



INDIAN INSTITUTE OF TECHNOLOGY

KHARAGPUR- 721302

Tender Notice No.IIT/CWISS/AVC/T-AV/2018/02

Date: 6/04/2018

**Notice Inviting Tender for Comprehensive AMC for Audio Visual System
installed at Nalanda Classroom Complex Classrooms, IIT, Kharagpur**

Indian Institute of Technology Kharagpur, an Institute of National Importance, invites sealed two part bids from Firms/Agencies/Contractors as per the eligibility criteria, who have adequate credentials and experiences in comprehensive maintenance & repairing of the similar integrated installed systems, as per **Annexure-I, Annexure-II** and **Annexure-III**, for 44 nos classrooms at NCRC, IIT Kharagpur, initially for a period of one year(the eligibility criteria is available in **Annexure IV**). The contract may be extended for two more years on satisfactory performance and on mutual consent.

The successful bidder has to maintain the AV systems along with the standby equipments and accessories as per the broad requirement specified in the **Annexure III**. The bidders are required to visit these classroom complex of IIT, Kharagpur to visualize the actual installations for themselves to asses the quantum of work involved before submitting the tender. Once the tender is submitted, it will be presumed that the bidder has seen and understood the complete work involved for the whole set up.

Interested vendors may submit their sealed bids under **Two-bid System** as per Technical Specification given at **Annexure-I, Annexure-II** and **Annexure-III**, General Terms and Conditions at **Annexure-V** and Format for Price Bid at **Annexure-VI**. Kindly refer to the institute website www.iitkgp.ac.in [link: Tender] for complete tender details.

The tender is to be sent in a sealed packet, containing two separate sealed envelopes (one each for Technical Bid and Price Bid) along with Tender No. **IIT/CWISS/AVC/T-AV/2018/02** dated **6/04/2018** to the Office of the Chairman, CWISS, Indian Institute of Technology, Kharagpur, West Bengal, India on or before **27.04.2018 by 3:00 p.m.**

For any query pertaining to this bid document, the communication be addressed to Chairman, CWISS, Indian Institute of Technology Kharagpur, Kharagpur-721302, West Bengal. Ph: 03222-282501.

The technical bids will be evaluated first and price bids will be opened only in respect of those Vendors, who are found technically qualified after evaluation of Technical Bids. The Technical bids will be opened on 27.04.2018 at 3.30 p.m. in the Office of the Chairman, CWISS, Indian Institute of Technology, Kharagpur, West Bengal, India.

Chairman
CWISS, IIT Kharagpur

Copy to: PIC(Information Cell) – with a request to upload the tender document in the institute website and in the CPP portal

Annexure I

Items to be under CAMC for Rectangular 240 capacity classes (NR-121, NR-122, NR-221, NR-222, NR-321, NR-322, NR-421, NR-422):

	Items	Model	Quantity
1	Epson Projector	EB G6050W	1
2	Sonodyne Line Array Speaker	Align 400S	2
3	Sonodyne Speaker	CA 410	2
4	Kramer AV Controller	WP 501	1
5	Epson Document Camera	ELP - DC11	1
6	TOA Wireless Ceiling Mount Receiver	IR - 510R	1
7	TOA Wireless Wall Mount Receiver	IR - 500R	1
8	TOA Battery Charger	IR200BC	1
9	TOA Wireless Distributor Unit	IR - 700D	1
10	TOA Wireles Tuner	IR - 702T	1
11	Australian Monitor Flush Mount Control Panel	ICON CP	1
12	Australian Monitor DSP Amplifier	AMD200	1
13	Australian Monitor Amplifier	AMIS120P	1
14	Milestone Relay	ML2RLC	1
15	TOA Cordless Mic	IR-200M	2
16	TOA Pendant Mic	IR-300M	1
17	180" Diagonal Motorised Screen	Customised	1
18	Beyerdynamic Gooseneck Mic	GM 305	1
19	Power Socket	MX	1

Items to be under CAMC for Rectangular 120 capacity classes (NR-123, NR-124, NR-223, NR-224, NR-323, NR-324, NR-423, NR-424):

	Items	Model	Quantity
1	Epson Projector	EB G6050W	1
2	Sonodyne Line Array Speaker	Align 400S	2
3	Kramer AV Controller	WP 501	1
4	Epson Document Camera	ELP - DC11	1
5	TOA Wireless Ceiling Mount Receiver	IR - 510R	1
6	TOA Wireless Wall Mount Receiver	IR - 500R	1
7	TOA Battery Charger	IR200BC	1
8	TOA Wireless Distributor Unit	IR - 700D	1
9	TOA Wireles Tuner	IR - 702T	1
10	Australian Monitor Flush Mount Control Panel	ICON CP	1
11	Australian Monitor DSP Amplifier	AMD200	1
12	Milestone Relay	ML2RLC	1
13	TOA Cordless Mic	IR-200M	2
14	TOA Pendant Mic	IR-300M	1
15	120" Diagonal Motorised Screen	Customised	1
16	Beyerdynamic Gooseneck Mic	GM 305	1
17	Power Socket	MX	1

Items to be under CAMC for Circular 120 capacity classes (NC-141, NC-142, NC-131, NC-132, NC-241, NC-242, NC-243, NC-244, NC-231, NC-232, NC-233, NC-234, NC-341, NC-342, NC-343, NC-344, NC-331, NC-332, NC-333, NC-334, NC-441, NC-442, NC-443, NC-444, NC-431, NC-432, NC-433, NC-434):

	Items	Model	Quantity
1	Epson Projector	EB G6050W	2
2	Sonodyne Line Array Speaker	Align 400S	2
3	Kramer AV Controller	WP 501	1
4	Epson Document Camera	ELP - DC11	1
5	TOA Wireless Ceiling Mount Receiver	IR - 510R	1
6	TOA Wireless Wall Mount Receiver	IR - 500R	1
7	TOA Battery Charger	IR200BC	1
8	TOA Wireless Distributor Unit	IR - 700D	1
9	TOA Wireles Tuner	IR - 702T	1
10	Austrailian Monitor Flush Mount Control Panel	ICON CP	1
11	Australian Monitor DSP Amplifier	AMD200	1
12	Milestone Relay	ML2RLC	1
13	TOA Cordless Mic	IR-200M	2
14	TOA Pendant Mic	IR-300M	1
15	120" Diagonal Motorised Screen	Customised	1
16	Beyerdynamic Gooseneck Mic	GM 305	1
17	Power Socket	MX	1

Scope of work during Comprehensive AMC for the 44 nos. AV equipped classrooms at Nalanda 1st phase:

1. The Company / ASD shall in the aforesaid period render services and carry out repairs free of cost as and when required.
2. In case no service call is received from the customer the Company / ASD shall endeavour to provide maintenance at least once in a quarter free of cost.
3. Repairs and replacement of spare parts (except lamps, Colour Wheel, Optical Block & LCD panels for Projectors, all remotes, the outer and bottom cabinets and all plastic parts, Screen glass, plastic parts, outer body and rubber component such as cables) are covered in this Annual Maintenance Contract.
4. The repairs and replacement shall be carried out free of cost at the location where the product is originally installed. If required, the Company /ASD will be at liberty to remove the machine to the premises of the Company /ASD for carrying out such repairs and replacements and return the same to the location at its own cost. During this time, a standby machine will have to be provided by Company.
5. Software updates and upgrades except those that are products by themselves, as and when released by OEM to be carried out free of cost. On-site installation and training on upgrades to be done at no additional cost. In the event of software failure or being corrupted, the re-loading of software to be done by the Company at free of cost and within 5 hours of the report of the failure / corruption.
6. In addition to the 24x7 onsite manpower support, Telephone & Video Support from Company, Support personnel should be available on call & will respond to any problem reported on e-mail/telephone/SMS/Whatsapp/video. If the problem cannot be solved via above options within 2- 4 hours of call, Company should send an engineer on site within 2 working days.
7. In case of break down that cannot be resolved on-site , Unit should be replaced / repaired.
8. The services of engineer on site should be rendered on normal working days & Saturdays, during working hours of IIT, Kharagpur
9. Any dispute during the agreement period shall be subject to the jurisdiction of courts in Midnapore town.
10. Deployment of manpower : At least two technical personnel should be available during operation of AV systems in the classes, and as and when required, before and after classes to attend faults.

List of Standby equipments which Company will be maintaining for the above CAMC :

(these assets will be the property of the Company/Bidder)

Items	Qty
1. LCD Projector (Epson EB-G6050W/ G6070W)	: 6 nos
2. Document reader (Epson ELP DC-21)	: 6 nos
3. Screen 180"	: 1 no
4. Screen 120"	: 2 nos.
5. Australian Monitor (ICON CP)	: 4 nos.
6. Video Switcher (Kramer WP 501)	: 4 nos.
7. DSP Amplifier, Australian Monitor (AMD 200)	: 4 nos.
8. Power supply for Australian Monitor (AMD 200)	: 6 nos.
9. Pendant Mic (IR-300M)	: 4 nos.
10. Wireless Tuner (IR 702T)	: 4 nos.
11. Ceiling mount receiver (IR 510R)	: 4 nos.
12. Wall mount receiver (IR 500R)	: 6 nos.
13. Power supply for Document camera	: 4 nos.
14. Power socket	: 4 nos.

BIDDERS WHO ARE INTERESTED TO PARTICIPATE SHOULD MEET THE FOLLOWING MINIMUM ELIGIBILITY CRITERIA:

- (a) Bidder shall have a minimum 5 (five) years of experience in supplying and commissioning and/or rendering maintenance services of **Audio-Visual, Sound and Projection System** in an government organization (at State/National/ International level) as on tender submission deadline. Name, address/contact details of the present and past satisfactory clients to be provided.
- (b) Experience of having successfully installed and commissioned of similar works at any IIT/NIT/Universities/IIM/IISER/Universities or any Institute of National Importance in India during the last 03 (three) years as of tender submission deadline, as per the following details:
 - a. At least two similar completed works and/or rendering maintenance services for similar installations.
- (c) The bidder must have a minimum annual average turnover of Rs. 50 Lakh during the three financial years 2014-15, 2015-16 and 2016-17. All bidders should submit copies of audited Statement of Accounts.
- (d) Proof of Registration of the bidder under relevant law, such as Companies Act, and / or Shops & Establishment Act or Trade License from appropriate authority etc.
- (e) All bidders should submit along with their Tender, copies of PAN Card, GST certificates.
- (f) A certificate (Affidavit) to be signed by MD / CEO of the company that they haven't been debarred or blacklisted for any services, supplies or products dealing in, by any organizations or educational Institute/ University or state/ central government.
- (g) The bidder must submit copies of acknowledgement of Income Tax return for the last three financial years ending 2016-17.

Bidders must submit the documentary proof in support of meeting the minimum eligibility criteria. Simply an undertaking by the Bidder for any item of the criteria shall not suffice the purpose.

GENERAL TERMS AND CONDITIONS

1. **Submission of Bids:** Firms/Agencies/Contractors who are presently rendering their services for maintaining of similar works should submit their Tender under two-parts bid, (Technical and Commercial) in separate sealed envelopes. The price bid is to be submitted in the given format only. A separate sheet of paper may be attached, if required. *Each sheet should be duly signed and stamped.*
2. **Opening of Bids:** The technical bids will be opened and evaluated first and price bids will be opened only in respect of those Firms/Agencies/Contractors who are presently rendering their services for maintaining of similar works, or their authorized dealers/distributors, who have been found technically qualified after evaluation of Technical Bids. The date of opening the Technical bid is mentioned in the Tender Schedule.
3. **Tender Fee :** An amount of Rs. 500/-(Rupees Five Hundred only) as tender fee (non refundable) is to be paid. The payment may be made by Demand Draft in favor of IIT, Kharagpur. Without tender fee quotation will not be accepted. Tender fee should be enclosed with the Technical Bid documents.
4. **Ernest Money Deposit :** An amount of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft or BG is to be enclosed along with the bid. The EMD will be in favor of IIT Kharagpur. The validity of EMD should be 06 months from the date of submission of bid. Any bid without EMD will not be considered. EMD should be enclosed with the Technical Bid documents.
5. **Persons/ Officer signing:** The person attending the bid opening session should be delegated by the company. Only two persons on behalf of each Company will be allowed to participate/attend the Bid opening session with authorization letter.
6. **Validity Period:** Bids shall remain valid for acceptance for a period of **four months** (120 days) from the date of opening of Price Bids.
7. **Late Tenders:** Tender received after due date and time of submission as mentioned shall not be accepted.
8. **Price:** Price may be quoted in Indian Rupees only.
9. **Rejection of Bid:** A bid submitted with false information will not only be rejected but the vendor may also be debarred from participation in the future tendering process.

10. **Conditional Offer:** Conditional bids will not be accepted on any ground and shall be rejected straightway. If any clarification is required, the same should be obtained before submission of the bids.
11. **Awards of Contract:** IIT Kharagpur shall award the contract to the successful bidder whose quotation has been determined to be substantially responsive and determined as the lowest evaluated quotation, provided further that the bidder is determined to be qualified to perform the contract satisfactorily.
12. **Period of Contract :** Initially for a period of 1 year, extendable as per clause of the tender document and terms & conditions for another 2 years based on performance as judged by the end user/IIT Kharagpur. However, the bidder shall quote for a period of 1 year. The price quote should be exclusive of taxes & duties. All taxes & duties should be mentioned separately.
13. **Price Escallation :** For 1st year payment will be made as per the quoted price of the vendor, however for subsequent years the price will be escalated as follow:

The rates may be reviewed by IIT Kharagpur after one year considering proper justification and All India Consumer Price Index as per the following:

After one year, the rates will escalate / de-escalate on the basis of All-India Average Consumer Price Index (ACPI) for Industrial Workers (Base 2001=100) as published by the Labour Bureau, Govt. of India as per the following formula:

$$P = PO * Y/X$$

PO = Rate as per contract fixed for the current year of contract

P = Rate payable for a given month in the subsequent year

X = ACPI for current year of contract (mean of the twelve monthly indices of the previous contract year).

