



**INDIAN INSTITUTE OF TECHNOLOGY
KHARAGPUR – 721 302**

No. IIT/KGP/PURCHASE/DD/AV/2017-18

Date: 06th December, 2017

Sub : Procurement of AV Equipment at IIT Kharagpur

Indian Institute of Technology Kharagpur, an Institute of National Importance, invites sealed two part bids from the vendors for **Supply and Installation of AV Equipment in the Office of Deputy Director , IIT Kharagpur on TURN KEY BASIS**. The estimated cost is Rs. 4 lakhs(Approx) (all inclusive).

Technical Specification as per Annexure – I ,Eligibility Criteria as per Annexure – II, Technical bid Document as per Annexure – III ,Signed & Stamped Declaration - Annexure – IV, General Terms & Conditions as per Annexure – V under a Two-Bid System and price bid format as per Annexure VI enclosed.

Interested vendors are requested to submit two sealed envelopes containing Tender Fee of Rs.500/- & EMD amount of Rs.10,000/- (Envelope-I), Technical Bid (Envelope-II) and Commercial Bid (Envelope–III) placed in a larger sealed envelope super- scribing with reference number (**Tender Notice No. IIT/KGP/PURCHASE/DD/AV/2017-18 Date: 06th December, 2017**) to the Office of the Joint Registrar, Stores and Purchase Section, Indian Institute of Technology Kharagpur, P.O. Kharagpur Technology, PIN:721302, West Bengal, INDIA **on or before 27th December , 2017 at 3:00 p.m.**

The technical bid submitted by the Vendors will be evaluated first by a technical committee and the price bids (as per Annexure – VI) submitted by the technically qualified vendors will be opened for price comparison.

The Technical bids will be opened on 27th December, 2017 at 4:00 p.m. in the Office of Joint Registrar, Stores & Purchase Section, IIT Kharagpur.

**Joint Registrar
(Stores & Purchase Section)
For Director, IIT Kharagpur**

To,

1. Institute Website
2. CPP Portal
3. Internal Notice Board

Technical Specification

ANNEXURE-I

Description	Quantity
<p>1. Integrated Web Conferencing System for large meeting rooms The system should comprise integrated PTZ Camera and Speakerphone in one unit with necessary interconnect hub and cables and meeting the following specifications:</p> <p>a) <u>PTZ Camera</u></p> <ul style="list-style-type: none">• Video resolution : Full HD 1080p with onboard UVC and H.264 SVC• Optical zoom : ≥ 10X• Pan : ≥ 260 degree, Tilt : ≥ 130 degree• Field of view : ≥ 90 degree• Focus : Auto• Camera Control : From remote or console (both local and far end)• Presets : ≥ 5• Mounting arrangement : Standard tripod thread. <p>b) <u>Speakerphone</u></p> <ul style="list-style-type: none">• Full duplex speakerphone with acoustic echo cancellation and noise suppression.• LCD display unit for caller ID, call duration and other functions• Indicators for speakerphone streaming, mute, hold and Bluetooth wireless pairing• Touch controls for call answer/end, volume and mute, camera PTZ <p>Microphone : Pickup range : Omni-directional ≥ 20 feet diameter range Speakers : Output : ≥ 91 dB SPL</p> <p>c) <u>Compliance</u> USB 2.0 compliant UVC compliant and optimized for Skype, Cisco Jabber, WebEx</p> <p>d) <u>Accessories</u></p> <ul style="list-style-type: none">• Expansion microphones : 2 Nos.• Camera wall mount : 1 No.• Extension cable : 10 meter extended DIN cable from OEM <p>e) Make and model : Logitech Group or substantially equivalent</p>	1 No.
<p>2. 55 Inch LED TV</p> <ul style="list-style-type: none">• Screen size : 55 inch• Display resolution : 1920x1080• Technology : LED• Aspect ratio : 16:9• Interfaces : HDMI x 2, USB : 2• Wi-fi connectivity : Wireless LAN built-in• Audio output : 10W + 10W• Mounting : Tilt swivel wall mounting kit• Make : Sony/Panasonic/Samsung/LG or substantially equivalent	1 No.
<p>3. Analog Audio Conference Phone</p> <ul style="list-style-type: none">• Network interface : 2-wire RJ-11 analog PBX or PSTN	1 No.

