



**HIGHER EDUCATION DEPARTMENT
GOVERNMENT OF ODISHA**

Tender Document

For

**Supply, Installation, Testing & Commissioning of Audio
Conferencing System at Conference Hall, Text Book
Bureau's office**

Tender Document No: 01/2018/ RUSA

Dated: 06/08/ 2018

Issued by;

State Project Director-RUSA
Higher Education Department,
Pustak Bhawan (2nd Floor), A-11, Suka Vihar,
Bhubaneswar-751022

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SCHEDULE OF TENDER

Tender No.	01/2018/RUSA
Name of the tender issuer	Joint Secretary to Govt.–cum –SPD-RUSA, Higher Education Department, Govt. of Odisha, Bhubaneswar
Scope of Work	Supply, Installation, Testing & Commissioning of Audio Conferencing System at Conference Hall, Text Book Bureau's office at Pustak Bhawan (2nd Floor), A-11, Suka Vihar Bhubaneswar-751022
Quantity to be supplied	As per Annexure-1
Location of Supply & Installation	Conference Hall, Text Book Bureau's office at Pustak Bhawan (1st Floor), A-11, Suka Vihar, Bhubaneswar-751022
Cost /fee of Tender Documents	<ul style="list-style-type: none">• Tender document is free of cost.• Tender documents can be downloaded from Government of Odisha, Higher Education Department's website i.e. www.dheodisha.gov.in
Earnest Money Deposit	Earnest Money Deposit of Rs 5,000/- (Rupees five thousand only)
Date of issue of tender document	06.08.2018
Date of Pre Bid clarification meeting	10.08.2018 at 11:00 A.M
Last Date for Submission of Bids	27.08.2018 by 04:00 P.M
Date of Opening of Technical Bids	30.08.2018 at 11:00 A.M
Date of Price Bid Opening	04.09.2018 at 11:00 A.M
The sealed Envelope should be addressed to	Joint Secretary to Govt.–cum–SPD, RUSA, Pustak Bhawan (2nd Floor), A-11, Suka Vihar, Bhubaneswar - 751022
Contact Officer	In case of any clarification you may contact: 0674-2545484 E Mail: oshec@gmail.com

ELIGIBILITY CRITERIA

The bidders who are desirous for above work require fulfilling the following conditions:

- 1) Must be registered under GST Act.
- 2) Must have average annual turnover for the last three years i.e. 2014-15,15-16, & 16-17 should not be less than Rs 30 Lakhs. The bidder must submit copy of audited balance sheet and profit & loss account certified by the Chartered Accountant along with the acknowledgement of Income tax return as a proof in the Technical bid.
- 3) Should not have been blacklisted by any State Govt. / Central Govt. / PSU in India. A self declaration is required as per **Annexure IV**.
- 4) Experience of having successfully completed similar* jobs during last 3 years (as of 31.07.2015 - 31.07.2018) as follows:-

One similar* completed work costing not less than Rs 4 Lakhs

OR

Two similar* completed works each costing not less than Rs 2.5 Lakhs

OR

Three similar* completed works each costing not less than Rs 2 Lakhs

***Similar work – Supply, Installation, Testing and Commissioning of Audio Conferencing Systems at Conference Rooms / Auditoriums of any Government /Private office.**

The bidder is required to submit the work order

- 5) Must have a valid PAN.

BID SUBMISSION

Steps to be followed for submission of bid:

1. The bid shall be submitted in three parts, the EMD, Technical Bid & the Price Bid.

i) **Earnest money Deposit (EMD):** Bidder has to submit EMD of Rs 5,000/- (Rupees Five Thousand Only) in the form of Demand draft / Banker's Cheque / Pay Order drawn in favour of “**ODISHA STATE HIGHER EDUCATION COUNCIL**” payable at Bhubaneswar. The EMD should be sealed in one envelope marked as “EMD”.

Earnest Money Deposit will not carry any interest. The EMD of unsuccessful bidders will be refunded on acceptance of the work order by the successful bidder. The EMD of successful bidder will be returned on submission of performance security.

