

No.5-30/2016- S&S
Government of India
Ministry of Human Resource Development
Department of Higher Education
(S&S Section)

TENDER DOCUMENT

Subject: - Supply and Installation of Audio System for Conference Room of MHRD (112-C) – reg.

Date of issue of Tender Document:	14th July, 2016
Last Dates & Time for submission of Tender Document	Up to 11:00 A.M. on 04th August, 2016
Date & Time for opening of Tender Document	
Technical Bids	At 11:30 A.M. on 04th August, 2016
Financial Bids of eligible Tenderers	Would be informed later.

CONTENTS OF TENDER DOCUMENT

Sl. No.	Description of Contents	
1.	e-Tender Notice	
2.	Scope of work & Terms and Conditions	Annexure - I
3.	Eligibility Criteria	Annexure - II
4.	Proforma for Technical Bid	Annexure - III
5.	Proforma for Financial Bid	Annexure - IV
6.	Technical Specifications	Annexure - V
7.	Instructions for Online Bid Submission	Annexure - VI
8.	Tender Acceptance Letter	Annexure - VII



F.No.5-30/2016-S&S
Government of India
Ministry of Human Resource Development
Department of Higher Education
(S&S Section)

Room No.123-C, Shastri Bhawan
New Delhi, 14th July, 2016

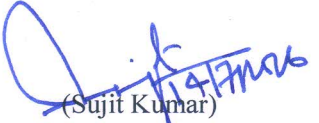
NOTICE INVITING TENDERS

Subject: - Supply and Installation of Audio System for Conference Room of MHRD (112-C) – reg.

Ministry of Human Resource Development invites e-tenders on CPP portal in two bid system (**Part-I: Technical Bid and Part II: Financial Bid**), from eligible and reputed firms for Supply and Installation of Audio System for Conference Room of Ministry of Human Resource Development (112-C) on the terms and conditions enumerated in detail in the tender document. The tender document can be downloaded from the website <http://eprocure.gov.in/eprocure/app>.

2. The last date of receipt of bid is by **11:00 A.M. on 04th August, 2016**. The Technical and Financial bids, in prescribed format and other required document as per tender notice should be submitted on CPP portal website i.e. <http://eprocure.gov.in/cppp>. Bidders are requested to furnish/upload scanned copies of all documents in pdf format. **EMD of Rs. 1, 00, 000/-** (Rupees One Lakh only) drawn in favour of "Pay & Account Officer (Education), Department of Higher Education, Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110001 must be submitted to the Section Officer, S&S-I Section, Room No. 123-C, Shastri Bhawan, New Delhi on or before last date/time of bid submission without which the quotations will not be considered. The scanned copy of EMD should also be uploaded with other documents. The successful bidder will be required to provide a **Performance Security Deposit of 10% of the contractual value**, upon award of the contract. The technical bid will be opened on **04th August, 2016 at 11.30 A.M.**

3. Bidders may also contact toll free No. 18002337315 of Central Public Procurement portal for obtaining guidance to fill online tender.


(Sujit Kumar)

Under Secretary to Govt. of India
Tel. No. 2307 3109.

SCOPE OF WORK

The Ministry of Human Resource Development is having a Conference Room (Room No. 112-C) with seating facility for 35 persons in Shastri Bhawan, New Delhi. The Room dimension is 40 feet X 15 feet having room height 8 feet (with false ceiling). Scope of work is Supply and Installation of Audio System which is compatible with all existing equipments like VC Wall, Computers, Laptops, TVs etc for Conference Room.

TERMS AND CONDITIONS

1. The Audio system should be integrated/ compatible with the existing Video Conferencing Wall, Computer / Laptop computer, Interactive Panel, Modern TVs etc.
2. Integration with Video Conferencing (Line-In & Line-Out) must be with echo cancellation.
3. The Audio system should be automatic on with voice and off with idle.
4. In the Conference Room provision for one Chairman Unit and 24 delegate units have to be installed. Conference room is of Board Room type.
5. The Delegate Units and Chairman Unit must be fixed in place of existing units of the wooden conference table.
6. The work relating to the installation of the microphones / speakers would be done after office hours (from 6:00 PM to 12.00 PM or weekly offs (if conference room is available)
7. Provision will have to be made for maintenance of these equipments and the firms may furnish their rates for AMC.
8. The work relating to the installation of the equipments would be completed in a week's time.
9. Cable should be suitable for laying in duct or buried underground. All Civil works will be done by the awarded firm.
10. The firms can visit the Conference Room (if conference room is available) on a mutually convenient working day between 10 A.M. to 4:30 P.M. Until the last date of filing the bid.
11. Rates quoted in the BOQ should be inclusive of all related civil works and installation charge.