<ul style="list-style-type: none"> • Display : 132x65 backlit graphical LCD • Caller ID : Support for multiple caller ID standards like ETSI, DTMF etc. • Phone book : Up to 25 entries • Keypad : 12-key telephone keypad with on-hook/off-hook, conference, nute, volume up/down keys, menu, navigation keys. • Console speaker response : 300 Hz to 3300 Hz, Volume level : Adjustable up to 94 dBA SPL volume at 0.5 meters. • Console microphones : 3 cardioid microphones with frequency response 300 Hz to 3500 Hz, audio pick-up range of 10 feet and dynamic noise reduction • Interface : 2 EX microphone connections and RCA auxiliary audio jack. • Accessories : 2 cardioid extension microphones 300 Hz – 3500 Hz • Make and model : Polycom Soundstation 2 Expandable or substantially equivalent 	
<p>4. Wireless Full HD Presentation System</p> <ul style="list-style-type: none"> • Output resolution (HDMI) : 1080p • Supported OS : Windows 7, 8, 10, Mac OS, Android, iOS • Connectivity : True plug and play type without installation of any software • Wireless coverage : ≥ 10 meters • Interface : HMDI • No. of simultaneous connections : ≥ 4 • Make – WePresent/BenQ/Barco/Crestron or substantially equivalent 	1 No.
<p>5. Accessories & Installation:</p> <ol style="list-style-type: none"> a) Mini Display Port to HDMI Converter – 1 No. b) Display port to HDMI Converter - 1 No. c) High speed HDMI flat cable (5 Meter) – 1 No. Make (Items 5(a)-(c)) : Extron/Crestron/AMX/Kramer or substantially equivalent d) Installation of the entire system 	1 No.

MINIMUM ELIGIBILITY CRITERIA:

- (a) Bidder shall have a minimum 5 (five) years of experience in supplying and commissioning of the similar work in any Educational Institute/Government/Semi Government/Autonomous Institute as on tender submission deadline. Name, address/contact details of the present and past satisfactory clients to be provided.
- (b) At least one similar installation work done in last three (03) years as on tender submission deadline.
- (c) 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.
- (d) All bidders should submit the copy of PAN Card, GST Registration Certificate.
- (e) The bidder must submit copies of acknowledgement of Income Tax return for the last three years.
- (f) Filled in declaration as per the Annexure –IV.

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 Tender Document signed and stamped.

TECHNICAL BID DOCUMENT

**FORMAT TO BE FILLED BY THE OEM OR AUTHORIZED VENDORS FOR SUBMITTING
TENDER FOR PROCUREMENT OF AV EQUIPMENT AT IIT KHARAGPUR (TURN KEY BASIS)**

1. Name of the Tenderer(Copy of Registration Certificate/
Trade License) :
2. Status of the Tenderer(attach documents, if
registered company/partnership/propriety ship) :
3. Whether OEM/representing foreign principle
(attach copy of certificate/authorization) :
4. Details of key top official/authorized official with tele links for :
Contact persons (attach details)
5. Details of supply/services
(attach details) :
6. Copies of PAN Card, GST Registration certificate,
IT Return for last three financial years :
7. Copy of product literature, technical leaflet for which prices
have been quoted :
8. Signed copy of the tender document, with company seal :
9. **Details of Tender Fee/EMD - Bank Draft No. and date** :
10. Compliance statement for each component along with
Make & Model :

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 must be submitted in the **“TECHNICAL BID”**.

DECLARATION

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.

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

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

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.

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 : -----

GENERAL TERMS AND CONDITIONS

(1) Important Dates

- **Last Date of Submission of Sealed Bids: 27th December , 2017 at 3:00 p.m.**
(In the Office of the Joint Registrar, Stores & Purchase Section, Indian Institute of Technology Kharagpur)
- **Date of opening of the Technical Bids: 27th December , 2017 at 4:00 p.m.**
(In the Office of the Joint Registrar, Stores & Purchase Section, Indian Institute of Technology Kharagpur)

2.(i) Rate : The rate quoted must be inclusive of installation and all admissible taxes (The format of Price Bid as per Annexure – VI). All the charges like Installation charges etc., as applicable must be shown separately. The stores are required to be dispatched on F.O.R. IIT Kharagpur. The risk of damage or loss in transit if any will be that of the suppliers. Manufacturer's price list, Technical leaflet, samples, catalogue whenever applicable, should invariably be submitted.

