



भा.कृ.अ.प.॥ राष्ट्रीय कृषि आर्थिकी एवम नीति अनुसन्धान संस्थान

**ICAR - NATIONAL INSTITUTE OF AGRICULTURAL ECONOMICS AND  
POLICY RESEARCH (NIAP)  
DP.S. MARG, PUSA, NEW DELHI-110 012**

F. No.4-19(1)/17-18/NIAP

December 21, 2019

**BID DOCUMENT**

**INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND  
CONDITIONS GOVERNING SUPPLY AND INSTALLATION OF FLUSH MOUNTED  
DIGITAL AUDIO SYSTEM FOR COMMITTEE ROOM**

Online Bids are invited from interested firms under two bid systems for **Supply and Installation of reputed Flush Mounted Digital Audio System for Committee Room** at ICAR-NIAP, DPS Marg, Pusa, New Delhi. Manual bids shall not be entertained.

Tender documents may be downloaded from eProcurement website of CPPP <https://eprocure.gov.in/eprocure/app> and NIAP's official site i.e [www.ncap.res.in](http://www.ncap.res.in). The schedule OF CRITICAL DATE SHEET is as under.

CRITICAL DATE SHEET

Name of Organization	National Institute of Agricultural Economics and Policy Research
Date and Time for Issue/Publishing	23-12-2019 at 14.00 Hrs
Document Download/ Date and Time	23-12-2019 at 14.30 Hrs
Pre-Bid Meeting	27-12-2019 at 11.30 Hrs
Bid Submission start Date and Time	30-12-2019 at 15.00 Hrs
Bid Submission End Date and Time	20-1-2020 at 15.00 Hrs
Date and Time for Opening of Technical Bids	21-1-2020 at 15.00 Hrs
Date and Time for Opening of Commercial Bids	Will be intimated in due course to those firms which qualify in the technical bid process
Address for Communication	Admin. Officer, ICAR-NIAP, DPS Marg, Pusa, New Delhi -110012

Sd/-  
Adm.Officer

## ANNEXURE-I

### INSTRUCTIONS FOR BIDDER

1. Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bids shall not be accepted under any circumstances.
2. The tender form/bidder documents along with all subsequent revisions, clarifications, corrigenda, addenda, time extensions etc., to it can be accessed through our website ([www.ncap.res.in](http://www.ncap.res.in)) and <https://eprocure.gov.in/eprocure/app>. No further correspondence will be done in this regard.
3. Tenderers/bidders are requested to visit the website <https://eprocure.gov.in/eprocure/app> and [www.ncap.res.in](http://www.ncap.res.in) regularly. Any changes/modifications in tender enquiry will be intimated by the corrigendum through these websites only.
4. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Institute reserves the right to accept or reject any or all the tenders.
5. The interested Firms are required to deposit (in original) an Earnest Money Deposit (EMD) of Rs.50,000/- in the form of Account Payee Demand Draft/Banker's Cheque/ from any of the Commercial Banks in favour of **Director, ICAR-NIAP**, payable at **New Delhi** may be addressed to Administrative Officer, ICAR-NIAP, DPS Marg, Pusa, New Delhi -110012. No quotation shall be considered without the earnest money deposit. The earnest money will be refunded only after the finalization of the procurement and no interest will be paid on earnest money. Exemption of EMD if any, the certificate for exemption of EMD should be attached.
6. **The firm should send the original brochures of the product as well as complete tender documents in a sealed envelope addressed to Adm. Officer, ICAR-NIAP, DPS Marg, Pusa, New Delhi -110012 on or before bid closing date and time as mentioned in the Critical Date Sheet. Original brochures should also be available on the website of the firm.**
7. Bidders need not come at the time of bid opening at ICAR-NIAP. They can view live bid opening after login on CPPP eProcurement Portal at their remote end. If a bidder wants to join bid opening event at ICAR-NIAP, then they should come with the bid acknowledgement slip that is generated after successful submission of online bid.