Y = ACPI as published for the month for which the first revised bill will be raised.

For example, to calculate the rate for the entire year (2nd Year), x will be the annual average ACPI over 2017 while y will be the ACPI for January 2018. This revised rate (P) will be valid for all 12 months of 2nd Year and so on.

The service provider shall abide by the reviewed decision of IIT Kgp Authority.

14. **Payment Terms :**

Option A : Quarterly payment will be made on successful maintenance after each quarter on submission of Quarterly bill duly certified by The Chairman, CWISS after each quarter.

Or

Option B : 50 % advance payment (half yearly basis) on submission of 50% of Bank Guarantee of the total purchase/work order value from any Nationalized Bank in India valid for a period of 15 months(12 months duration + 3 months liability period)

from the date of starting of AMC on submission of Proforma Invoice(PI). After six month from the starting date of AMC, adjustment bill duly certified by the Chairman, CWISS to be submitted for the adjustment of previous 50% advance along with the PI for the next 50% advance.

15. **Submission of Rate:** The quoted rates must be in Indian Rupees and it should be all inclusive as per **Annexure VI**

16. **Jurisdiction:** All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction of Midnapore Court. Acceptance to this effect is also necessary at the time of opening of Technical Bid.

17. **Bid:** Bid once submitted shall be the property of IIT Kharagpur and shall not be returned to the vendor at any time, under any circumstances.

18. **Canvassing:** Canvassing in any form not only invites disqualification in this tender but may also result in debarring the vendor from participation in the future tendering process.

19. **Authority:** The Institute may accept or reject any or all the bids in part or in full without assigning any reason and does not bind itself to accept the lowest bid. The Institute at its discretion may change the quantity/upgrade any item or part thereof at any time before placing the AMC Work Order. In the case of any dispute, the decision of the Director of this Institute shall be final and binding on the Bidders.

20. **Change of date:** In case the due date for opening of tender happens to be a holiday, the same will be opened on the next working day. The timings will however remain unchanged. Please note that the institute remains closed on Saturdays & Sundays and holidays as per list displayed on Institute website.

21. **Correspondence:** All Tenders (unless otherwise specified) are to be submitted/handed over to **The Chairman, CWISS, Indian Institute of Technology, Kharagpur**. For any query pertaining to this Bid document correspondence may be addressed to:-**The Chairman, CWISS, IIT, Kharagpur 721302** [ph.: 91-3222-282501]

(Signature of Bidder)

(Seal of the Company with Date)

FORMAT FOR PRICE BID

[To be submitted by the firms/agencies/contractors in their Letter Head]

Tender No.....Date:.....

Name of the Firm/ Bidder:

Address:.....

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Phone/Fax/Mobile:.....

Email:.....

Rate Quoted: Rates to be quoted separately for each items (All inclusive)

Sl. No.	Name & Description	Quantity	Unit Price for maintenance of different types of rooms in Rs	GST Indicating %	Total Price in Rs.(All inclusive)
1.	Rectangular 240 capacity	8 nos	a	b	8x(a+b)
2.	Rectangular 120 capacity	8 nos	a	b	8x(a+b)
3.	Circular 120 capacity	28 nos	a	b	28x(a+b)
Grand Total (in figure)					
Grand Total (in Words)					

Signature of the Authorized Signatory

Seal of the Bidder/ Firm

Place & Date

Note: The price bid is to be submitted in the given format only. A separate sheet may be attached, if required. Each attached sheet should be duly signed.

DOCUMENTS TO BE SUBMITTED

[All pages of the technical bid must be serially numbered and the index page should clearly mention page number(s) against each item]

1. One copy of tender document with each page signed and stamped.
2. Price Bid should be submitted as per Format only [Annexure-VI]
3. Current income tax clearance certificate.
4. Attested photocopies of PAN Card, GST Registration papers.
5. Attested photocopies of AMC Work Order, AMC previously served.
6. A Certificate to be signed by MD/CEO/authorized signatory of the company that they have not been debarred or blacklisted for any services, supplies or products dealing in, by any organization or educational institutes/ universities.