

TENDER
FOR
SUPPLY ,INSTALLATION,TESTING &
COMMISSIONING OF
AUDIO CONFERENCE SYSTEM

Tender Inquiry No. - NTSC/OK/CONFERENCE SYSTEM/15-16

NSIC- Technical Services Centre

(A Government of India Enterprise)
Okhla Industrial Estate, Phase - III
Near Govindpuri Metro Station
New Delhi-110020

Tel No. 011-26826801, 26921562

Fax: - 011-26826783

Email: ntscok@nsic.co.in

Website: www.nsic.co.in

Signature of the Tenderer with seal

NOTICE INVITING TENDER

**Subject:-SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF AUDIO
CONFERENCE SYSTEM**

NSIC-Technical Services Centre (NTSC), A Govt. of India Enterprises, Okhla, New Delhi is a reputed Institute for Technical and Industrial training since 1965.

Sealed quotations are invited in two bids system (Technical & Commercial bid in two separate sealed envelopes contained in one bigger envelope) for **Supply , Installation, Testing & Commissioning of Audio Conference Systems** as detailed below:

Requirement	26 number of Boundary layer Mike of reputed brand, 04 nos of Ceiling Speaker ,01 nos of Amplifire 03 nos of Equilizer/ Mixer
Technical Bid	The details for submission of Technical Bid is placed at Annexure-`A`
Commercial Bid	The details for submission of Commercial Bid is placed at Annexure-`C`
Cost of Tender Documents	Rs. 1000/- (Rupees One thousand only) or exempted as detailed in "instructions to the Tenderers" at Page no 3
Earnest Money Deposit along with Tender	Rs.30,000/- (Rupees Thirty Thousand only) or exempted as detailed in "instructions to the Tenderers" at Page no 3
Date of Sale of Tender	26th November 2015 from 10.30
Last date of submission of tender	11th December 2015 up to 16:00 hours
Date of opening of Technical Bid	11th December 2015 at 17:00 hours
Address for Tender inquiry & Delivery	General Manager, NSIC- Technical Services Centre, Okhla Industrial Estate, Phase-III, Near Govind Puri Metro Station, New Delhi-110020

General Manager (SG)
NSIC- Technical Services Centre, New Delhi
Signature of the Tenderer with seal

INSTRUCTIONS TO THE TENDERERS

1. The Bidder shall be Authorized Distributors/ Partners/ Dealers of reputed brand having authorization to supply the product. A copy of Authorization letter issued by Authorized Distributors/ Partners/ Dealers attending tender to sale the said items shall be enclosed with the Technical bid.
2. The Bidder shall not be a defaulter to any Govt. organization/ PSU since last 2 years for any reason due to non supply of material even after agreed to supply in stipulated time. An undertaking stating the same should be furnished by the bidder on the company letter head as per format enclosed at Annexure "A".
3. The tender documents can be collected from the office of General Manager, w.e.f. 26th November 2015 to 11th December 2015 (except Sunday) between 10:00 to 16:00 hours against payment of **Rs. 1000/- (Rupees One thousand only) (Non refundable) by way of Cash/ Demand Draft, in favour of 'NSIC Ltd.- NTSC A/c' payable at New Delhi.**

Alternatively tender form can be downloaded from our website www.nsic.co.in from 26th November, 2015 to 11th December 2015. In this case the tender fee may be enclosed with Technical bid in the form of Demand Draft.
4. The **Earnest Money Deposit of Rs. 30,000/- (Rupees Thirty thousand only) by way of D.D.** drawn in favour of 'NSIC Ltd.- NTSC A/C' shall be submitted along with Technical Bid. The offers without EMD will be rejected. However, there is exemption of Tender Fee and EMD applicable to the units registered with Central Purchase Organization (DGS&D), National Small Industries Corporation (NSIC) as defined under Rule 157 of General Financial Rules (GFR), 2005. **A copy of valid certificate shall be enclosed along with the Technical bid for availing EMD exemption.**
5. Tender shall be duly filled in. All pages of the tender should be **signed by the Authorized Signatory of Tenderer with company seal.**
6. The validity of the tender is 60 days from date of issue of this tender
7. Any cutting/over writing etc. in the tender must be signed by the person who is signing the tender. The rates and units shall not be overwritten. **The financial figures in commercial bid shall always be both in figures and words. In case of any discrepancy in figures and words, the amount written in words shall be considered.**
8. The Tenderer shall submit the copy of PAN, TIN, VAT & Service Tax (if applicable) registration along with the Technical Bid of the tender document.
9. The Tender shall be placed in a properly sealed bigger envelope addressed to General Manager, (SG) NSIC-Technical Services Centre, Okhla Industrial Estate, Phase III, Near Govind Puri Metro Station, New Delhi and the said **bigger envelope shall contain two separate sealed envelopes containing 1) Technical Bid (page no.1 to 10 & 2) Commercial/ Financial bid (page no.11 & 12) .**

