</u></b>				
	(i) Sky Pronunciation for Teacher PC				
	(ii) Active Listening in English: Towards IELTS for Teacher PC				
	(iii) Tense Tester for Teacher PC				
	(iv) Read Up-Speed up for Teacher PC				
(v) Presentation Practice Software-3 years License					
(b)	<b><u>Hardware:</u></b>				
	SLH07-Headset with detachable 1.5m PC plug cable Earphones.	Nos	21		
	Total				
	GST				
	Any other charges				
	Grand Total				

NOTE:-

(a) No Erasers/Alterations. Rates must be completely filled up. Corrections or alterations, if any, should be authenticated. If rate of any items/group of items are not filled by the vendors, such quotations will be rejected by the Board.

(b) Validity of Offer. The offer of quotation should be valid for period of minimum **60 days** from the date of opening of quotations.

Contd...4/-

10. No commitment to accept lower or any Tender. AIFD shall be under no obligation to accept the lowest or any other offer received in response to this notice and shall be entitled to reject any or all offers without assigning any reasons whatsoever.
11. Opening of Quotations. Quotations will be opened at AIFD Office on **11 Dec 2023 at 1130hrs.** The Vendors/their representatives may be present at the time of opening of the Quotations. No separate intimation will be sent in this regard to the suppliers for deputing their representatives.
12. Order Cancellation. If the selected Vendor fails to carry out the assigned job within the stipulated time schedule or the extended date communicated, AIFD reserves the right to cancel the order.
13. Payment Terms. No advance amount will be paid to the Vendor. The final payment will be made to the Vendor on completion of the assigned job/completion of the work as per Scope of work and authenticated by Board of Officers. The Proper Invoice will be submitted by the Vendor to AIFD on completion of work and other formalities. On scrutiny of the invoice/bill, AIFD shall make payment after deduction of payable TDS as applicable.
14. Clarification Regarding Contents of RFP. A perspective vendor who requires clarification regarding contents of the bidding documents, the same shall be notify to the Principal, AIFD is writing or verbal about the clarification sought not later than two days prior to the date of opening the quotations. Contact address/tele Nos are asunder:-

The Principal,  
Army Institute of Fashion and Design  
Nagareshwara Nagenahalli  
Kothanur Post,  
Bangalore – 560 077  
Email : aifd@awesindia.edu.in  
Tele: 9717362141 / 9842967851 / 6363849144

Contd...5/-

Annexure – I  
(Ref Para 1 of RFP)

**TECHNICAL REQUIREMENT FOR PROVISION AND SETTING UP OF LANGUAGE  
LAB IN ARMY INSTITUTE OF FASHION AND DESIGN, BANGALORE**

1. Details of Items and quantities called for provision and setting up of Language Lab as under:-  
Specifications and Accessories

Ser No.	Brand Name & Nomenclature	Accounting Unit	Quantity
<b><u>Mandatory Technical Specification /Parameters</u></b>			
(a)	<p>Study 1200 - Multimedia Interactive Language Lab S/w with Life time Licencing and 2 year AMC.</p> <p>Pronunciation Activity- The Pronunciation activity to provide an in-built pronunciation tool for teachers and students by integrating the Pronounce solution into a classroom. The Pronunciation activity to allow teachers to convert any text into a pronunciation exercise that can be launched directly to students. At the student end, a separate pronunciation application to open where they can proceed with the pronunciation exercise.</p> <p>Pronounce Software - Individual solution for improving oral skills in a foreign language. Should allow to easily transform text material into spoken audio for pronunciation and speech practice.</p> <p>Model Imitation – Students listen to and repeat after a model track to practice the stress rhythm and intonation of a foreign language, while their voices are recorded onto the student track. Either sources with ready-made pauses to be used in or manually pause the audio source during the activity.</p> <p>Beginners level content for French, German and Spanish to be included</p> <p>English Content from Sky Software House-</p> <ul style="list-style-type: none"> <li>- Sky Pronunciation for Teacher PC</li> <li>- Active Listening in English : Towards IELTS for Teacher PC</li> <li>- Tense Tester for Teacher PC</li> <li>- Read Up-Speed UP for Teacher PC</li> <li>- Presentation Practise Software- 3years License</li> </ul> <p>Demo of above features should be shown and OEM certificate required for participation in the project</p>	Nos	21
(b)	<p>SLH07 - Headset - with detachable 1.5 m PC plug cable</p> <p>Earphones</p> <ul style="list-style-type: none"> <li>• Padded ear cushion should be removable for cleaning or replacement</li> <li>• Single cable connection from one of the earphone and student recorder panel</li> </ul> <p>Earphones</p> <ul style="list-style-type: none"> <li>• - Frequency response: 20 - 20k Hz</li> <li>• - Impedance: 100 O</li> <li>• - Sensitivity (SP.L/ 1kHz): 105 +/- 3 dB</li> <li>• - Rated power: 100 mW</li> <li>• - Audio handling: Stereo/Mono</li> </ul> <p>Microphone</p> <ul style="list-style-type: none"> <li>• - Type: Electret condenser</li> <li>• - Directivity: Unidirectional</li> <li>• - Frequency response: 40 - 16k Hz</li> <li>• - Impedance: 2.2k O</li> <li>• - Sensitivity: (1V/Pa - 1kHz): -36 +/-3dB</li> </ul> <p>Detachable cable for easy replacement of faulty cable.</p> <p>1 year warranty</p>	Nos	21

**Annexure – II**

(Ref Para 4 (a) (vi) of RFP) (Letter  
on the Vendor letterhead)

The Principal,  
Army Institute of Fashion and Design  
Nagareshwara Nagenahalli  
Kothanur Post,  
Bangalore – 560 077

Dear Sir,

**Sub: Your RFP for PROVISION AND SETTING UP OF LANGUAGE LAB IN  
ARMY INSTITUTE OF FASHION AND DESIGN, BANGALORE**

With reference to your Tender Notice published in News paper dated \_\_\_\_Nov 2023 and the RFP published in your website with effect from \_\_\_\_ Nov 2023, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer to the supply/installation/ commissioning of **provision and setting up of Language Lab in Army Institute of Fashion and Design, Bangalore** in your above referred RFP.

