

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH
GOREGAON (EAST), MUMBAI**

TENDER DOCUMENT FOR

Supply, Installation, Configuration, Testing and Commissioning AV equipment

NIT No: IGIDR/Tender/2020-21/CC/01

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

Gen. A.K. Vaidya Marg, Film city Road, Santosh Nagar, Goregaon (EAST), MUMBAI-400065.

TELEPHONE: 022 2841 6200 / FAX: 022 2841 6399.

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI

Notice Inviting Tender

“NAME OF THE WORK: **Supply, Installation, Configuration, Testing and Commissioning of AV Equipment** at INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON, MUMBAI – 400 065.”

1. Institute invites sealed bids from reputed vendors for the following work:

Name of work	Period of completion	Estimated Cost(INR)
(1)		
Supply, Installation, Configuration, Testing and Commissioning of AV equipment	4 weeks	5 lakhs inclusive of taxes

The tenders being invited for the above mentioned work. IGIDR reserves its right to award the work to the successful bidder.

2. Bidder has to submit Earnest Money Deposit Rs 15,000.00 only along with the bid.
3. The Tender bids in two bid system are invited through two separate **Emails: “Email-1: EMD, Signed tender document/Technical, Pre-Qualification Bid document”** and **“Email-2: Financial bid”**. **Subject of email** should be mentioned as- **“Email-1: EMD, Technical Bid & Prequalification Bid for AV Equipment”** and **“Email-2: Financial Bid for AV Equipment”** respectively.
4. Last date of submission of Tender document shall be up to **3:00 PM on 27 August 2020**.
5. The Institute reserves the right to reject any prospective application without assigning any reasons whatsoever.

REGISTRAR

SECTION-A

LETTER OF OFFER *

Date _____

The Registrar,
Indira Gandhi Institute of Development & Research,
Gen. A.K. Vaidya Marg, Filmcity Road,
Goregaon (East), Mumbai 400065.

Subject: Tender for Supply, Installation, Configuration, Testing and Commissioning of AV Equipment

Reference: NIT No: IGIDR/Tender/2020-21/CC/01

Date: 14.8.2020

Dear Sir,

With respect to your above mentioned tender, I / We hereby submit my / our tender in the required format along with Company Profile and supporting documents.

Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the IGIDR the amount mentioned in the said Conditions.

I/We have deposited earnest money through **NEFT/DD/FDR/BG** to the IGIDR, which will not bear any interest.

Should I/We fail to execute the contract when called upon to do so. I/We do hereby agree that this sum shall be forfeited by me/us to the IGIDR.

I / We have carefully gone through the terms and conditions prescribed and I / We accept the same in to without any alterations / modifications.

Yours faithfully,

Signature

Name & seal of Contracting

Agency/firm/company

*To be printed on company Letterhead and scanned or Digitally signed pdf document

SECTION-B

GENERAL INSTRUCTIONS TO TENDERER

Sealed Tender should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065

1. If applicable Bidder has to submit Earnest Money Deposit Rs.15,000.00 through NEFT to “INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH”, Account No: 010220100010001, IFS Code: BKID0000102 , BRANCH NAME: I G I D R , BANK NAME : BANK OF INDIA and UTR NO with screen shot of transaction should be included in the part of tender document towards Earnest Money.
2. The scan copy of tender bid to be submitted through Email to tender@igidr.ac.in through two separate Emails. “Email-1: **Copy of EMD transfer, Signed Tender document/Technical & Pre-Qualification Bid documents**” and “Email-2: **Financial bid**”. Subject of emails should be mentioned as- “Email-1: **EMD, Technical bid & Prequalification Bid for AV Equipment**” and “Email-2: **Financial Bid for AV Equipment**” respectively. All the required documents should be scanned and merged either into a single PDF file or zipped into a single file and attached to the respective Emails. The **Financial bid should be attached as a PDF document protected with a password and the password to be shared at the time of financial bid opening through online meeting. The vendor should keep their password securely with them and required to give only when asked in online meeting for financial bid opening.**
3. The bids will be received up to **03:00 PM on 27th August 2020**. No tender will be accepted after due date under any circumstances whatsoever.
4. The Email bid with subject “**EMD, Technical & Pre-qualification Bid for AV Equipment**” shall be opened by REGISTRAR or his authorized representative in his office on the same day at **04:00 PM through online meeting platform**. The link of meeting will be shared with participated bidders. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time.
5. The Email bid with subject: “**Financial bid for AV Equipment**” of only qualified bidders will be opened. The date of opening of financial bid and link for online meeting shall be informed by the institute to the qualified bidders. **The bidders should provide the password of financial bid PDF file during the opening of the financial bid. In case bidder can NOT provide password for financial bid at the opening then their bid shall be rejected.**

