

Ref. No.: MDI/VC /2019

Date: March 24, 2019

Sub: Invitation of sealed quotations for SITC of Video Conferencing Facility for 2 nos. Rooms .

Dear Sir,

Management Development Institute invites sealed quotations for **SITC of Video Conferencing Facility** from reputed agencies. Terms and conditions are mentioned in the enclosed document.

Quotations should be submitted under 2-Bid system in sealed envelope duly super scribed as **“Quotation for SITC of Video Conferencing Facility”** on or before the due date and time of submission. It should contain three separate sealed envelopes containing the following and super scribed with the caption given below:

- Technical Bid for renovation of SITC of Video Conferencing Facility
- Financial Bid for renovation of SITC of Video Conferencing Facility
- EMD of Rs. 20,000/- **(Rupees Twenty Thousand Only)** in form of Bank Demand Draft drawn in favor of the Management Development Institute Payable at Gurugram.

Please ensure that

- **Tender document must be signed and stamped on all pages as a token of acceptance of all the terms and conditions.**
- No quotations would be accepted by e-mail and only hard copies will be accepted.

The quotations should be addressed to: -

Senior Systems Analyst
Computer Centre
MANAGEMENT DEVELOPMENT INSTITUTE
Mehrauli Road, Sukhrali
Gurgaon - 122 007, Haryana (INDIA)

Important Dates :

Submission of any query by e-mail, The e-mail id is : ittender@mdi.ac.in.	March 26, 2019
Pre bid meeting	March 27, 2019 at 3.30 p.m.
Addendum will be communicated on or after March 28,2019 if there are any corrections in the Tender Details after Pre-bid meeting	On or after March 28 20, 2019
Last Date for Submission of Technical & Financial Bids	On or before April 4 , 2019 , 3.00 pm.

Important Instructions

Submit the Technical and Financial Bids in separate Envelope as per details given below: <ul style="list-style-type: none">• Technical Bid for SITC of Video Conferencing.• Financial Bid for SITC of Video Conferencing.• EMD of Rs. 20,000/- (Rupees Twenty Thousand Only)	
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The Complete Tender details and any updates on the Tender will be available on the MDI Website at the link: <https://mdi.ac.in/infrastructure/tenders.html>

Date:

(Signature)
Name of Vendor

Checklist and Index of the Technical Bid Document in the Order indicated Below

S. No.	Document to be Attached	Whether Submitted
1.	EMD of Rs. 20,000/-	Yes <input type="checkbox"/> / No <input type="checkbox"/>
2.	Tender Document signed and stamped on each page	Yes <input type="checkbox"/> / No <input type="checkbox"/>
3.	Filled in and signed Technical Bid on company's letter head	Yes <input type="checkbox"/> / No <input type="checkbox"/>
4.	Profile of the Company	Yes <input type="checkbox"/> / No <input type="checkbox"/>
5.	CA Certificate regarding Company's Turnover for last three years	Yes <input type="checkbox"/> / No <input type="checkbox"/>
6.	Client Details for setting up Video Conferencing facility in the given format	Yes <input type="checkbox"/> / No <input type="checkbox"/>
7.	Completion certificate from the clients indicated at Sl. No. 6	Yes <input type="checkbox"/> / No <input type="checkbox"/>
8.	OEM Authorization Certificate for every item	Yes <input type="checkbox"/> / No <input type="checkbox"/>
9.	Certificate on company's letter head that vendor is not blacklisted	Yes <input type="checkbox"/> / No <input type="checkbox"/>
10.	Confirmation that Technical specifications are as per Annexure I & II. Attach details if additional facilities offered	Yes <input type="checkbox"/> / No <input type="checkbox"/>
11.	Confirmation that all products carry warranty & support for three year from the date of implementation of Project.	Yes <input type="checkbox"/> / No <input type="checkbox"/>
12.	Affidavit (ON NON-JUDICIAL STAMP PAPER OF RS. 10/-) As per Format Attached .	Yes <input type="checkbox"/> / No <input type="checkbox"/>

Terms & Conditions are as under:

- 1) Technical and Financial bid should be submitted on company letter head and should be submitted duly signed by the authorized person.
- 2) The financial bid shall be valid for at least 120 Days. Institute will not entertain any request in respect of escalation of price due to any reason whatsoever.
- 3) Financial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after technical evaluation done by the MDI.
- 4) The vendors are required to make presentation regarding their proposed product and solution as part of Technical evaluation.
- 5) The items will be supplied and installed at MDI Campus, Gurugram, nothing extra shall be paid towards the cartage, packing, forwarding, Octroi etc.
- 6) In case any item is found to be defective /substandard, the same shall be rejected. Institute shall not make any payment for such items and shall be removed from the site immediately.
- 7) MDI reserve the right to accept or reject any or all the quotations without assigning any reason whatsoever.
- 8) Institute reserves the right to terminate the contract by giving one-month notice in writing without assigning any reason whatsoever.
- 9) Sub contract of Project is not allowed.
- 10) Vendor may inspect the site. Kindly contact undersigned.
- 11) In case the Project is not completed in due date then penalty shall be imposed @ Rs. 2,000/- for each day subject to a maximum of Rs.20,000/- (Rs. Twenty thousand only).
- 12) If contract is awarded and work is not executed by the vendor, then EMD amount will be forfeited.