**We confirm that we have not been disqualified by any PSUs/ Govt undertaking for contract of work.**

We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP. We also confirm that the offer of bid shall remain valid for 60 days from the last date of submission of the offer.

We hereby confirm that we have read the terms and conditions given in the RFP and agree to them fully.

We enclose herewith a Demand Draft/Pay Order of Rs. 1000/- (Rupees One Thousand only) favoring Army Institute of Fashion and Design, payable at Bangalore towards cost of RFP Form. Details of the same are as under:

- Demand Draft/PayOrder No : \_\_\_\_\_
- Date of DemandDraft/PayOrder : \_\_\_\_\_
- Name of issuing Bank : \_\_\_\_\_

Authorized Signatories  
(Name & Designation, seal of the firm)

Contd...7/-

**Annexure-III**

(Ref Para 4 (b) (iv) of RFP) (Letter to the Principal AIFD Bangalore on the Vendors letterhead)

**VENDOR / ORGANISATION PROFILE**

1. Name of the Organization and Address:
2. Year of Establishment:
3. Status of the firm:  
(Whether Pvt. Ltd. Company/Public Ltd. Company / Partnership Firm)
4. Whether registered with the Registrar of Companies/Registrar of Firms in India, if so, mention number and date and enclose Registration Certificate copy.
5. (a) Name and address of Bankers:  

(i)	(ii)
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- (b) ITR of the Company/Firm in 2021-22  
(Please attach a copy of ITR for the years 2021-22 as proof documents)
6. Whether registered for Service Tax purposes. If so, mention number and date.
7. Since when and how long your Company/firm has been supplying Computer items?
8. Certified that:-
  - (a) All the information furnished by me / us above here is correct to the best of my / our knowledge and belief.
  - (b) I / We agree that I / We have no objection if enquiries are made about the work listed by me / us here in above and / or in the accompanying sheets.

Place:

Date:

SIGNATURE:  
Name & Designation & seal of the Company

Contd...8/-

**Annexure IV**

(Ref Para 7 of RFP)

(Letter to AIFD on the Supplier's letterhead)

The Principal,  
Army Institute of Fashion and Design  
Nagareshwara Nagenahalli  
Kothanur Post,  
Bangalore – 560 077

Dear Sir,

**PRICE BID FOR PROVISION AND SETTING UP OF LANGUAGE LAB IN ARMY  
INSTITUTE OF FASHION AND DESIGN, BANGALORE**

With reference to Para 7 of your RFP published in your website, we hereby quote our best **PRICE** as under:-

Ser No.	Nomenclature	Accounting Unit	Quantity	Rate per Unit	Amount
(a)	<b><u>Software:</u></b>				
	Study 1200-Multimedia Interactive Language Lab S/w with Life Time Licencing and 2 year AMC	Nos	21		
	Beginners level content for French, German and Spanish to be included				
	<b><u>English Content from Sky Software House:</u></b>				
	(i) Sky Pronunciation for Teacher PC				
	(ii) Active Listening in English: Towards IELTS for Teacher PC				
	(iii) Tense Tester for Teacher PC				
	(iv) Read Up-Speed up for Teacher PC				
(v) Presentation Practice Software-3 years License					
(b)	<b><u>Hardware:</u></b>				
	SLH07-Headset with detachable 1.5m PC plug cable Earphones.	Nos	21		
	Total				
	GST				
	Any other charges				
	Grand Total				

**TERMS AND CONDITIONS**

Price : Price quoted above is inclusive of all GST and other charges as applicable and quoted.

Discrepancy in Rates : In case the rate quoted by vendor in figure and words is varies, the rate quoted in word will be taken into account for determining the value of tender.

Delivery : **10 Days** from the date of receipt of Work Order.

**Terms of payment:** Within 15 days from the date of completion ofwork.

Signature of Vendor  
Contd...9/-



**EMD BANK GUARANTEE FORMAT**

Whereas ..... (Here in after called the “bidder (has submitted their offer dated.....  
.....) for the provision and setting up of Language Lab in Army Institute of Fashion and Design,  
Bangalore (herein after called the bid).....Having our registered office at

.....  
are bound unto ..... (Hereinafter called ..... The.....Buyer”  
.....

in the sum of buyer,the Bank binds itself, its successors and assigns by these presents.

Sealed with the common seal of the said bank this ..... Day of ..... 20....

The conditions of obligations are

1. If the bidder withdraws or amends, impairs or derogates from the bid in any respect within the period of validity of this tender.
2. If the bidder having been notified of the acceptance of his tender by the buyer during the period of its validity.
3. If the bidder fails to furnish the performance security for the due performance of the contract.
4. Fails or refuses to accept/execute thecontract.

We undertake to pay the buyer up to the above amount upon receipt of its first written demand, without the buyer having to substantiate its demand, provided that in is demand the buyer will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred conditions orconditions.

This guarantee will remain in force up to and including 60 days after the period of RFP validity and any demand in respect thereof should reach the bank not later than the above date.

.....  
(Signature of the authorized officer of the bank) Name  
and designation of the officer  
Seal, name & address of the bank and address of the branch

(Signature of Tenderers)