Signature of the Tenderer with seal

10. The bigger envelope shall be super-scribed as “*Tender for the Supply & Installation of Audio Conference Systems*” with its due date. The two sealed envelopes inside the bigger envelope must be super-scribed as: *Envelope No-1: Technical bid & shall be super-scribed as “Tender for the Supply, Installation, Testing & Commissioning of Audio Conference Systems– TECHNICAL BID documents”* *Envelope No-2: The said envelope is for commercial/ financial bid & shall be super scribed as “Tender for the Supply, Installation, Testing & Commissioning of Audio Conference Systems – COMMERCIAL /Financial Bid”*.
11. Technical bid will be opened on 11th December 2015 at 17:00 hours in the office of General Manager. A representative of the Tenderer may be present at the time of opening of the tender. The date for opening second envelope containing commercial bid will be intimated to the qualified bidders separately.

We confirm with our acceptance to the Instructions to the tenderers at S.No - 1 to 11 as stated above.

Signature of the Tenderer with seal

TERMS & CONDITIONS

Submission of the duly signed tender implies that these conditions of tender have been read by the Tenderer and is aware of the scope of the supply and the quality of the material to be supplied. The final acceptance of the tender rests with the General Manager of NSIC-Technical Services Centre, who reserves the right to accept or reject any or all tenders without assigning any reason therefore.

- a) No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained at any stage.
- b) The delivery period for the supplies, installation, Testing & Commissioning to be completed within **45 days** from the date of issue of confirmed supply order from NSIC. In case tenderer fails to supply within the accepted period, General Manager of NSIC-Technical Services Centre, reserves the right to cancel the supply order and may initiate action to debar the supplier for all future business dealing with NSIC for next three years.
- c) Tender submitted by tenderers shall remain valid for acceptance for a minimum period of 60 days from the date of opening of the tenders.
- d) The supplier shall provide packing of the goods, as is required to prevent their damages or deterioration during the transit to their final destination i.e. NSIC Technical Services Centre, Okhla New Delhi. Each item supplied need to be inspected & verified by Officer in –charge.
- e) The tenderer should visit the site and view the dimension of hall before participating in bid, where the conference system is to be installed.
- f) The rates quoted shall be firm & all inclusive (Costs & Taxes) for delivery & installation at destination NSIC Technical Services Centre, Okhla, New Delhi.
- g) The Audio Conference System shall have to be operationalized without any extra cost and to the satisfaction of Manager (P&A),NTSC, Okhla.
- h) 95% Payment will be made against successful installation for which the tenderer shall submit bills in duplicate (original + copy) giving the reference number of the supply order along with inspection and delivery note. Balance 5% will be released after 360 days subject to satisfactory performance of audio system and services by the supplier. No interest will be paid for the said period
- i) The equipments supplied will carry the warranty and the bidder will be responsible for onsite after “Sales Services” without any cost for a period of one year after satisfactory installation date. Immediate replacement of equipment is anticipated for warranted items found or informed to be non- working during the said period. In this regard may result in forfeiture of EMD.
- j) While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected.

Signature of the Tenderer with seal

- k) Any request by the bidders to consider their EMD furnished by them to NTSC for any other contract/ tender cannot be considered as EMD for this tender.
- l) The EMD will be refunded to the unsuccessful bidders within 7 days after the orders are placed on the successful bidder. In case of successful bidder, the EMD will be returned along with the release of 5% payment. No interest on EMD will be paid.
- m) The EMD will be forfeited in following cases:
 - i. If the bidder fails to accept the order based on his offer within seven days from issue of award.
 - ii. If the bidder fails to supply the audio Conference System with specifications in compliance to specifications given in technical bid.
 - iii. If the bidder delays supplies beyond prescribed time resulting in disruption of NTSC works.
- n) If the Audio Conference System supplied are found to be different than those in the accepted offer and are of specifications lower than those stipulated in the accepted offer, NTSC shall have right to totally reject the Audio Conference System and claim for compensation..
- o) In the event of any dispute the legal matter shall be subjected to the jurisdiction of Delhi Court only.

We confirm with our acceptance to the Terms & Conditions stated from (a) to (o) above.