6. Tenders shall remain valid for acceptance by the Institute for a period of three months from the date of opening of the tender which period may be extended by mutual agreement and the bidder shall not cancel or withdraw the bid during this period.
7. The bidder must use only the forms issued by the Institute to fill in the rates. Any addition/alteration in the text of the Tender form made by the bidder shall not be valid and shall be treated as null and void.
8. The Tender form must be filled in English. If any of the documents is missing or unsigned, the tender may be considered invalid by the Institute in its discretion.
9. Rates should be quoted both in figures and in words in columns specified. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Institute's option. No advice whatsoever especially on any change in rate specifications after the opening of the tender will be entertained.
10. Each Page of the Tender Documents should be stamped and signed by the authorized person or persons submitting the Tender in token of his/their having acquainted himself/themselves with the General terms & conditions, specifications, special conditions of contract, etc. as laid down. Any Tender with any of the documents not so signed will be rejected. **Alternatively, the Tender documents can be signed with Digital Signature.**
11. A tender which is not accompanied by EMD(if applicable) will not be considered. The EMD will be returned to the bidder if their tender is not accepted by the Institute but without Interest. The EMD paid by the successful bidder shall be held/encashed by the IGIDR as security for execution and fulfillment of the contract. No interest shall be paid on this deposit. **The firm who are exempted from submission of EMD, bidders should submit the copy of certificate issued by Micro and Small Enterprises (MSEs).**
12. The successful bidder will have to deposit a Performance Security Deposit of 5% of order value, within 15 days of the receipt of the formal order. The performance security will be furnished in the form of an account payee Demand Draft, FDR or Bank Guarantee from a commercial bank drawn in favour of “The Registrar, Indira Gandhi Institute of Development Research, Mumbai” payable at Mumbai. The performance security should remain valid for warranty period specified in tender. This deposit shall be forfeited in case the contractor, who fails to discharge its duties/commitments or whose contract is terminated pre-maturely. No interest will be paid on Security Deposit withheld by the Institute.
13. The Institute does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the Tenders, either in whole or in part, without assigning any reasons for doing so.
14. Institute reserves the right to sub-divide the contract mentioned in the tender, amongst two or more bidders at its own discretion and the successful bidders will have to execute orders for part of the items placed with them at the quoted rates. Institute also reserves the right to increase or decrease the quantities and even omit any item after the order is placed and the successful bidder shall execute the same without claiming anything extra for the same. In this context the rates quoted for each item must be self-supporting and relevant.

15. On receipt of intimation from the Institute of the acceptance of their tender, the successful vendor/contractor shall be bound to sign the formal contract/purchase order and acknowledge the same within seven days.
16. Tender bid must include in their rates, applicable GST and any other tax and duty or other levy in force levied by the Central Government or any State Government or Local Authority, if applicable
17. The intending bidder can obtain any clarifications regarding the tender document, scope of work etc. if any from the office of the department **Computer Center, Lingaraj Panda, Email: lingaraj@igidr.ac.in, [Tel:28416548/581](tel:28416548581) Mobile:9967635444** on any Institute`s working day.

I/We hereby declare that I/we have read and understood the above instructions and the same will remain binding upon me/us.

Place :

Signature of Bidder

Date :

With the seal of their company

SECTION 'C'
TERMS AND CONDITIONS

Upon the declaration of an intending vendor/bidder to be the Successful Bidder by the Institute, they shall be subject to the following terms and conditions that shall form part of the Formal Contract to be executed with the Institute.

1. The successful bidder shall not assign the sub-contract. In case of breach of these conditions, the IGIDR may serve a notice in writing on the Contractor rescinding the contract.
2. The successful bidder shall carry out all the work strictly in accordance with scope of work, **technical specifications** and as per detailed instructions of the Institute.
3. The successful bidder must co-operate with the other contractor appointed by the Institute so that the work shall proceed smoothly to the satisfaction of the Institute.
4. In all matters of dispute arising on the work, the matter shall be referred to **Registrar Indira Gandhi Institute of Development Research, Goregaon** for a decision.
5. **Arbitration Clause:** In the event that the Successful Bidder is not satisfied by the decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration in accordance with the provisions of arbitration and conciliation act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator, to be appointed by the Institute. The place of arbitration shall be Mumbai and any award whether interim or final, shall be made, and shall be deemed for all purposes between the parties to be made in Mumbai. The arbitration proceedings shall be conducted in the English language and any award or awards shall be rendered in the English language. The procedural law of the arbitration shall be the Indian law. The award of the arbitral tribunal shall be final, conclusive and binding upon the Successful Bidder and the Institute.
6. **Payment Terms:**
100% Payment shall be made to the contractor after successful supply and commissioning within 30 days of submission of certified invoice along with supporting documents.
7. **Delivery and installation Period:** Bidders must be able to supply and install the entire material within **4 weeks** from of the date of receipt of work order.

