



INDIAN INSTITUTE OF TECHNOLOGY
KHARAGPUR – 721 302

TENDER ENQUIRY FORM
INDIAN INSTITUTE OF TECHNOLOGY
Kharagpur – 721302

Gram : TECHNOLOGY KHARAGPUR
Phone: (03222) 283614

Enquiry No.: [IIT/KGP/SANDHI/MUSIC-Video_EQ/OTG/2018-19/02](#)

Date: 27.12.2018

Sub : Purchase of Various types of Video Equipment

Indian Institute of Technology Kharagpur, an Institute of National Importance, invites sealed two part bids from reputed Original Equipment Manufacturers (OEM)/Dealers or their authorized certificate holders for purchase of various types of video equipment for setting up a music class room and laboratory for classical and folk arts initiative of SANDHI at IIT Kharagpur.

Interested vendors are requested to send their sealed bids as per Technical Specifications (Annexure-I), Minimum Eligibility Criteria as per Annexure – II and General Terms & Conditions (Annexure-III), along with details in the Technical Bid Document (Annexure-V) and signed Declaration (Annexure-IV) under a Two cover-Bid System. Price bid should be submitted as per ANNEXURE – VI for all the items. The Vendors must submit the price bid separately. **Kindly refer the Institute website www.iitkgp.ac.in [Link: Tenders] and on Central Public Procurement Portal (<https://eprocure.gov.in>) for full tender details. Any Addendum/Corrigendum shall only be published on the Institute Website and CPP Portal.**

Interested vendors are requested to submit two sealed envelopes containing Technical Bid (Envelope -I) and Commercial Bid (Envelope –II) placed in a larger sealed envelope super-scribing with reference number (Tender Notice No. [IIT/KGP/SANDHI/MUSIC-Video_EQ/OTG/2018-19/02](#) Dated1/1/2019) to the Office of the Prof. Priyadarshi Patnaik, Department of Humanities and Social Sciences, Indian Institute of Technology Kharagpur, P.O.Kharagpur Technology, PIN:721 302 **on or before 22 January, 2019 at 3:00 pm.**

The technical proposals submitted by the OEM/Dealers or their authorized certificate holders will be evaluated first by a technical committee and the price bids submitted by only the technically qualified OEMs/vendors will be opened for price comparison.

The Technical bids will be opened on **22 January, 2019 at 04.00 p.m.** in the Office of Prof. Priyadarshi Patnaik, Department of Humanities and Social Sciences, IIT Kharagpur.

Yours faithfully,

Prof. Priyadarshi Patnaik
Department of Humanities and Social Sciences
IIT Kharagpur

ANNEXURE – I

Technical Specifications

Sl. No.	Description	Qty	Specification	Make/Model
1.	HD Professional Camcorder	2	Imaging device : ≥ 1 inch single solid state MOS sensor Optical zoom : $\geq 12x$ Video resolution : FHD up to 30 fps or better Effective picture elements : 14.2 Megapixels Built-in optical filters : Off, $\frac{1}{4}$, $\frac{1}{16}$, $\frac{1}{64}$ Focal length : 9.3 mm to 111.6 mm or better Digital zoom : 48x or better Video recording format : MPEG-4 AVC/H.264 4:2:2 or better Video output : 3G/HD-SDI and HDMI Audio input : 2x XLR Recording media : SD memory card, No. of slots – 2 LCD monitor : 3.5 inch Focus : Auto/Manual selectable White balance : One push and auto selectable between 2300 – 15000K Gain : -3 dB to 33 dB (adjustable in steps), AGC Other features : Remote monitoring/operation through Wi-Fi connectivity Accessories : Camera mount shotgun condenser mic (in case this not included in the camera), camera carrying case, rechargeable battery and charger	
2	HD Video Production Switcher	1	No. of inputs : $\geq 2x$ HD-SDI and 1x HDMI (HDCP compliant) No. of outputs : $\geq 1x$ HD-SDI (PGM) and 1xHDMI (Multi-view) (HDCP Compliant) Video Input formats : Up to 1080p 50/60 fps (HD-SDI), UXGA/WUXGA (HDMI) Video Output formats : Up to 1080p 50/60fps Video processing : 4:2:2 (Y/Pb/Pr), 8-bit Video effects : Transition – Cut, Mix, Wipe; Composition – PinP, Split, DSK (Luminance Key, Chroma Key) Audio inputs : HDMI, HD-SDI, RCA and Stereo mini jack. Audio processing : Linear PCM 24 bits/48 KHz Multi-viewer : Multiviewer facility with the source labeling and audio metering	
3	LED TV	1	Size : 22 inch or larger Resolution : Full HD (1920x1080) Input interface : 2x HDMI Mounting: Table top.	
4	AV Recorder	1	Video format supported : Up to 1080p 24 Hz Video input : $\geq 1x$ HD-SDI Monitoring output : $\geq 1x$ HD-SDI, 1x HDMI Audio output : 3.5 mm phone jack Storage medium : SSD/HDD Recorded file format : MXF, MOV Video recording bit rate and sampling : Up to 120 Mbps (in steps) 4:2:2 Audi recording format : Uncompressed PCM	