Signature of the Tenderer with seal

Annexure – A

TECHNICAL BID

FORMAT & REQUIREMENTS

1. Tender Ref.No .NTSC/OK/ Conference System/15-16
2. Name of Tenderer:
3. Complete office address of Tenderer.....
.....
4. Contact details of authorized person of tenderer who have signed the tender.
 - a. Name.....
 - b. Designation.....
 - c. Phone (Office).....
 - d. Phone (Mobile).....
 - e. E mail.....
5. EMD payment details (DD number & bank detail)
6. Tender fee details:
Cash receipt no & date
- DD number & bank detail
- (If downloaded from website)

8 Please specify the make. Attach technical brochure.

S.No.	Device	Specification	Qty	Brand proposed supplies	Compliances	
					Yes	No
a	Boundary Layer Mike	On table boundary layer cardioid condenser microphone 5.3mA,red/green light ring, Toggle on/off Push to mute, Push to talk permanent on (external LED control) 120 Hz, clip contact, trigger signal at the logic out	26			
b	Ceiling Speaker	2way Hi-fi, 6.5" Enforced Polypropylene, 8 Ohm with selector switch, 40 watt,60 watt, 100 watt 92 db 106 db 60 Hz- 20 kHz upto 1.2 kg	04			

c	Amplifier	4 Channel Low impedance Power amplifier, 4x125w each channel 10 K Ohm/1V0dBV,20 Hz-40KHz THD,<0.1 %IMD ,<0.15% Noise >100dBA, Gain26 dB (32 dB in bridged mode), APC limiter, DC, clip, over current, short circuit, low pass at 100 Hz/ upto 12 db/oct 90 C/ch + transformer 105C, , 26 VA idle ,400 VA full program 230 VAC 50-60 Hz	01			
d	Equalizer/Mixer	10 Balanced Mic/Line Input O/P,8 AEC input, Telephone interface with line & set connections, Ethernet port for software configuration/ control Serial port for third – party Rs 232 remote control	03			
e	Installation	Supply of above equipments & accessories including wires/ cables/ connectors as well as installation & commissioning of audio conference system.	On site			

Higher technical specification may be considered subject to competitive price offer

Documents to be enclosed with the Technical bid are as under:

- a. Copy of authorization letter from Original Equipment Manufacturer showing the validity.
- b. Duly signed & stamped Tender documents (All pages) as a mark of your acceptance.
- c. Supporting documents in the form of brochures along with detailed specifications must be enclosed.
- d. Copies of PAN, VAT,/ TIN & Service Tax duly Signed & Stamped.
- e. Undertaking on letter head as per Annexure “B”.
- f. Demand Drafts towards for Tender fee and EMD

Signature of the Tenderer with seal

- g. Copies at least three supplies executed in last five years to be attached (In addition to other supply of the details of clients where the proposed system supplied shall also be informed

Sr. no.	Name of Client along with contact details	Details of specification of conference & systems supplied
1		
2		
3		
4		
5		

Signature of the Tenderer with stamp

Undertaking

(On company's letter head)

We declare that we are not a defaulter to any Govt. organization/ PSU since last 2 years for any reason due to non supply of material even after agreed to supply in stipulated time.

(Authorised Signatory)

Name & Designation

Signature of the Tenderer with seal

COMMERCIAL/FINANCIAL BID

FORMAT & REQUIREMENTS

1. Tender Ref. No. NTSC/OK/Conference System/15-16
2. Name of the Tenderer:
3. The offer with rates for the schedule of requirements of items, as elaborated under, to be submitted. Adhering to the format given below is a Pre-requisite for considering your quotations:

S.No.	Device	Specification	Qty	Price per unit	Taxes and duties as applicable	Total Amount in Rs for the total quantity to be supplied	
						In Words (Col No.4 x 5)	In Figures (Col No.4x5)
1	2	3	4	5	6	7	8
a	Boundary Layer Mike	On table boundary layer cardioid condenser microphone 5.3mA, red/green light ring, Toggle on/off Push to mute, Push to talk permanent on (external LED control) 120 Hz, clip contact, trigger signal at the logic out	26				
b	Ceiling Speaker	2way Hi-fi, 6.5" Enforced Polypropylene, 8 Ohm with selector switch, 40 watt, 60 watt, 100 watt 92 db 106 db 60 Hz-20 kHz upto 1.2 kg	04				
c	Amplifier	4 Channel Low impedance Power amplifier, 4x125w each channel 10 K Ohm/1V OdBV, 20 Hz-40KHz THD, <0.1 % IMD, <0.15% Noise >100dBA, Gain 26 dB (32 dB in bridged mode), APC limiter, DC, clip, over current, short circuit, low pass at 100 Hz/ upto 12 db/oct 90 C/ch + transformer 105C, , 26 VA idle , 400 VA full program 230 VAC 50-60 Hz	01				

d	Equalizer/Mixer	10 Balanced Mic/Line Input O/P,8 AEC input, Telephone interface with line & set connections, Ethernet port for software configuration/ control Serial port for third –party Rs 232 remote control	03				
e	Installation	Supply of above equipments & accessories including wires/ cables/ connectors as well as installation & commissioning of audio conference system.					
	Grand Total (in Figures)						

Grand Total In Words:.....

4. *The rate quoted shall be in accounting units (A/U) and should be inclusive of basic price & all other cost including cartage, insurance, taxes & duties (as applicable). The price competitiveness shall be given due consideration while analyzing the commercial bid. The NTSC will not issue any form toward rebate / exclusion of Sales tax/VAT.*

(Signature of the Tenderer With stamp)