8. The Firms are also required to upload copies of the following documents:-

- Technical Requirements

- a) Scanned copy of Earnest Money Deposit (EMD)/
- b) Exemption of EMD, if any scanned copy of certificate for exemption of EMD.
- c) Scanned copy of Firm's registration, Pan Card, GST No., Tender Acceptance Letter (Annexure-V).
- d) Scanned Copy of Annexure-II and IV duly signed and stamped by the bidder.
- e) Scanned Copy of Make and model of all systems, sub systems and additional items should be mentioned in the bid and complete technical details should be provided in the form of original Brochures and write-ups.
- f) Scanned Copy of Technical Bid or Technical Compliance Matrix i.e. Annexure VII.
- g) Scanned Copy of Experience Certificates including User List/Purchase Orders and their satisfactory installation for last three years with details in Annexure-IX
- h) Balance Sheets, P&L statements etc. to support minimum Turnover of Rs 50 Lakhs each in last 3 financial years i.e., 2016-17, 2017-18 & 2018-19
- i) The firm must be an O.E.M. or an Authorized dealer/agent/channel partner of the O.E.M. for supplying given items. Scanned copy of Authorization letters (Annexure VIII) issued by the concerned O.E.M. must be submitted with the technical bid documents. Awarded firm will have to submit this Annexure in hard copy later on.

- Financial Bid

Price Bid as BoQ.xls

Sd/-  
Adm.Officer

## TECHNICAL BID

(Documents should be uploaded)

S.No.	Supporting Documents ( scanned copies of the relevant documents should be uploaded)	Particular	Page No.	Enclosed Yes/No.
1.	a). Name of the Firm/Agency Full address with Post Box No. and telephone no. if any.			
2.	<p>Constitution of the firm/ agency (Attached copy) Indian Companies Act, 1956</p> <p>Indian Partnership Act, 1932 (please give names of partners)</p> <p>Any other Act ,</p> <p>i) For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the tender.</p> <p>If answer to the above is in negative. Whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tenders to refer dispute condemning business of the partnership to arbitration</p> <p>If the answer to point (i) and (ii) above is affirmative, please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.</p> <p>The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper (Rs. 100/-). by all partner(s)</p> <p>Name, address, tel. no. of the</p>			

	proprietor/partner of the agency/firm or if it is a company, the same details of the Director(s) of the company			
3.	Scanned copies of PAN and GST Registration Certificates (Annexure IV)			
4	Tender Acceptance Letter (Annexure V)			
5.	Scanned copy of Earnest Money Deposit			
6.	Exemption of EMD if any, Scanned copy of certificate for exemption of EMD			
7.	Minimum turnover of the firm not less than Rs.50,00,000/- (Rupees fifty lakh only) during each of the last three financial years. 2015-16, 2016-17 & 2018-19. Certified scanned copies of balance sheet/Profit and Loss Account of the firm for last three years certified by chartered accountant may be provided in support.			
8.	Scanned Copy of Experience Certificates including User List/Purchase Orders and their satisfactory installation for last three years with details in Annexure-IX			
9.	The firm must be an O.E.M. or an Authorized dealer/agent/channel partner of the O.E.M. for supplying given items. Scanned copy of Authorization letters (Annexure VIII) issued by the concerned O.E.M. must be submitted with the technical bid documents. Awarded firm will have to submit this Annexure in hard copy later on.			
10.	Scanned Copy of Annexure-II and IV duly signed and stamped by the bidder.			
11.	Scanned Copy of Technical Bid or Technical Compliance Matrix i.e. Annexure VII.			
12.	Scanned Copy of Make and model of all systems, sub systems and additional items should be mentioned in the bid and complete technical details should be provided in the form of original Brochures and write-ups.			