			<p>Built-in display : \geq 10 inch monitor with audio level indicator</p> <p>Timecode in/out : Yes</p> <p>External Sync/Genlock : Black Burst & Tri-level w/loop thru</p> <p>Content protection : Up to last second before power failure</p> <p>Accessories: HDD of 500 GB capacity (recorder compatible) or SSD with associated cable for transfer of content to PC through USB.</p>	
5	Audio Video Embedder	1	<p>Video input : SDI</p> <p>Audio input : ¼ inch TRS connector</p> <p>No. of analog audio channels : 4</p> <p>Embedded output : SDI</p>	
6	LED TV	1	<p>Display type : LED</p> <p>Screen size : 75 inch</p> <p>Resolution : Full HD (1920x1080)</p> <p>Connectivity : \geq 2x HDMI, 2xUSB</p> <p>Audio : Dolby digital/DTS Surround (10+10) Watts</p> <p>Mounting : Wall mount</p>	
Total		7 Nos.		

NOTE: **Compliance List:** The proposal be properly indexed and a compliance list against the technical specifications should be provided.

ANNEXURE - II

MINIMUM ELIGIBILITY CRITERIA:

1. The bidder must submit copies of acknowledgement of Income Tax return for the last three financial years.
2. All bidders should submit along with their tender Copies of PAN Card, GST Registration.
3. 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.
4. Mention the name of the Bank with address, CBS Account no. and IFSC Code of the Bank
5. A Tender Fee of Rupees One Thousand (₹ 1,000/-) (Non-refundable) and Earnest Money Deposit (EMD) of Rupees Fifty Thousand (₹ 50,000/-) (refundable) must be submitted.

The bidders should enclose system generated self-attested copy of RTGS/NEFT/ECS confirmation slip with UTR No. as proof of deposit of Tender Fee and EMD. EMD of unsuccessful vendor(s) shall be refunded once the process of technical and price bid opening is completed. In case of successful vendor(s) the said amount will be refunded after complete execution of the purchase order.

6. Item wise compliance statement of all the specifications of the video equipment.
7. 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.

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. All the documentary proof must be listed on the letter head, to be submitted with the Technical document.

GENERAL TERMS AND CONDITIONS:

1. Important Dates

- Last Date of Submission of Sealed Bids: **22.01.2019, 03-00 PM** in the Office of the the Prof. Priyadarshi Patnaik, Department of Humanities and Social Sciences, IIT Kharagpur
- Date of opening of the Technical Bids: **22.01.2019, 04-00 PM**
(In the Office of the Prof. Priyadarshi Patnaik, Department of Humanities and Social Sciences, IIT Kharagpur.)

2. **Payment Terms:** 90% Payment shall be made after successful completion of the work duly certified by the concerned Head of the Department. Balance 10% may be released against submission of Performance Bank Guarantee to the tune of 10% of the total purchase order value. The Performance Bank Guarantee shall be issued from any Nationalized Bank, validity of which shall be one year plus 90 days drawn on any commercial bank

No advance/mobilization support, is payable against supply of stores. In the event of failure to deliver the stores beyond the specified date, liquidated damages @ 1% per month or part thereof in respect of the value of stores will be deducted, subject to a maximum of 5%; alternately the order will be cancelled and the undelivered stores purchased from elsewhere at the risk and expense of the vendor.

3. **Warranty/Guarantee:** One (01) year OEM warranty, from the date of successful completion of the Work.
4. **Completion of the Work:** The work should be completed within 30 days from the date of receipt of the Purchase Order.
5. **Tender Fee:** An amount of Rs.1,000.00 (Rupees one thousand only) as tender fee (non refundable) is to be paid. The payment shall be made by Demand Draft from any Nationalized Bank and paid in favor of "Indian Institute of Technology Kharagpur", payable at Kharagpur or in the ESD Bank Account of Indian Institute of Technology Kharagpur through ECS/RTGS/NEFT transfer details given bellow. **Bids without Tender will not be accepted. This should be enclosed separately in an envelope and stapled with the Technical Bid document.**
6. **Earnest Money Deposit (EMD):** An amount of Rs.50,000.00 (Rupees Fifty Thousand only) shall be paid by Demand Draft from any Nationalized Bank and paid in favour of "Indian Institute of Technology Kharagpur", payable at Kharagpur or in the ESD Bank Account of Indian Institute of Technology Kharagpur through ECS/RTGS/NEFT transfer details given bellow. **Any bid without EMD will not be considered.** This will be refunded to the unsuccessful vendors once the process of technical and price bid opening is complete. The EMD of vendor getting the purchase order will be refunded after complete execution of the purchase order. No interest is payable on refunds. EMD shall be forfeited if the selected vendor accepts the supply order, but is unable to execute the same. **E.M.D. should be enclosed separately in an envelope and stapled with the Technical Bid document.**