I. ACCEPTANCE OF TERMS AND CONDITIONS

The bidder must agree to abide by the terms and conditions contained herein and submit the Technical Bid and Financial Bid separately. The required documents in the Technical Bid must be uploaded on the CPP Portal. Bid of any firm disclosing its financial bid except in the BOQ Proforma will be summarily rejected.

II. PENALTY CLAUSE

The successful bidder, (L-1) firm must complete the work/supply, within a specified period from the award of the contract, failing which a penalty of 1% of the contract value per day for delay of each day, would be deducted from the final bill.

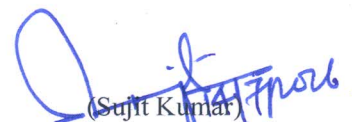
III. JURISDICTION & APPLICABLE LAW

The Laws of India shall govern the Contract. All disputes shall be decided within Jurisdiction of Hon'ble Delhi High Court.

- IV. The EMD of the unsuccessful tenderers will be released after finalization of the contract and EMD of successful tenderer will be released on receipt of Performance Security Deposit.



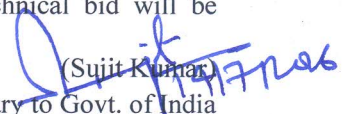
- V. The EMD shall stand forfeited if a bidder withdraws or amends the bid/tender, or in case successful bidder fails to sign or accept the contract within the stipulated period. No interest will be payable on this amount. The EMD shall also stand forfeited in the event of premature withdrawal of the tender(s) by any of the tenderers.
- VI. The firm should furnish Performance Security Deposit equivalent to 10% of contractual value in the form of Fixed Deposit Receipt/Bank Draft/Banker's cheque/Bank Guarantee in favour of "Pay & Account Officer (Education), MHRD New Delhi within 7 days from the date of offer of the contract which will be returned after satisfactory completion of the contract. The Performance Security Deposit should remain valid for a period of three months beyond the completion of contract.
- VII. If the work is found unsatisfactory or, if firm dishonor the contract, the Performance Security Deposit may be forfeited and the job may be entrusted to another firm without giving any notice to the contractor. In this regard the decision of the Ministry of Human Resource Development will be final and binding on the contractor.
- VIII. No advance payment will be made in any case and TDS will be deducted as per rules.
- IX. The tender application without complete documents/information shall not be considered.
- X. The firm will be entirely responsible for any loss caused to Government or to any other Government property as result of negligence or carelessness of firm. The firm should make good the financial or any other losses caused to /suffered by the Government on this account. In case of the Security deposit falls short or found to be insufficient to meet/adjust the loss thus incurred by the Ministry, the balance, as may be necessary, shall be recovered from the contractual charges due to the firm. The decision of the Ministry in the context shall be final and binding on the contractor.
- XI. The contract awarded firm has to ensure that it fulfills all the requirements as per tax laws and other laws applicable to his firm/business. Ministry of Human Resource Development will not be liable for any violation of any laws/rules & regulations on the contractor and his firm.



Under Secretary to Govt. of India
Tel. No. 23073109

ELIGIBILITY CRITERIA

1. Firms having experience in the relevant field, and having the requisite competence / capacity to do / handle such jobs effectively are eligible to participate in the tender process.
2. Experience certificates, award letters and performance certificates of last three years should be uploaded (years i.e 2013-14, 2014-15 & 2015-16).
3. The firm must have annual turnover of Rs. 50 lakhs per annum during each year of the last 3 financial years. i.e. 2013-14, 2014-15 & 2015-16. Documents in support of turnover (along with Income Tax Returns and Audit Report / Tax Audit Report of the relevant years) must be uploaded with the tender.
4. The firms participating in the tender must have PAN No., VAT Registration & Service Tax Registration certificate. The documentary proof of PAN No. registration certificate, VAT No. and Service Tax No is to be uploaded with the Technical Bid.
5. The firm should submit EMD worth 1,00,000/- (Rupee One Lakh only) in the form of Fixed Deposit Receipt/Bank Draft/Banker's Cheque/Bank Guarantee drawn in favour of "Pay & Account Officer(Education), Department of Higher Education, Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110001.
6. The successful bidder should furnish the performance Security @ 10% of the total contract value in the form of Fixed Deposit Receipt/Bank Guarantee drawn on in favour of "Pay & Account Officer (Education), Department of Higher Education, Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110001.
7. The participating firms are required to upload the required documents as per the details given in Annexure-III for consideration and evaluation of their technical bids.
8. The Technical bids should have **index (with proper page no.)** of all documents uploaded as per Annexure-III.
9. The financial bids are to be uploaded only in the BOQ in the CPP Portal. The rates quoted against each item in the BOQ will be excluding taxes, which will be paid as per rules.
10. It is cautioned that any firm which discloses its Rates in the technical bid will be summarily rejected.