**(Name and Designation of the Authorized Person with seal)**

## ANNEXURE-II

### **Terms & Conditions**

- 1) The tenderer shall quote rates, which will include the delivery, other incidental charges, installation charges, Taxes etc.
- 2) Firm will lay all cables as per the requirement of Committee Room. All civil work will be done by the awarded firm and no extra payment of any kind will be made.
- 3) There must be a provision for one Chairman Unit and 17 delegate Units. Conference Room is of Board Room Type. It may be increased or decreased.
- 4) The Chairman Unit and Delegate Units must be fixed in place of existing units of the wooden conference table without any significant alteration to furniture. Any damage so caused will be borne by the awardee firm. Bidders are advised to visit the site to get an idea of the work.
- 5) The rates should be quoted as per the BOQ uploaded on the CPP Portal (reference may be obtained from Annexure-III). Taxes, if any, should be indicated separately. It must be noted that the contract shall be awarded to the firm which fulfills all the required terms and conditions and remains L-1 for any particular items.
- 6) Rates quoted in the BoQ should be inclusive of all related civil works and installation charges.
- 7) Interested bidders can visit the Conference Room (if conference room is available) on a mutually convenient working day between 10:00 am and 4:30 pm. Until the last date of filing the bid.
- 8) The firm must also possess valid PAN No., GST registration number and a copy of the same must also be enclosed with the tender document.
- 9) The equipment quoted should be of latest technology. Undertaking is required from OEM end that they will provide the spare part of quoted product for minimum 10 years after warranty period. Annexure V needs to be filled in this regard. This Annexure should be scanned and uploaded along with other relevant documents.
- 10) Vendor should be OEM Authorize dealer or distributor should have valid authorization certificate.
- 11) The Director, NIAP, shall reserves the right to execute order for none or any of the items proposed in this tender in any quantity within the validity period of bids.
- 12) The Director, ICAR-NIAP shall have the right to reject all or any of the offers, accept one or more than one offer, and place order with one or more than one vendor.
- 13) System installation related customization at site specified by NIAP will be within the scope of vendor and no extra charges will be paid by ICAR-NIAP. Any kind of damage or mishandle of existing setup furniture will be the responsibility of the vendor.
- 14) The firm will be entirely responsible for any loss caused to the Institute or to any other property as result of negligence or carelessness of firm. The firm should make good the financial or any other losses caused to /suffered by the Institute on this account. In case of the Security deposit falls short or found to be insufficient to meet/adjust the loss thus incurred by the Institute, the balance, as may be necessary, shall be recovered from the contractual charges due to the firm. The decision of the Ministry in the context shall be final and binding on the contractor.
- 15) Modification in the tender documents after the closing date is not permissible.
- 16) The work relating to installation of the equipment must be completed within 30 days time. The rates quoted shall be valid for One Eighty Days (180) days from the date of opening of Financial Bids.
- 17) No variation in terms of quality of the items shall be entertained or else EMD/Security deposit shall be forfeited.

- 18) Merely quoting of lowest rates does not mean that order shall be given to that firm. The competent authority will finally decide on the basis of quality & performance of past installations.
- 19) Rates once finalized will not be enhanced/ reduced during the currency of the contract.
- 20) It is cautioned that any firm which discloses its Rates in the technical bid will be summarily rejected.
- 21) All the cables, connectors, PVC conduit, or any related items have to be provided by the supplier. No additional items will be provided by NIAP.
- 22) OEM has to provide technical support for configuration, all the features, usages, demonstration as per need of NIAP.
- 23) The EMD shall stand forfeited if a bidder withdraws or amends the bid/tender, or in case successful bidder fails to sign or accept the contract within the stipulated period. No interest will be payable on EMD/ Performance Security. The EMD/ Performance Security shall also stand forfeited in the event of premature withdrawal of the tender(s) by any of the tenderers or successful bidder's failure to execute the work in stipulated time.
- 24) The Director, ICAR-NIAP reserves the right to cancel the contract at any time during the currency period of the contract without giving any reason.
- 25) The firm, to whom the tender will be awarded, will have to deposit the performance security in the form of Demand Draft favoring **Director, NIAP, payable at New Delhi**. Security will be equal to 10% of the total amount at the time of installation of Audio System. If the services are not found to be satisfactory, the performance security is liable to be forfeited. No interest will be paid on performance security.
- 26) Security will be valid for a period of **40 months**.
- 27) If any dispute(s) arises between ICAR-NIAP and the firm with reference to the contract, Director, ICAR-NIAP will decide and his decision will be binding on the firms.
- 28) Necessary TDS and statutory deductions as per rule will be made from the bill.
- 29) Only firms with registered office in India can participate in this tender. Firm should have a permanent office/ Customer support centre in Delhi that should be able to serve any complaint within 24 hours of receiving it.
- 30) The Director, ICAR-NIAP may at his discretion, extend dates mentioned in "**CRITICAL DATE SHEET**" by a fortnight and this extension shall be binding on the Tenderers.
- 31) Interested firms will have to keep themselves updated with any corrigendum, addendum, etc. by revisiting ICAR-NIAP website from time to time. This Institute will only update its website and no further communication will be done.
- 32) ICAR-NIAP, New Delhi reserves the right to withdraw this Tender at any point of time if it determines that such action is in the best interest of the ICAR / Government of India.
- 33) The contractor/bidder or his representative may contact the undersigned at Tel No. 011-25847628 Ext 406 and 214 for any further clarification.
- 34) Original OEM authorization letter quoting this tender reference number must be scanned and uploaded in CPPP. This office will reserve the right to seek this letter in original and get it verified by the OEM.
- 35) Technical Compliance Matrix (Annexure VII) should be clearly filled and signed by an authorized representative.
- 36) The contract awarded firm has to ensure that it fulfils all the requirements as per tax laws and other laws applicable to his firm/business. The Institute will not be liable for any violation of any laws/rules & regulations on the contractor and his firm.

- 37) **PAYMENT-**  
100% of the contract price on receipt of goods by the consignee supported by satisfactory installation/working report. All payments will be done through RTGS/NEFT only.
- 38) **TECHNICAL BID AND FINANCIAL BID –**  
Financial Bid of only those bidders will be opened who qualify in the Technical Bid.
- 39) **EXPERIENCE –**  
Experience certificates, award letters and performance certificates of last three years should be uploaded (years i.e. 2016-17, 2017-18 & 2018-19). The firm must have annual turnover of Rs.50 lakhs per annum during each year of the last 3 financial years. i.e. e 2016-17 & 2017-18 & 2018-19. Documents in support of turnover (along with Income Tax Returns and Audit Report / Tax Audit Report of the relevant years) must be uploaded with the tender. Financial Bid of only those bidders will be opened who qualify in the Technical Bid.
- 40) **DELIVERY & INSTALLATION:-**  
The work relating to the installation of the equipment would be completed within 30 days.
- 41) **LIQUIDATED DAMAGE CLAUSE:** It would be realized @ 0.5% (half per cent) of the base price (excluding taxes) of the delayed goods for each week of delay.
- 42) **PRICES –** All price quotes must be in INR an in accordance with BoQ.xls. No extra charges, other than mentioned in financial bid or BoQ.xls, will be accommodated.
- 43) **ONSITE WARRANTY:** - Warranty period should be of at least 3 years or provided by OEM whichever is higher.
- 44) **PENALTY CLAUSE :-**The successful bidder, (L-1) firm must complete the work/supply, within a period of month from the award of the contract, failing which a penalty of 1% of the contract value per day for delay of each day, would be deducted from the final bill.
- 45) **JURISDICTION & APPLICABLE LAW:-**The Laws of India shall govern the Contract. All disputes shall be decided within Jurisdiction of Hon'ble Delhi High Court.
- 46) The EMD of the unsuccessful tenderers will be released after finalization of the contract and EMD of successful tenderer will be released on receipt of Performance Security Deposit.