. The Bank details are:

- | | | |
|---------------------|---|-------------------|
| i. Name of the Bank | - | SBI IIT Kharagpur |
| ii. Account No. | - | 10224331218 |
| iii. IFS Code | - | SBIN000202 |
| iv. MICR Code | - | 721002103 |
| v. SWIFT Code No. | - | SBININBB339 |

7. **Price:** The price shall be **quoted in Indian Rupees only**, on free delivery at site basis. This shall be inclusive of all taxes, and Inter-state transit Way Bill (Form-50) will be issued only to the selected bidder as may be mentioned in the Purchase Order.
8. **Bid:** Technical Bid and Price Bid should be submitted in two separate sealed envelopes quoting reference number on the top of the envelope. Tender Fee, EMD and signed declaration should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents. **The OEMs may submit the bid directly, for other vendors original authorization certificate from OEM/fabricator is required to be enclosed.**
9. **Acceptance of Tender:** The Authority of IIT Kharagpur reserves the right to reject any or the entire tender bids received without assigning any reason thereof.
10. **Extra Features:** If the bidder provides any other extra features on the work which are not mentioned in the tender product specifications, then that shall be highlighted in clear terms, with documentary evidence/literature.
11. **Compliance List:** The proposal be properly indexed and a compliance list against the technical specifications should be provided.
12. The OEM should be an ISO or equivalent certified company. Relevant documents in connection with the certificate shall be enclosed.
13. **Conditional Offer** will not be accepted.
14. **Period of Validity:** Bids shall remain valid for acceptance for a period of **120 days** from the date of opening of the price bid.
15. The benefit of downward prices (revision on account of budget/financial policy, tax revision, etc.) should be given to IIT Kharagpur by the selected OEM/vendor.
16. **Past Performance of the Vendors will be judged at the time of Technical Evaluation.**
17. **The Institute does not bind** itself to offer any explanation to those bidders whose technical bids have not been found acceptable by the Technical Evaluation Committee of the Institute.
18. IIT Kharagpur is registered DSIR, Govt. of India. GST rate for scientific goods is 5% as per the Notification No. 47/2017-Integrated TAX (Rate) dated 14th November, 2017. Necessary certificate in this regard will be issued as per requirement and on request of successful bidder.
 - a. Customs Duty exemption (in terms of Notification no 51/96-Customs Dt. 23.07.1996)
 - b. Concessional GST (in terms of Notification no 47/2017-Integrated TAX (Rate) Dt. 14.11.2017 and Notification No. 45/2017-Central TAX (Rate) Dt. 14.11.2017)
19. **Bidders should** enclose the following documents:
 - (i) Certificate of Registration / Trade License
 - (ii) Attested copy of PAN card, GST registration papers
 - (iii) IT returns for the last three years
 - (iv) Name and address of past satisfactory supplies to whom such items/stores have been supplied should be mentioned in the technical bid.
 - (v) Copy of product literature technical leaflet, wherever applicable for which the prices have been quoted should invariably be enclosed
 - (vi) Signed copy of the tender document, with company seal, agreeing to the terms & conditions and declaration