(Sujit Kumar)
Under Secretary to Govt. of India
Tel. No. 23073109

PROFORMA FOR TECHNICAL BID

(Supply and Installation of Audio System for Conference Room of MHRD (112-C))

Qualifying Bid Documents

(Copies of all documents are required to be uploaded in the Technical Bid on the CPP Portal)

Tender No. **5-30/2016-S&S**

Note: The documents to be uploaded should be legible and proper index should be there with page no. In case the uploaded documents are not readable, the tender cannot be examined and the Technical Bids can be rejected, thereby rejecting the Tender of that firm.

S.N.	Details	Documents to be uploaded
1.	i) Name of Company/Firm, ii) Address with Tele. No., email, iii) Contract person's name with mobile number.	
2.	Experience certificates, award letters and performance certificates of last three years should be uploaded (years i.e 2013-14, 2014-15 & 2015-16).	Experience Certificate, Award letters and Performance Certificates for last 3 years to be uploaded.
3.	The firm must have annual turnover of Rs. 50 lakhs per annum during each year of the last 3 financial years. i.e. 2013-14, 2014-15 & 2015-16. Documents in support of turnover (along with Income Tax Returns and Audit Report / Tax Audit Report of the relevant years) must be uploaded with the tender.	1. Annual Turn Over to be clearly mentioned for 2013-14 2014-15 and 2015-16. 2. CA certificate. 3. Income Tax Return 4. Audited Balance Sheet.
4.	The firms participating in the tender must have PAN No., VAT Registration & Service Tax Registration certificate. The documentary proof of PAN No. registration certificate, VAT No. and Service Tax No is to be uploaded.	Documents to be uploaded.
5.	The firm should submit EMD worth 1,00,000/- (Rupee One Lakh only) in the form of Fixed Deposit Receipt/Bank Draft/Banker's Cheque/Bank Guarantee drawn in favour of "Pay & Account Officer(Education), Department of Higher Education, Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110001.	Scanned Copy of EMD of Rs.1,00,000/- to be uploaded.

Declaration

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation in the above statement at any stage, the company will be blacklisted and will not have any dealing with the MHRD in future.

(Name & Signature of authorized signatory with stamp)

PROFORMA FOR FINANCIAL BID

(Supply and Installation of Audio System for Conference Room of MHRD (112-C))

Financial Bid to be furnished only in the BOQ attached with Tender Document**Tender No. 5-30/2016-S&S**

S. No.	Details (As per specification mentioned at Annexure – V)	Cost per unit	Qty.	Amount in Rs.
1.	Digital Audio Mixer/ Feedback reducer/ RGB Switcher/Amplifier.		01 Nos.	
2.	Central Control Unit		01 Nos.	
3.	Chairman Unit		01 Nos.	
4.	Delegate Unit		24 Nos.	
5.	Ceiling Speakers		08 Nos.	
6.	Cordless Hand Mike		02 Nos.	
7.	Online UPS (5KVA with 2H Back up)		01 Nos.	
	Total			X

All figures given above should be quoted net of taxes and should not include taxes like VAT, Service tax etc.

'X' will be final financial quote of the bidder.



(Name & Signature of authorized signatory with stamp)

TECHNICAL SPECIFICATIONS

“Supply and Installation of Audio System for Conference Room of MHRD (112-C)”

S.N.	Name of Equipment	Specifications Required.
1.	Digital Audio Mixer/ Feedback reducer/ RGB Switcher/Amplifier.	<ul style="list-style-type: none"> • Audio Input : Mic 4 No. and Line 4 No., • Audio Output: 4 No. Speaker Out: 4 No. , • Video input : 4, Video Out : 2 • Composite video Frequency response : 50 Hz to 10 MHz • Component video Frequency response : 50 Hz to 150 MHz • RGB Frequency response : 50 Hz to 150 MHz • Resolution : SXGA: 1280 x 1024 pixels, 60 Hz, supporting 480p/1080i • Audio : Frequency response Line input to Line output: 20 Hz to 20 kHz
2.	Central Control Unit	<ul style="list-style-type: none"> • Stylish design, matching the contribution equipment • Touch sensor button technology • Digital signal processing • Fan less, silent operation • Eco stand-by mode • Selectable voice activation (VOX) • Fail-safe redundancy technology (Patent Pending) • Default digital acoustic feedback reduction • For systems up to 50 units • Master/slave function to expand the system up to 3 units. It can take up to 150 delegate and chairman units. • Menus and integrated LCD • System volume • On/Off button • Inbuilt USB Recording • Audio quality 16 bit digital • Headphone load impedance: > 32 ohm < 1k ohm • Headphone output power: 16.5 mW / 32 ohm
3.	Chairman Unit	<ul style="list-style-type: none"> • Digital signal processing • Stylish, unobtrusive, low profile design • Hygienic touch sensor technology • Shielded, GSM immune microphone • High quality integrated loudspeaker • Headphone output • Headphone volume adjustment • Loop-through, daisy chain cabling • Patent pending fail-safe redundancy feature • Concealed conference bus connections • Microphone LED ring • Bi-color bar indicator • Audio quality 16 bit digital • Headphone load impedance > 32 ohm < 1k ohm • Headphone Output power 16.5 mW / 32 ohm • Power Supply 48V, over Cat5 cable • Dimensions (mm) 210(w), 135(h), 50(d) • Length microphone (mm) : 300 or more • Color Black
4.	Delegate Unit	Same as Chairman Unit except Priority Button.
5.	Ceiling Speakers	<ul style="list-style-type: none"> • Effective frequency range : 70 Hz – 16 kHz • Rated noise power / voltage : 16 watts / 11.3 volts (rms)