The bid not accompanying EMD is liable to be rejected.

ii) **The Technical bid** sealed in another envelope marked as “Technical Bid” and shall contain

- The bidder should supply the items as per technical specification mentioned in **Annexure I**.
- The bidder should Details as per **Annexure II**, duly filled in, signed and complete in all respects. No alteration / modification in the format shall be permitted.
- A self declaration that the tenderer has not been blacklisted by any State Government/ / Central Govt. / PSU in India as per **Annexure IV**.
- Audited balance sheet and profit & loss account along with copy of acknowledgement of Income Tax return of last three financial years i.e. 2014-15, 15-16, & 16-17.
- Details of successfully completed or work in progress of similar jobs (as explained in point 4 of Eligibility Criteria) during last 3 years as per **Annexure V**.

(iii) **The Price bid** shall be sealed in an envelope marked as “Price Bid” and shall contain the price bid as per **Annexure III** duly completed in all respects.

Rate quoted should be inclusive of GST. No price increase on account of change in tax structure, duties, levies, charges etc shall be permitted.

The three separate envelope containing EMD, technical bid and price bid should be sealed in one envelope and should be addressed as per tender schedule superscribed as “**Supply, Installation, Testing & Commissioning of Audio Conferencing System at Conference Hall, Text Book Bureau’s office**”.

GENERAL TERMS AND CONDITIONS OF THE BID

Note: Bidders must read these conditions carefully and comply strictly while submitting their bids.

- 1) Bidder shall prepare the bid and submit it in a sealed envelope addressed to Joint Secretary to Govt.-cum-SPD, RUSA, Higher Education Department, Govt. of Odisha, Pustak Bhawan (2nd Floor), A-11, Suka Vihar, Bhubaneswar-751022 and send it through **Speed Post/Registered Post/Courier only** (no hand delivery will be entertained). Each envelope should bear the name of bidder, along with the tender number. However the authorities shall not be responsible for postal and other delays in receipt of the bids.
- 2) Bidders are requested to check for any notice /amendment/ clarification etc. to the Tender Document through the website **www. dheodisha.gov.in / Notice board of the office** address mentioned at sl.no.1. No separate notification will be issued for such notice / amendment /clarification etc. in the print media or individually.
- 3) The Bidders should note that Prices should not be indicated in the Technical bid and should be quoted only in the Price Bid as per **Annexure III**. In case the prices are indicated in the Technical bid, the bid shall stand rejected.
- 4) "**PRE-BID Meeting**" with the intending bidders shall be held on 10.08.2018 from 11:00 A.M. at Pustak Bhawan (2nd Floor), A-11, Suka Vihar, Bhubaneswar-751022. Any queries related to this tender shall be sent to the mail id: **oshec@gmail.com** 1 day in advance. The clarifications if any will be uploaded in the in the department web site. All bidders are invited to attend the pre-bid meeting. No deviation to any of the terms will be permitted after freezing of the same at pre-bid meeting.

On the date of pre bid meeting the bidders may make a site verification of the conference hall where installations is to be made.

5) OPENING OF TECHNICAL BID

The Technical proposal will be opened on 27.08.2018 at 11:00 A.M in the presence of the tender Committee and representative of the bidders. No separate intimation will be given to the bidders in this regard.

6) EVALUATION PROCESS

Technical proposals will be evaluated on the basis of compliance to eligibility criteria, technical specification, and other terms & conditions stipulated in the tender document. Financial proposal will be opened only of those bidders who qualify in the technical evaluation.

The Committee reserves the right to reject any or all the tenders without assigning any reason thereof.

- 7) **Award of Contract:** Financial bids with lowest price quotation for the assignment (as per Annexure-III will be considered for negotiations and award of contract. However where there is tie between bidders in lowest evaluated package price, the person having highest financial turnover in the preceding 3 financial year will be given preference.
- 8) **PERFORMANCE BANK GUARANTEE:** The selected bidder shall deposit performance security of Rs. 20,000.00 in the form of an demand draft/ fixed deposit receipt from a commercial bank / bank guarantee from a commercial bank within Fifteen (15) working days of the date of notice of award of the tender. The performance security deposit will be retained till completion of the warranty period.
- 9) **WARRANTY:** The audio conference System which is to be installed in the conference hall should be NEW as on date of installation and should be having all components required for conducting meeting/workshop/seminars. The entire Audio Conferencing System including accessories will remain under **onsite comprehensive maintenance and warranty for a period of one year** from the date of successful commissioning and testing.
The service support during warranty period shall be for all components of Audio Conferencing System. The bidder shall impart onsite training to the officials as to operating the system /s.
- 10) **At present the conference hall is fitted with 6 nos. of wall speaker, 19 nos. of table mike which is interconnected with an Amplifier. The bidder is required to remove all the equipments at their own cost and install the new sound system as per Annexure-1.**
- 11) The bids not submitted in prescribed format or in prescribed manner, shall be rejected by the Tender Committee at the risk and responsibility of the bidder.
- 12) All the information as called for in the tender document should be submitted truly, clearly, legibly, transparently, unambiguously and without using abbreviations.
- 13) In the financial bid the total figures should be written in figures followed by words
- 14) Each page of the tender document should be signed by the bidder with seal, in token of having understood and accepted the terms and conditions of the contract and serially numbered and page marked.