20. **All tenders are to** be submitted or handed over to the Office of the **Prof. Priyadarshi Patnaik, Department of Humanities and Social Sciences, IIT Kharagpur** and acknowledgement to be obtained. The bids (technical and price bids) once submitted shall be the property of the Institute and shall not be returned to the vendor in future.
21. **The person/officer signing** the tender/bid documents should be delegated with an appropriate Power of Attorney (duly endorsed by a Notary Public) by the Chief Executive Office/Managing Director of the Company to sign such documents.
22. **Opening of Price Bids** : The Price Bid(s) of only those vendor(s) who are found technically qualified will be opened and the same will be opened before the technically qualified vendor(s). **The date for opening of price bids will be notified separately.**
23. Tenderer or his/her authorized representative (with proper authorization letter for opening of technical bids and also for opening of price bids) may choose to be present at the time of opening of Technical Bids/Price Bids.
24. **IMPORTANT**
- (i) A bid submitted with false information will not only be rejected but also the vendor will be debarred from participation in future tendering process.
 - (ii) The OEMs/Vendors need to submit a certificate during opening of technical bids that they are not currently debarred or blacklisted in IIT Kharagpur for any supplies, products or services, or at present in any national organization or educational institute/university.
 - (iii) In case of any dispute, the decision of the Director of this Institute shall be final and binding on the bidders.
 - (iv) For any query pertaining to this bid document, correspondence be addressed to:
**Prof. Priyadarshi Patnaik,
Department of Humanities and Social Sciences
Indian Institute of Technology, Kharagpur-721 302
[Ph.: +91 - 3222 – 283614; Email: bapi @ hss.iitkgp.ernet.in]**
 - (v) In case the due date for submission and opening of tender happens to be a holiday, the same will be on the next working day. The timings will however remain unchanged. Please Note that the Institute remains closed during Saturdays & Sundays
 - (vi) If the material or finished work is not found acceptable, the Manufacturer shall arrange for the replacement of materials required for re-executing the work as per contract.

Bidders must submit the documentary proof in support of meeting the general terms and conditions. Simply an undertaking by the Bidder for any item of the criteria shall not suffice the purpose. All the documentary proof must be listed on the letter head, to be submitted with the Technical document.

DECLARATION

ANNEXURE - IV

1. I, ----- Son / Daughter of Shri -----
----- Proprietor/Partner/CEO/MD/Director/ Authorized Signatory of
M/s. ----- am competent to sign this declaration and execute this
tender document.

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my
acceptance of the same.

3. The information/ documents furnished along with the above application are true and authentic to the
best of my knowledge and belief.

4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated
document would lead to rejection of my tender at any stage besides liabilities towards prosecution under
appropriate law.

5. Each page of the tender document and papers submitted by my Company is authenticated,
sealed and signed, and I take full responsibility for the entire documents submitted.

Signature of the Authorized Person

Date :

Full Name :

Place :

Company Seal :

TECHNICAL BID DOCUMENT

FORMAT TO BE FILLED BY THE OEM OR AUTHORIZED VENDORS FOR SUBMITTING TENDER FOR PURCHASE OF VARIOUS TYPES OF VIDEO EQUIPMENT

1. Name of the Tenderer :
2. Status of the Tenderer :
(attach documents, if registered
company/partnership/propriety ship)
3. Details of key top official/authorized official :
(attach details)
4. Details of tie-ups supply/services, if any :
(attach details, agreements)
5. Income Tax of previous three assessment :
year (copy)
6. Current list/address of clients where similar material :
has been supplied and successfully working
7. Name and address of Vendor's bankers details
8. Income Tax Permanent A/c No. (Attach copy) :
9. GST registration No. (attach copy) :
9. Details of EMD and Tender Fee :
10. Compliance statement (Attached) : Yes/No

Certified that all above information are correct to the best of my/our information, knowledge and belief.

Dated signature & seal of the OEM/Vendor

NOTE : This is to be submitted in a separate sealed envelope super scribing "TECHNICAL BID", Notice inviting **Tender Notice No. with date** and name of the bidder. All technical documents like literature, catalogues etc., are to be put in the same envelope. Price bid of that company/firm only will be opened which do technically qualify, for further consideration. **Attach all relevant documents duly signed and sealed.**

ANNEXURE - VI

FORMAT FOR PRICE BID

(TO BE SUBMITTED BY THE BIDDER IN HIS OWN LETTER HEAD)

Sl. No.	Description	Qty	Unit Price	GST	Total in INR (FOR IIT KHARAGPUR)
1.	HD Professional Camcorder	2			
2.	HD Video Production Switcher	1			
3.	LED TV 22"	1			
4.	AV Recorder	1			
5.	Audio Video Embedder	1			
6.	LED TV 75"	1			
7.	Other charges (if applicable)				
Grand Total					

Place :

Date :

Signature & Seal of the Bidder

NOTE:

IIT Kharagpur is registered DSIR, Govt. of India. GST rate for scientific goods is 5% as per the Notification No. 47/2017-Integrated TAX (Rate) dated 14th November, 2017. Necessary certificate in this regard will be issued as per requirement and on request of successful bidder.

- a. Customs Duty exemption (in terms of Notification no 51/96-Customs Dt. 23.07.1996)
- b. Concessional GST (in terms of Notification no 47/2017-Integrated TAX (Rate) Dt. 14.11.2017 and Notification No. 45/2017-Central TAX (Rate) Dt. 14.11.2017)