8. AMC, Warranty & Support:

- a) The AV solution supplied should have warranty for 3 years from the date of successful installation/commissioning. Vendor should support **8x7** with unlimited incident support during the warranty period. Response times : 4 Hrs
 - b) The bidder shall provide an escalation matrix / contact details to IGIDR for support.
 - c) AMC will be decided by the institute after the warranty period is over.
 - d) The supplier will replace the defective material, free of cost, if noticed within the Warranty period. The Warranty Certificate should be submitted duly signed along with the invoice. In case of any break down during the warranty, a standby machine/product/ shall be provided within 24 hours till the product is repaired/ replaced. In case of default, a penalty of 0.5% per week of the total cost will be levied.
9. Any damage cause to any of Institute's properties shall be made good by the successful bidder at their own cost.

11. Termination Clause:

- a) For Insolvency :- The purchaser may at any **time** terminate the Contract by giving written notice to the Supplier, without compensation to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has occurred or will occur thereafter to the Purchaser.
- b) For Non Performance: Without prejudice to any other remedy available to the Institute, in case the supplier fails to deliver the item/s as per the contractual obligations arising out of this contract, the Institute may terminate this contract by giving a 15 days written notice of intended termination to the supplier.
- c) On the earlier termination of this Contract due to failure to supply the item/s, the Performance Security Deposit shall stand forfeited by the Institute.

I/We hereby declare that I/we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between I/us and the Institute. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place :

Signature of Contractor

Date :

With the seal of their company

SECTION-‘D’

PRE-QUALIFICATION CRITERIA

Pre-Qualification Documents to be submitted by Bidder along with Pre-qualification Bid:

- a) Copy of Registration of Firm in Shop & Establishment or Certificate of Incorporation of company or Partnership deed.
- b) Copy of Registration of Goods & Service Tax and PAN
- c) The bidder should have an average annual turnover of INR 10 lakh in the last 3 financial years. Submit copies of audited Balance Sheet and Profit & Loss account /CA Certificate for last three years.
- d) The bidder should have successfully completed the similar nature of works during last 07 years ending last month of date of publication of tender either of the following-
 - i) At least 01 similar work of costing not less than INR 5 Lakh **or**
 - ii) At least 02 similar works of costing not less than Rupees 4 Lakh **or**
 - iii) At least 03 similar works of costing not less than Rupees 3 Lakh(Copy of Work orders/completion certificates to be submitted).
- e) List of clients along with name & contact number of representatives and copy of certificate of appreciation if any.
- f) Either the Registered Office or one of the Branch Offices of the bidder should be located in **Mumbai, Mumbai suburban, Thane and Navi Mumbai**.
- g) The bidder should not be black listed by any Govt. organization /PSU during last 3 years. A declaration certificate to this effect is to be submitted as per the format given in Annexure-1.

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the company and enclosed in a cover, to be submitted along with the qualification bid (Envelope-2) duly stamped and signed by the authorized person of the agency.

- **Information to be furnished by the bidder:**

Sr. No.	Item	Information to be filled by Bidder
1	Name of the bidder	
2.	Address	
2	Telephone Number: Office /Residence: Mobile Number: Fax No. E-Mail address-	
3	Details of Registration (number & date)	
4	Month and Year in which the firm / company was formed/ incorporated.	
5	Type of organisation (Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc.)	
6	Enclose copy of partnership deed, Articles of Association or Affidavit (in case of firm)	
7	Average Annual Turnover of Last Three Financial Year (attached audited balance sheet & profit & Loss account)	FY..... FY..... FY.....

SECTION-‘E’

TECHNICAL BID

- **TECHNICAL SPECIFICATIONS**

SEMINAR ROOM-1 DESCRIPTION (MINIMUM SPECIFICATION)		COMPILED YES/NO	BRAND AND MODEL	QTY
1	12x USB Optical Zoom Camera			1
1.1	USB 3.0 For HD Connectivity			1
1.2	HD 1080p 60fps			1
1.3	Remote Control with pre-set option			1
1.4	Support USB over Ethernet Video Capture up to 100M			1
1.5	Pan Tilt Zoom			1
1.6	75" x 89" Doom Tripod with Mounting Kit			1
1.7	Rotation : 170' Horizontal & 60' Vertical			1
1.8	Field View : 72.5'			1
2	DSP with Speaker & Mike Pass with USB 3.0 Audio & Macro HDMI (External Audio System)			1
2.1	USB 3.0 to Macro HDMI Cable for HD Connectivity			1
2.2	Puss button option from Self-Audio to External Audio			1
2.3	AUX to RJ-46 Stadio Cable			1
2.4	RJ11 Analog Connection Cables Audio Out			1
2.5	Power Connection Cable with AC Adaptor			1
3	DSP Interface Station for DSP signal transfer to External Audio System			1
4	RCA to 3.5mm Male Stereo Audio Cable to Mixture Interface			1
5	Installation (includes all cables and connectors, USB hubs etc if any required for commissioning of the equipment), Testing & Training			1