(ii) GST: Must be shown separately

(iii) Way Bill: This is issued only on request of the vendor after submitting the Tax Invoice and other necessary details of the waybill.

3. Delivery Period: The stores are required to be delivered/dispatched within 20 days from the date of the purchase order. **No mobilization advance is payable against the Purchase Order.**

4. **Payment Terms:**

90% Payment shall be made after successful installation and commissioning 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 scheduled Bank, validity of which shall be five years plus 60 days drawn on any scheduled bank.

No advance/mobilization support, is payable against supply of stores/works.

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.

5. Quality & Specification of Stores : The stores offered should be of best quality available, unless otherwise specified, conforming strictly to the National/International specification. The Institute reserves the right to reject such stores if found unacceptable on these grounds. The guarantee and warranty offered be specifically mentioned.

6. Period of Validity : A quotation shall remain valid for acceptance at least for a period of 90 days from the date of opening.

7. **Tender Fee:** An amount of Rs.500.00 (Rupees Five Hundred only) as tender fee (non refundable) is to be paid. The payment shall be made by Demand Draft from any Nationalized Bank/Commercial Bank and paid in favour of "Indian Institute of Technology Kharagpur", payable at Kharagpur. **Bids without Tender Fee will not be accepted. This should be enclosed separately in an envelope and stapled with the Technical Bid document.**

8. **Earnest Money Deposit (EMD):** An amount of Rs. 10,000.00 (Rupees Ten Thousand only) in the form of Demand Draft be enclosed along with the bid. The E.M.D. shall be from any scheduled Bank and to be drawn in favour of "Indian Institute of Technology Kharagpur", payable at Kharagpur. The validity of the EMD should be 2 (two) months from the date of issue. **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. 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.**

9. Guarantee/Warranty : **3 years Comprehensive warranty**, from the date of successful installation and commissioning of the system

10. Rejection of Offers : The Institute reserves the right to ignore or reject any offer including the lowest without assigning any reason. The Institute does not bind itself to accept the lowest offer.

11. Dispute : In case of dispute, the matter shall be settled mutually, failing which the decision of the Director, IIT Kharagpur.

12. **All tenders are to** be submitted or handed over to the office of **Joint Registrar (Stores & Purchase Section), IIT Kharagpur.** 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.

13. **The person/officer signing** the tender/bid documents should be delegated with an appropriate authority.

14. **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.**

15. 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

16. **IMPORTANT**

1. A bid submitted with false information will not only be rejected but also the OEM/vendor will be debarred from participation in future tendering process.
2. 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.

3. In case of any dispute, the decision of the Director of this Institute shall be final and binding on the bidders.
4. For any query pertaining to this bid document, correspondence be addressed to

Joint Registrar (Stores & Purchase Section)
Indian Institute of Technology Kharagpur, Kharagpur-721 302
[Ph: 03222-282210, 282216]

In case the due date for opening and submission of tender **happens to be a holiday, the same will be happened on the next working day.** The timings will however remain unchanged. **Please Note that the Institute remains closed during Saturdays & Sundays.**

NOTE : If the material or finished work are not found acceptable, the Manufacturer shall arrange for the replacement of materials required for re-executing the work as per contract.

FORMAT FOR PRICE BID

Sub. : Procurement of AV Equipment at IIT Kharagpur
(Tender No. IIT/KGP/PURCHASE/DD/AV/2017-18 Dated 06th December, 2017)

Sl. No.	Description	Quantity	Unit Cost	GST	Total Amount
	1. Integrated Web Conferencing System for large meeting rooms a) PTZ Camera b) Speakerphone c) Compliance (as indicated in Annexure – I) d) Accessories	1 Set			
	2. 55 Inch LED TV	1 No.			
	3. Analog Audio Conference Phone	1 No.			
	4. Wireless Full HD Presentation System	1 No.			
	5. Accessories & Installation	1 No.			
Total Amount (In Figure):					

Total Amount (in words) : _____

Date :

 Signature & Stamp of the Authorized
 Person of Bidder