**'Terms & conditions are acceptable'**

Dated

(Authorized signatory of the firm)



## ANNEXURE – III

### ANNEXURE – III

(Reference for BoQ) (To be quoted in format provided on CPP Portal)

Price bid for reputed Flush Mounted Digital Audio System for Conference Room at ICAR-NIAP, New Delhi

S. No	Product	Per unit price*(n figure/words) {as per BOQ}	Qty	Total Amount (in Rs.)
I. 1	Digital flush mount chairman unit		1	
2	Digital flush mount Delegates unit		17	
3	Digital Control unit		1	
4	Power Amplifier		1	
5	Digital Signal Processor		1	
6	Mike cable and speaker cable as per system required including connectors		1 (One Lot)	
7	Installation Charges with all required accessory, designing and sampling.		1 (One Job)	
<b>TOTAL</b>				

- Equipment should be of reputed make/model and Brand
- Tax extra as applicable should be indicated separately in the column provided in BoQ.

**Note:** The above mentioned Financial Proposal/Commercial bid format is only indicative and original format is provided in the BoQ.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ.xls as it is and quote their offer/rates in the permitted column and upload the same in the financial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with ICAR-NIAP.

## ANNEXURE – IV

Name of the Firm \_\_\_\_\_

Registered / Postal Address \_\_\_\_\_

1.	Permanent Account Number (PAN) No.	
2.	GST Registration No., if applicable	
3.	<b>Bank Details:-</b>	
	Bank Name	
	Branch Address	
	Account No.	
	Type of Account (Current/Savings)	
	MICR NO.	
	RTGS/NEFT code	

**Date:**.....

**Name of the Authorized Signatory**

**Stamp & Signature**

**Place:**.....

**ANNEXURE-V**

**TENDER ACCEPTANCE LETTER  
(To be given on Company Letter Head)**

To,

Date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No:** \_\_\_\_\_

**Name of Tender / Work: -**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

**1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:**

\_\_\_\_\_  
\_\_\_\_\_

as per your advertisement, given in the above mentioned website(s).

**2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc. .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.**

**3. The corrigendum(s) issued from time to time by your department/ customize on too has(ve) also been taken into consideration, while submitting this acceptance letter.**

**4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.**

**5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.**

**6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.**

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

## ANNEXURE-VI

### Details of Equipment & EMD

<b>Sl. No.</b>	<b>Purchase of Item</b>	<b>Tentative Qty</b>	<b>Earnest Money in INR</b>
1.	Digital Audio System for Conference Room	1	Rs 50,000/-

**ANNEXURE-VII**

**TECHINICAL COMPLIANCE  
MATRIX**

<b>S.no</b>	<b>Item Description</b>	<b>Compliance</b>	<b>Model And Make Offered</b>
1.	<b>Digital flush mount chairman unit should have following feature: QTY (01) Make: Model: -</b>		
1.1	Chairman unit Panel have Clear button for deactivate the all the delegates unit.		
1.2	Headphone jack 3.5mm and built in speaker (optional)		
1.3	Microphone ON/OFF Button Should have RFI proof gooseneck microphone with LED.		
1.4	Microphone Maximum length: 400 mm and should have the feature of pluggable.		
1.5	Polar patter off microphone :Super Cardioid or better		
1.6	Frequency response of Microphone : 100 - 19,000 Hz or better		
1.7	S/N ratio : 70 dB(A) or better,		
1.8	Chairman units panel should be customize according the existing unit cut out size maximum (approx. 110 X 178 mm) (site visit)		
1.9	Connectivity mode of the chairman unit daisy chain with/Cat 5/6 Cable or multi core or latest cable type		
2	<b>Digital flush mount Delegates unit should have following feature: - Qty ( 17) Make: Model:</b>		
2.1	Delegate unit Panel should have microphone ON/OFF Button.		
2.2	Headphone jack 3.5mm and built speaker (optional)		
2.3	Should have RFI proof gooseneck microphone with LED		
2.4	Microphone Maximum length: 400 mm		
2.5	Type of Microphone : pluggable		
2.6	Polar patter of microphone: Super cardioid or better.		
2.7	Frequency response: 100-19000 Hz		
2.8	S/N ratio :70 dB (A) or better ,		

2.9	Delegate unit panel should be customized according the existing unit cut out size maximum (110 X 178 mm approx) (site visit) Connectivity mode of the chairman unit daisy chain with Cat 5/6 Cable or multi core or latest cable type.		
<b>3</b>	<b>Digital Control unit should have following specifications:- Qty 01</b> <b>Make: Model:</b>		
3.1	Digital Control unit can control up to 40-50 Delegates and Chairman unit through the controller Should have Balance out and Must have the Software for status and the recoding through PC (Software will provide by the vendor) connectivity of chairman unit and delegates unit through cable/Cat 5/6 or other suitable Cable and must have redundancy of the controller for chairman and delegates unit (means if any of delegates/Chairman will be have problem the others units should be able to perform). Nos of open microphone up to 6-8 simultaneously.		
3.2	Frequency Response: 20-16000 HZ.		
3.3	External Control : RS232/RJ45		
3.4	Recording feature : YES		
<b>4.</b>	<b>Power Amplifier:- Qty 01 Make:</b> <b>Model:</b>		
4.1	4-Channel 400W Class D/TD Power Amplifier delivering 200 Watt per channel at 8 ohms, THD 20 Hz - 20 kHz at 1W <0.1%,Signal to Noise Ratio >112 dBA, Frequency Response 20 Hz - 20 kHz, Star Energy certified etc. or equivalent specification amplifier		
<b>5.</b>	<b>Digital Signal Processor:- Qty 01</b> <b>Make:</b> <b>Model:</b> Digital Audio Processor with min 8 x AEC Mic/Line inputs, 2 x Mic / Line Input & 6 analog outputs or better, 24 Bit A-D and D-A Convertors; Sampling Rate : 48 kHz; THD : < 0.005 % ; Channel Separation (Crosstalk) : < 75 dB ; Frequency Response 20 Hz - 20 kHz ; Signal-to-Noise Ratio 90 dB; GPIO Control port; RS-232 and Ethernet Port for third party Control and Monitoring; Digital Audio Networking ports, Shall include USB Audio etc. inbuilt DSP features like Conference room Routers, Input Equalizers, Router, Band Pass filter, Output Equalizer, Delay, Limiters, gates , Source selectors etc required as per specifications or equivalent specifications		
<b>6.</b>	Physical demonstration of the system to be supplied is mandatory by the vendor at the time of technical Evaluation. Are you equipped for the same?		

**Name of the Authorized Signatory  
Stamp & Signature**

**Date: .....**

**Place: .....**

**Annexure –VIII**

**MANUFACTURERS' AUTHORISATION FORM**

No. \_\_\_\_\_ Dated \_\_\_\_\_

To

Dear Sir:

Tender No. \_\_\_\_\_

We \_\_\_\_\_ who are established and reputable manufacturers of  
*(name and descriptions of goods offered)* having factories at \_\_\_\_\_ *(address of factory)* do  
hereby authorize M/s \_\_\_\_\_ *(Name and address of Agent)* to submit a bid, and  
sign the contract with you for the goods manufactured by us against the above tender.

We hereby extend our full guarantee and warranty as per the tender No. \_\_\_\_\_  
for the goods and services offered for supply by the above firm against this tender.

Yours faithfully,

(Name)

(Name of manufacturers)

*Note: This letter of authority should be on the letterhead of the manufacturer and should be  
signed by a person competent and having the power of attorney to legally bind the manufacturer.  
It should be included by the Bidder in its bid.*

**ANNEXURE-IX**

**(On the letter head of the Firm)**