SEMINAR- 3 DESCRIPTION (MINIMUM SPECIFICATION)		COMPLIED YES/NO	BRANDS & MODEL	QTY
1	12x USB Optical Zoom Camera			1
1.1	USB 3.0 For HD Connectivity			1
1.2	HD 1080p 60fps			1
1.3	Remote Control with pre-set option			1
1.4	Support USB over Ethernet Video Capture up to 100M			1

1.5	Pan Tilt Zoom			1
1.6	75" x 89" Doom Tripod with Mounting Kit			1
1.7	Rotation : 170' Horizontal & 60' Vertical			1
1.8	Field View : 72.5'			1
2	DSP with Speaker & Mike Pass with USB 3.0 Audio & Macro HDMI (External Audio System)			1
2.1	USB 3.0 to Macro HDMI Cable for HD Connectivity			1
2.2	Puss button option from Self-Audio to External Audio			1
2.3	AUX to RJ-46 Stadio Cable			1
2.4	RJ11 Analog Connection Cables Audio Out			1
2.5	Power Connection Cable with AC Adaptor			1
3	Installation (includes all cables and connectors, USB hubs etc if any required for commissioning of the equipment), Testing & Training			1

- **Must attach solution diagram**

• Preferred List of Manufacturers/brands:

Sl. No.	Particulars of items	Preferred Brand
1	Camera, DSP	Polycom, Konftel, Cisco, Yamaha

- **Please Bidder should submit the specification datasheet of camera, DSP and if any major items like codec included in your solution.**

SECTION-‘F’ **SCOPE OF WORK**

IGIDR is an advance research institute established by Reserve Bank of India. It spread across 15 Acres of land and entire campus is inter-connected with WiFi, LAN, connecting around 150 desktops and laptops. IGIDR is an academic institute and offers MSc./MPhil/PhD courses on development economics. We would like to add new AV equipment to our class/seminar room to conduct live online classes and webinars.

1. **The AV SOLUTION should be deployed at class rooms to capture and record the lecture given by the faculty covering the writing on blackboard/whiteboard and through online platform like Zoom/Microsoft Teams/Google meet software etc. (institute already have) . The AV equipment supplied should be integrated with existing facility available in the specified rooms.**
2. Bidder is advised to visit and examine the site, its surroundings and familiarize himself with the existing facilities and environment and collect all other information which he may require for preparing and submitting the bid and entering into the Contract. Claims and objections due to ignorance of existing conditions or inadequacy of information will not be considered after submission of the Bid and during implementation. Contact person for Site is Mr. Lingaraj Panda.
3. The Company/Agency shall be responsible for providing all materials like cables, connectors, usb hubs etc, which are required to fulfill the intent of ensuring operability, maintainability of the complete equipment covered under this AV solution within his quoted price. This work shall be in compliance with all applicable standards, statutory regulations and safety requirements in force of the date of award of this contract.
4. **If required any civil works like drilling in wall, cutting of false ceiling and proper finishing after work during installation, should be done by contractor himself.**

SECTION-‘G’

Financial BID

(To be submitted on company/Firms Letterhead)

NIT No: IGIDR/Tender/2020-21/CC/01

SEMINAR ROOM-1 DESCRIPTION		BRANDS AND MODEL	QTY	GST @	AMOUNT WITH GST
1	12x USB Optical Zoom Camera		1		
2	DSP with Speaker & Mike Pass with USB 3.0 Audio & Macro HDMI (External Audio System)		1		
3	DSP Interface Station for DSP signal transfer to External Audio System		1		
4	RCA to 3.5mm Male Stereo Audio Cable to Mixture Interface		1		
5	Installation (includes all cables and connectors, USB hubs etc if any required for commissioning of the equipment), Testing & Training		1		
			Total (A)		

SEMINAR- 3 DESCRIPTION (MINIMUM SPECIFICATION)		BRANDS & MODEL	QTY	GST @	AMOUNT WITH GST
1	12x USB Optical Zoom Camera		1		
2	DSP with Speaker & Mike Pass with USB 3.0 Audio & Macro HDMI (External Audio System)		1		
3	Installation (includes all cables and connectors, USB hubs etc if any required for commissioning of the equipment), Testing & Training		1		
			Total (B)		

Total quoted Amount including GST (A+B) :	
In Words Rupees:	

Annexure - A

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,
The Registrar
Indira Gandhi Institute of Development Research
Film City Road, Santosh Nagar,
Goregaon (East),
Mumbai – 400 065.

We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

For M/s _____

Authorized Signatory

Date: