



भा० कृ० अ० प०—राष्ट्रीय कृषि आर्थिकी एवं नीति अनुसंधान केन्द्र

**ICAR - NATIONAL INSTITUTE OF AGRICULTURAL ECONOMICS AND
POLICY RESEARCH (NIAP)**

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

18th Jan 2018

BID DOCUMENT

**INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND
CONDITIONS GOVERNING PROCUREMENT AND INSTALLATION OF DIGITAL
AUDIO SYSTEM FOR CONFERENCE ROOM**

Online Bids are invited from interested firms under two bid systems for **Procurement and Installation of Digital Audio System for Conference 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. 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 | 5:00 PM on 18/01/2018 |
| Document Download/ Date and Time | 5:30 PM on 18/01/2018 |
| Pre-Bid Meeting | 11.00 AM on 25/01/2018 |
| Bid Submission start Date and Time | 10.00 AM on 31/01/2018 |
| Bid Submission End Date and Time | 3.00 PM on 12/02/2018 |
| Date and Time for Opening of Technical Bids | 3.30 PM on 13/02/2018 |
| 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 | Adm. 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) 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 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 Asstt. Adm. 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.
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)/its exemption, if any

- b) Scanned copy of Firm's registration, Pan Card, GST No., Tender Acceptance Letter (Annexure-V).
- c) Scanned Copy of Annexure-II and IV duly signed and stamped by the bidder.
- d) 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 Brochures and write-ups.
- e) Scanned Copy of Technical Bid or Technical Compliance Matrix i.e Annexure VII.
- f) Scanned Copy of Experience Certificates including User List/Purchase Orders and their satisfactory installation for last three years i.e 2013-14, 2015-16 & 2016-17.
- g) Balance Sheets, P&L statements etc. to support minimum Turnover of Rs 50 Lakhs in last 3 financial years i.e 2013-14, 2015-16 & 2016-17.
- h) 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

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 Conference Rooms. 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.
- 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 one year's warranty. 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 one week 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 **15 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) 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.
- 29) 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.
- 30) 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.
- 31) 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.
- 32) The contractor/bidder or his representative may contact the undersigned at Tel No. 011-25847628 Extn 406 and 214 for any further clarification.
- 33) 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.
- 34) Technical Compliance Matrix (Annexure VII) should be clearly filled and signed by an authorized representative.
- 35) 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.

- 36) **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.
- 37) **TECHNICAL BID AND FINANCIAL BID –**
Financial Bid of only those bidders will be opened who qualify in the Technical Bid.
- 38) **EXPERIENCE –**
Experience certificates, award letters and performance certificates of last three years should be uploaded (years i.e 2013-14, 2015-16 & 2016-17). The firm must have annual turnover of Rs. 50 lakhs per annum during each year of the last 3 financial years. i.e. e 2013-14, 2015-16 & 2016-17. 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.
- 39) **DELIVERY & INSTALLATION:-**
The work relating to the installation of the equipment would be completed in a week's time.
- 40) **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.
- 41) **PRICES –** All price quotes must be in INR and in accordance with BoQ.xls. No extra charges, other than mentioned in financial bid or BoQ.xls, will be accommodated.
- 42) **ONSITE WARRANTY:-** Warranty period should be of at least 3 years or provided by OEM whichever is higher.
- 43) **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.
- 44) **JURISDICTION & APPLICABLE LAW :-**The Laws of India shall govern the Contract. All disputes shall be decided within Jurisdiction of Hon'ble Delhi High Court.
- 45) 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

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

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

| S. No | | Product | Per unit price*(in figure/ words) (as per BOQ) | Tentative 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 | Cabinet speaker | | 4 | |
| | 6 | 6 CH- Audio Mixer | | 1 | |
| | 7 | Mike cable and speaker cable as per system required including connectors | | 1 (One Lot) | |
| | 8 | Installation Charges with all required accessory ,designing and sampling | | 1 (One Job) | |
| TOTAL | | | | | |

- 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. | Bank Details:- | |
| | | |
| | 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/ 9customize9on 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

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

ANNEXURE-VII
TECHINICAL COMPLIANCE MATRIX

| S.no | Item Description | Compliance YES/NO | Model And Make Offered |
|------|---|----------------------|------------------------|
| 1. | Digital flush mount chairman unit should have following feature: QTY (01) Make: Model:- | | |
| 1.1 | Chairman unit Panel have Clear button for deactivate the all the delegates unit. | | |
| 1.2 | Unit should have headphone jack 3.5mm, | | |
| 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 : Cardioid or better | | |
| 1.6 | Frequency response of Microphone : 50 - 19,000 Hz or better | | |
| 1.7 | S/N ratio : 69 dB(A) or better | | |
| 1.8 | Max. SPL :107 dB or better | | |
| 1.9 | Chairman units panel should be customise according the existing unit cut out size maximum (110 X 178 mm) not more that. | | |
| 1.10 | Connectivity mode of the chairman unit daisy chain with/Cat 5/6 Cable or multi core. | | |
| 2 | Digital flush mount Delegates unit should have following feature:- Qty (17) Make: Model: | | |
| 2.1 | Delegate unit Panel should have microphone ON/OFF Button. | | |
| 2.2 | Unit panel should have headphone jack 3.5mm, | | |
| 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 : Cardioid or better. | | |
| 2.7 | Frequency response : 50 - 19,000 Hz or better | | |
| 2.8 | S/N ratio : 62 dB (A) or better , | | |
| 2.9 | Max. SPL : 107 dB or better | | |

| | | | |
|-----------|--|--|--|
| 2.10 | Delegate unit panel should be customised according the existing unit cut out size maximum (110 X 178 mm) not more that. Connectivity mode of the chairman unit daisy chain with Cat 5/6 Cable or multi core. | | |
| 3 | Digital Control unit should have following specifications:- Qty 01 Make: Model: | | |
| 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 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 | | |
| 3.4 | Recording feature : YES | | |
| 4. | Power Amplifier:- Qty 01 Make: Model: | | |
| 4.1 | Type of Amplifier : Class D | | |
| 4.2 | Number of Channel : 2 | | |
| 4.3 | Power Output : 2x120 watt | | |
| 4.4 | Frequency response : 20-20000 Hz or better | | |
| 4.5 | Power output on 100v/70v. | | |
| 5. | Cabinet speaker:- Qty 04 Make: Model: | | |
| 5.1 | Frequency response -100Hz - 20kHz | | |
| 5.2 | 4" woofer) - both models feature a 1" balanced dome tweeter. | | |
| 5.3 | Power rating: 15W | | |
| 5.4 | Transformer taps 100V /70V :15W, 7.5W, 3.8W | | |
| 6. | 6 CH- Audio Mixer:- Qty 01 | | |
| 6.1 | 6 Channel analogue Audio mixer | | |
| 6.2 | Channels: 6 | | |

| | | | | |
|-----|-----------------------------------|-----------------------|--|--|
| 6.3 | Inputs - | Mic Preamps:2 x Combo | | |
| 6.4 | Phantom Power: | 2 | | |
| 6.5 | EQ Bands: | 2-band (High, Low) | | |
| 6.6 | Inputs - Line: | 4 x TRS | | |
| 6.7 | Outputs - Main: | 2 x XLR, 2 x TRS | | |
| 7 | Warranty – 3 years onsite support | | | |

Date:.....

Name of the Authorized Signatory

Stamp & Signature

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.