

Tender Notice

No. SIC/DPU/20 / E-Learning/Video Conferencing / Webcasting

Sealed Quotations are invited in the prescribed format for Setting up of Video Conferencing/Webcasting Facility in NSIC

The Quotations should be submitted separately for Technical bid and financial bid. The envelopes should be addressed to Anju Kapoor, Dy. Manger, TISDC and should reach by 14:00 hrs on 04.06.2009. The Tenders will be opened on 05.06.2009 at 16:00 hrs in the presence of authorized representatives of the firms who wish to participate.

The NSIC reserves the right to reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder(s) on the grounds of NSIC's action.

The proposals must be accompanied with the Earnest Money of Rs.50,000/- (Rupees Fifty Thousand only) in the form of DD favouring "The National Small Industries Corporation Limited" payable at New Delhi. Without the EMD, the proposal shall be rejected outright.

The detailed Tender document can be downloaded from NSIC's Website www.nsic.co.in.

**(Anju Kapoor)
Dy. Manager (TISDC)**

REQUEST FOR PROPOSAL for Setting up of Video Conferencing/Web Casting Facility in NSIC

No. SIC/DPU/20 / E-Learning/Video Conferencing

Dated:

Subject Setting up of Video Conferencing/Web Casting Facility in NSIC –Invitation for Request for Proposal (RFP)

Dear Sir or Madam,

NSIC has set up several Training-cum-Incubation Centres (NSIC-TICs) under PPP mode, with a view to provide an opportunity for first generation/start up entrepreneurs to acquire skills on basic technical trades and gain exposure on various areas of business operations.

A part of course curriculum of these training modules is common in nature. In order to standardize the lecture, it is proposed that lectures could be broadcasted from NSIC studio to all the TICs through Video Web Broadcast. The webcasting (interactive) would be done to 24 locations simultaneously which would be expanded gradually.

Proposals are therefore invited for to set up video-web broadcast unit at NSIC studio that on two-bid system i.e. (Technical Proposal and Financial Proposal. Formats are given in **(Annexure-‘A’)**. The details of assignment are provided in the enclosed Terms of Reference (TOR).

Term of Reference

1.0 Background

NSIC proposes to invite Request for Proposal (RFP) tenders from the eligible vendors to undertake the Video Conferencing/Web Casting (VC) project in the Corporation on end-to-end basis. This includes supply, installation and commissioning of Video Conference equipment, etc. The invitation for RFP document is now being issued to enable vendors to submit their responses to the Corporation. With a view to enable NSIC to enhance the bandwidth, it is required that all the Video Conferencing/Web Casting equipments should be equipped with Ethernet ports. Further, it is desired that the solution should have capability of Video Streaming through a streaming server to provide a quick and easy way to record Video meetings and view them live or on-demand from their computers.

2.0 Scope of Work

This document constitutes a formal Request For Proposal (RFP) for group Video Conference project in the Corporation. The vendor is required to carry out the following:

2.1 To establish Video Conferencing/Web Casting facilities amongst Head Office of NSIC and various location in the country where it has ZOs, BOs, NTSCs and TICs with minimum expenditure on end point.

2.2 The solution should have capability of Video Recording at least up to 24 simultaneous Conferences and to store them and visible 16 nodes simultaneously on screen. It should also be able to stream the Video live or on-demand uni-cast and multi-cast to any endpoints and laptops/desktops.

2.3 To carry out pre-installation activities, supply the Video Conference equipments including End Points, LCD Display Panels, Web/Video Cameras, MCU, Gateways or Software, Security software, etc., install, test and commission the equipments so as to make Video Conferencing/Web Casting operational on daily basis.

2.4 To provide, as a part of the project , proper consultancy / guidance about the infrastructure (like air-conditioning, acoustics, lighting arrangement, power supply, network points, etc.,) required to prepare the sites. Also, provide design for layout of the equipment at each location and install and commission the equipments accordingly.

2.5 To provide necessary training to the staff of NSIC on Video Conferencing/Web Casting which will cover installation, implementation, administration, usage, troubleshooting and interpretation of reports, logs etc.

2.6 To maintain and run the Video Conference facilities under Annual Maintenance Contract (AMC) after satisfactory performance in service providence for the first year.

2.7 To provide facility management at NSIC Head Office only to set up and manage Conferences and Video lectures as and when required by NSIC.

2.8 To guide, specify and maintain the entire infrastructure including procuring IP/ISDN lines from the service provider.

2.9 Vendors are expected to offer solutions covering all the functionality as mentioned in this RFP document. Incomplete responses will not be considered and no correspondence in this regard will be entertained.

3.0 BID SUBMISSION PROCEDURE

3.1 The RFP shall be submitted in two parts in separately sealed envelopes and super scribed as below:

Part I: Technical Bid – NSIC Video Conferencing/Web Casting Project

Part II: Commercial Bid - NSIC Video Conferencing/Web Casting Project

4.0 Cost of the RFP and Bid Security

4.1 The RFP document is available on the NSIC website www.nsic.co.in under NSIC Tender Section.

4.2 The Vendor shall furnish a Bid Security an amount of Rs. 50,000/- (Rupees Fifty thousand only) in the form of a Demand Draft / Pay Order / Bank Guarantee obtained from a scheduled commercial bank drawn in favour of National Small Industries Corporation Ltd, payable / enforceable at New Delhi.

5.0 Payment Schedule

NSIC will make payment for the contracted items / services under this RFP as per details given below:

5.1 75% of the order value of hardware, software, related services, etc. will be paid, after delivery of equipments ordered for a site, on per site basis. The payment will be made only against proof of delivery, challans and invoices duly acknowledged by NSIC.