- 15) A bid submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of tenders.
- 16) The Tendering Authority reserves the right to accept any bid, and to annul the bid process and reject all bids at any time prior to award of contract, without assigning reasons & without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the action.
- 17) All the transit risks shall be the responsibility of the supplier.
- 18) All the disputes shall be subjected to the jurisdiction of Civil Courts situated in Bhubaneswar.
- 19) Any matter which has not been covered under these provisions shall be governed as per the provisions of Odisha State Government Rules.
- 20) If the work is found un-satisfactory or, if the firm dishonors the contract, the Performance Security Deposit may be forfeited and the job may be entrusted to another firm. In this regard the decision of the Committee is final and binding on the contractor.
- 21) Any notice given by one party to the other pursuant to this contract shall be sent in writing to The Joint Secretary to Govt.-cum-SPD, RUSA, Higher Education Department at Pustak Bhawan (2nd Floor), A-11, Suka Vihar, Bhubaneswar-751022.
- 22) **Payment Terms:** All payments will be made within 30 days of submission of invoice, based on completion of respective terms & conditions. TDS will be deducted as per the rules. The invoice will be raised in favour of State Project director, RUSA, Higher Education Department, Bhubaneswar
- 23) **Completion Period:** The work shall be completed in all respect within 30 days from the date of issue of work order.

Items to be Supplied and Installed

Sl. No	Description	Make & Model	Qty. in Nos./
1	Chairman Unit (Ahuja/Bose/Honeywell/Philips)	No.	1
2	Delegate Unit (Ahuja/Bose/Honeywell/Philips)	No	18
3	Conference System Control and Power Supply / Power Amplifier -100 watt (Ahuja/Bose/Honeywell/Philips)	No	1
4	Wall Speaker (Ahuja/Bose/Honeywell/Philips)	No.	5
5	Conference Unit Connector Cable (ISI make)	No.	200 mtr.
6	Equipment Rack	No.	1

Technical Specification and Description of each individual item is as under:-**Chairman Unit**

Microphone	-63dBV/ μ bar (7.5mV/Pa)
Priority feature	Mutes all active delegate units
Current Consumption	< 50mA Max.
Mic Auto Switch-Off Time	75 seconds approx.
Input	Line
Output	Line, Headphone
Speaker	Max Input 300mW
Controls	Talk Switch, Speaker Volume Control, Headphone Volume Control
Accessories	Foam Windshield, 2.5m Interconnecting Cable

Delegate Unit

Microphone	-63dBV/ μ bar (7.5mV/Pa)
Current Consumption	< 50mA Max.
Mic Auto Switch-Off Time	75 seconds approx.
Input	Line
Output	Line, Headphone
Speaker	Max Input 300mW
Controls	Talk Switch, Speaker Volume Control, Headphone Volume Control
Accessories	Foam Windshield, 2.5m Interconnecting Cable

Conference System

Line Output 1	17.5V DC/3A Max.; -34dBV (20mV)
Line Output 2	17.5V DC/3A Max.; -34dBV (20mV)
Power Output	50W RMS at 2% THD, 90W Max.
Inputs	3×Mic 0.65mV/4.7kΩ, 1×Aux 100mV/470kΩ
Frequency Response	60-14,000Hz (± 3dB)
S/N Ratio	> 60dB
Tone Controls	Bass: -10dB at 100Hz, Treble: -10dB at 10kHz
Preamp Output	200mV/600Ω
Line Output	1V/1kΩ
Send Output	200mV/600Ω
Return Input	200mV/10kΩ
Speaker Output	4Ω, 8Ω, 16Ω, 70V & 100V
Power Requirement	AC: 220-240V, 50/60Hz, DC: 24V (2×12V Car Battery)
Power Consumption	250VA
Protections	AC Fuse 1×3 Amp , DC Fuse 2×10 Amp.