		<ul style="list-style-type: none"> • Broad-band sensitivity : 89 dB SPL • Coverage angle (-6 dB) 140° (500 Hz - 5 kHz) • Maximum continuous SPL4 : 101 dB • Maximum peak SPL4 : 107 dB • Rated impedance : 8 ohms • Transformer taps 70 V : 16, 8, 4, 2, 1 watts 100V: 16, 8, 4, 2, watts • Ceiling Capture Thickness : 6.4 - 38.1 mm [0.25 - 1.5 in]
6.	Cordless Hand Mike	<ul style="list-style-type: none"> • Sturdy metal housing (transmitter and receiver) • 42 MHz bandwidth: 1680 tunable UHF frequencies for interference-free reception • Enhanced frequency bank system with up to 12 compatible frequencies • High-quality true diversity reception • Pilot tone squelch for eliminating RF interference when transmitter is turned off • Automatic frequency scan feature searches for available frequencies • Enhanced AF frequency range • Increased range for audio sensitivity • Wireless synchronization of transmitters via infrared interface • User-friendly menu operation with more control options • Illuminated graphic display (transmitter and receiver) • Auto-Lock function avoids accidental changing of settings • HDX compounder for crystal-clear sound • Transmitter feature battery indication in 4 steps, also shown on receiver display • Handheld transmitter with easy-exchangeable microphone modules from evolution series • Integrated Equalizer and Sound check mode • Contacts for recharging BA 2015 accu pack directly in the transmitter • Wide range of accessories adapts the system to any requirement
7.	Online UPS (5KVA with 2H Back up)	<ul style="list-style-type: none"> • High efficiency • High-power charger to support long battery runtimes. • SMF or Tubular battery selection • LCD & LED front display : Easy to understand and configure • High Power Factor to supply more watts • Separate Bypass input for hot-standby operation • Smart Slot to customize UPS capabilities with management cards • Generator compatibility: Seamlessly switch over to Generator and back to mains/battery when generator is switched off.



Instructions of Online Bid submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>

- 1) Possession of valid Digital Signature Certificate (DSC) and enrolment/registration of the contractors/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
- 2) Bidder should do the enrollment in the e-Procurement site using the “Online Bidder Enrollment” option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractor/bidders through email id provided.
- 3) Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
- 4) Then the Digital Signature Certificate (Class II or Class III Certificate with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
- 5) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 6) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 7) After downloading / getting the tender document/schedules, the Bidder should go through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 8) If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 9) Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.
- 10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the ‘any tenders’ folder.
- 11) From my tender folder, he selects the tender to view all the details indicated.
- 12) It is constructed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- 13) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, of the file size is less than 1 MB the transaction uploading time will be very fast.
- 14) If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
- 15) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 16) Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission

- due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
- 17) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
 - 18) The bidder has to select the payment option as offline to pay the Tender FEE/EMD as applicable and enter details of the instruments.
 - 19) 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 submitted bid will not be acceptable or liable for rejection.
 - 20) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
 - 21) The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
 - 22) If the price bid format is provided in a spread sheet file like BoQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid/BOQ template must not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
 - 23) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
 - 24) After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
 - 25) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
 - 26) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
 - 27) 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.
 - 28) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
 - 29) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exist option in the browser.
 - 30) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone:1-800-233-7315 or send a mail over to cppp-nic@nic.in.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date

To

The Under Secretary to the Government of India
S&S Section
Ministry of Human Resource Development
Department of Higher Education
Room No.123-C
Shastri Bhawan
New Delhi.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: - **5-30/2016-S&S**

Name of Tender / Work: - Supply and Installation of Audio System for Conference Room of MHRD (112-C).

Dear Sir,

1. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' for the web site(s) namely:
"Supply and Installation of Audio System for Conference Room of MHRD (112-C)" as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.,) which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your Ministry/organization too have all been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in it's totally / entirely.
5. In case any provisions of this tender are found violated, then your Ministry/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,



(Signature of the Bidder, with Official Seal)