5.2 15% of the order value of hardware, software, related services, etc., will be paid on completion of installation and commissioning of Video Conferencing/Web Casting equipment. NSIC will make this payment on site-by-site basis against testing reports and acceptance reports

5.3 10% of the order value will be paid after 3 (three) months of successfully completion of installation and commissioning of Video Conferencing/Webcasting equipment in all aspects.

6.0 Performance

In case, the vendor does not perform under the contract to the full satisfaction of the Corporation, NSIC reserves right to reject the items/services rendered under the contract in its entirety or partially, as the case may be, during the evaluation period and vendor shall be liable to refund the full or proportionate amount, if already paid for the said items / services etc. In this regard the decision of the General Manager of NSIC, Head Office, TISDC Department, New Delhi shall be final.

7.0 Annual Maintenance Contract (AMC)

Vendors are expected to maintain the equipment supplied to NSIC for at least two years from the completion of date the warranty period. AMC Charges post-warranty period may be mentioned.

8.0 Terms and Conditions of Execution of Work

Vendor shall deliver all the equipments at the intended site within 2 weeks from the date of acceptance of the Purchase Order (PO). Vendor shall install and commission all the equipment within 1 week from the date of delivery of the equipments. Simultaneously, if required, the vendor shall help NSIC in applying for the IP / ISDN lines and liaise with the service provider (such as MTNL, BSNL, Airtel, etc.,) to obtain the connectivity and commission the lines within 2 weeks from the date of acceptance of the Purchase Order. In short, the entire project shall be implemented within 3 weeks from the date of acceptance of Purchase Order.

9.0 Timely availability of Support Services

The vendor should have proper and adequate support mechanism in place at New Delhi to provide all necessary support under this project. The vendor should be able to provide support services at all other proposed centers, also either through their own support offices or through franchise centers. The response time for the support / breakdown call should not be more than 2 hours. Standby equipments have to be supplied in case the breakdown is more than 12 hours. Penalty Clause shall be made available to the vendor during the placement of purchase order.

10.0 Eligibility Criteria

10.1 Only those vendors fulfilling the following criteria should respond to the RFP:

10.2 Vendor should be in the business of setting up Video Conferencing/Webcasting facility for a minimum period of 3 years to multi-locations simultaneously.

10.3 The vendor should have implemented minimum 5 Video Conferencing/Webcasting projects with minimum 16 End Points in each, sourced from the same Original Equipment Manufacturer (OEM) whose END points are proposed for NSIC by the vendor.

10.4 Vendor should submit documentary evidence in respect of all above mentioned criteria while submitting the proposal. Proposal of vendor who do not fulfill the above criteria or fail to submit documentary evidence thereon will be rejected

11.0 Last Date for Submission of Tender

The Quotations should be submitted separately for Technical bid and financial bid. Two sealed separate envelopes are to be superscribed 'TECHNICAL BID' and 'FINANCIAL BID' respectively. The envelopes should be addressed to Ms Anju Kapoor, Dy. Manger, TISDC and should reach by 14:00 hrs on or before 04.06.2009 by post or hand delivery. The Tenders will be opened on 05.06.2009 at 16:00 hrs in the presence of authorized representatives of the firms who wish to participate.

12.0 The NSIC reserves the right to reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder(s) on the grounds of NSIC's action

13.0 NSIC, as per its discretion, may procure items from one or more than one supplier, or procure items in parts.

14.0 The detailed Tender document can be downloaded from NSIC's Website www.nsic.co.in

15.0 LIQUIDATED DAMAGES

Time is the essence of the contract. The assignment should be completed as per the time schedule given. In case of failure to complete the above assignment within the stipulated time period, liquidated damages shall be levied in the following manner.

On the occurrence of any of the event of default on the part of tenderer, the NSIC may be at liberty to terminate the Contract/Work Order and claim refund of any money paid or invoke the bank guarantee and refuse to make any more payments. In the event of termination of contract, the tenderer is also liable to pay along with penalty to the extent of 25% of the amount of contract and damages claimed by the client organization i.e., NSIC.

16.0 ARBITRATION

Any dispute arising out of the Agreement, which cannot be amicably settled between the parties, shall be referred for arbitration. An arbitrator nominated by the Chairman-cum-Managing Director, NSIC as per provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time, shall be applicable. Courts in Delhi shall have jurisdiction in the matter.

Annexure 'A'

Formats for Bids

- A) Technical Bid Format
- B) Commercial Bid Format

Technical Bid

1.	Name of the Vendor		
2.	PAN / TAN No.		
3.	List of projects along with Project Values and total end points installed simulatneously		
4.	Referees in all projects		

(Please enclose a separate sheet, if needed)

Financial Bid

Part A)			Amount (in Rs.)
1	Software for web casting and streaming /MCU for web casting and streaming for 24 users (expandable), 16 and more users can login simultaneously, the equipments and software should be of the international standards/ compliance	:	
2.	4Mbps High End Video Communication System (Camera) with 2 nos Omni Directional Mic	:	
3	Server (Intel Xeon 2.3 Ghz, 1333 FSB, 4 MB L2 Cache, 1 GB DDR2 ECC RAM, 160 GB SATA HDD, DVD ROM Drive, K/Board, Mouse	:	
4.	1KVA Online UPS (1 hour backup)	:	
5.	17" TFT Screen (any reputed brand)	:	
6.	46" LCD Television (any reputed brand)	:	
7.	22 inch U Rack (known brand)	:	
	Total Amount (Part A)	:	
Part B)			
1.	End point Instrument/software /peripherals Cost apart from computers	:	
2.	AMC Charges Post Warranty Period	:	
	Total Amount (Part B)	:	
	Taxes		
	Grand Total (Part A+B)	:	