Wall Speaker

Input Power	32W RMS / 48W Max.
Rated Voltage	100V
Power Taps on 100V	32/16/8W
Low Impedance	8Ω
Frequency Response	80-20,000Hz
SPL at 1kHz (1W/1m)	87dB
Speaker	Woofers , Tweeter Dome

DETAILS OF THE TENDERER

Sl. No	Particular	
1	Name of the firm/Agency/Company	
2	Registered office Address & Complete postal address	
3	Telephone Number & e-mail id	
4	Name of Authorized Signatory	
5	Contact No. of authorized signatory	
6	Type of Organization (Proprietary /Partnership Firm /Company)	Bidder has to provide relevant documents establishing the fact that they are Partnership firm/Company/Sole Prop.)
7	Experience in business (No. of years) and Date of Establishment	Work order to be attached for complying point no. 4 of eligibility criteria
8	G.S.T. Registration No.	
9	PAN No.	
10	Details of EMD (i. e. D.D. No. and bank details etc.)	
11	Yearly turnover of the organization during last 3 years (year wise) and furnish audited balance sheet and Profit & Loss A/c for the last -3- years. 2014-2015 2015-2016 2016-2017	
12	Furnish the names of -3- responsible persons along with their designation, address, Tel. No. etc. for whose organization, you have completed/work in progress as mentioned in Annexure- V and who will be in a position to certify about the performance of your organisation	1. 2. 3.

Date:

Place:

Signature & Seal of the Bidder

ANNEXURE – III

PRICE SCHEDULE

To,

The Joint Secretary to Govt.-cum-SPD, RUSA
Department of Higher Education,
Pustak Bhawan (2nd Floor),
A-11, Suka Vihar,
Bhubaneswar-751022

Ref: Bid no. ----- Dated -----

Sir,

I/We ----- hereby offer to supply the following items at the prices and within the period indicated below:

Sl. No	Description	Make & Model	Qty. in Nos./	Unit Price (in Rs)	Total Amount (in Rs)
1	Chairman Unit (Ahuja/Bose/Honeywell/Philips)	No.	1		
2	Delegate Unit (Ahuja/Bose/Honeywell/Philips)	No	18		
3	Conference System Control and Power Supply / Power Amplifier -100 watt (Ahuja/Bose/Honeywell/Philips)	No	1		
4	Wall Speaker (Ahuja/Bose/Honeywell/Philips)	No.	5		
5	Conference Unit Connector Cable (ISI make)	No.	200 mtr.		
6	Equipment Rack	No.	1		
				TOTAL (A)	
7	Installation and commissioning Charges for the Total Project			(B)	
				TOTAL (A+B)	

It is herewith certified that we have understood the general Terms & conditions of the bid and our offer is to supply items strictly in accordance with the requirements and the terms mentioned in the bid.

Note

No change in the Proforma is permissible.

Date:

Place:

(Signature and seal of bidder)

ANNEXURE – IV

SELF DECLARATION FOR NOT BLACK LISTED

To,

The Joint Secretary to Govt.-cum-SPD, RUSA
Higher Education Department,
Government of Odisha
Pustak Bhawan (2nd Floor)
A-11, Suka Vihar
Bhubaneswar-751022

Ref.: Tender No.....

Sir,

I / We hereby confirm that our firm has not been banned or blacklisted by any Government organization/Financial institution/Court /Public sector Unit /Central Government.

Date:

Signature of Bidder.....

Place:

Name.....

Designation.....

Seal

ANNEXURE – V

Work 'Executed/ in-progress' as Prime Contractor on works of similar nature (of value not less than Rs 2 Lakhs) over the last -3- years

Project Name	Name & address of Client	Description of work	Contract No.	Value of work (lacs)	Date of issue of Work Order	Stipulated period of completion	Actual date of completion	Remarks explaining reason for delay

Notes:

1. Information has to be filled up specifically in this format.
2. For certificates, the issuing authority shall not be less than an Executive In Charge
3. Document proofs of work orders and performance certificates from the client's needs to be attached.

(Signature and seal of bidder)