13) Termination for Default

The institute may, without prejudice to any other remedy, for breach of agreement in whole or part, terminate the contract.

The agreement will be terminated if

- Vendor fails to provide any or all of the services for which it has been recognized within the period(s) specified in the agreement, or within any extension period thereof if granted by the institute pursuant to conditions of the agreement. OR
- In the judgment of the Institute, it is engaged in corrupt or fraudulent practices in competing for or in executing the agreement. OR
- It fails to follow instructions, guidelines, submission of reports, lists, and data.
- It is found to be involved in or associated with any unethical, illegal or unlawful activities. The agreement will be summarily suspended by the Institute without any notice and thereafter the

agreement may be terminated after giving a show cause notice and considering its reply, if any, received within 10 days of the receipt of the show cause notice.

14) PRE BID MEETING/QUERIES/CLARIFICATIONS:

For any other query relating to technical specifications, the bidders may submit in the form of email to ittender@mdi.ac.in before 24 hours of the time fixed for the pre-bid meeting after which no query shall be taken into account. Any corrigendum, if required, will be uploaded on MDI Website after the pre-bid meeting date. No clarification shall be entertained after the Pre-bid Meeting

15) MDI reserves the right to allot/cancel the tenders invited for **SITC of Video Conferencing Facility** as it may consider/deem fit and proper and to reject the tenders/applications without assigning any reasons at any stage.

16) AMENDMENT OF Tender DOCUMENTS

17) At any time before the scheduled submission of bid, MDI may, for any reasons, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by issuing addendum. The amendment in the form of Addendum uploaded on the MDI website will be binding on the bidders.

18) MDI may, at its discretion, extend the date for submission and/or opening of the bid. In order to allow prospective bidder, MDI may, at its discretion shall, extend the deadline for the submission of bids for a reasonable time to take the amendment into account in preparing their bid.

19) ACCEPTANCE AND WITHDRAWAL

The final acceptance of the tender would entirely vest with MDI, who reserves the right to accept or reject any tender, without assigning any reason whatsoever. There is no obligation on the part of MDI to communicate in any way with rejected bidders. After acceptance of the tender by MDI, the bidder shall have no right to withdraw his tender or claim higher price.

20) Bids received with incomplete information is liable for rejection.

21) Any Bid received by MDI after the deadline for submission of bids will be summarily rejected.

22) Any dispute/ difference arising out or relating to this Tender: Matters regarding any dispute shall be referred for arbitration to any Officer appointed by the Director of Management Development Institute Gurgaon, whose decision shall be binding and final.

23) PAYMENT TERMS:

- 75% (seventy-five percent) of the total bill value of items supplied will be paid within 1 month of complete delivery of items at the MDI campus and
- 20% of within 1 month of satisfactory commissioning of all the items and delivery of warranty documents, Software Licenses and certification of site, Documentation and training.
- 5% of will be made after one year.
- **Payment Terms for 3 Year Onsite warranty & Support** : To be paid in 6 installments half yearly post 6 months period.

27 EMD would be released at the time of first payment.

Date :

(Signature)

Name of Vendor

Technical Bid & Evaluation Criteria

Sealed Quotation for SITC of Video Conferencing

S. No.	Description	Company Response	Remarks											
1.	Profile of your firm/company	Yes <input type="checkbox"/> / No <input type="checkbox"/>												
	Year of establishment													
	Number of employees													
	Annual Turnover for the last 3 Years. Attach CA Certificate of Last 3 years. Kindly Attach separate sheet on company letter head.	<table border="1"> <thead> <tr> <th align="center">Year</th> <th align="center">1</th> <th align="center">2</th> <th align="center">3</th> </tr> </thead> <tbody> <tr> <td align="center">Turnover</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Year	1	2	3	Turnover							
Year	1	2	3											
Turnover														
1 A	Annual Turnover of each year for last 3 years more than 2.0 Crores.													
2	Names & addresses of prestigious clients of video conferencing project of reputed Institute/ University, at least Three along with the telephone numbers of the contact persons of the clients where you have completed setting up of Video Conferencing Facility Please provide photo copies of Purchase Order and completion certificate for setting up of Video Conferencing Facility	Yes <input type="checkbox"/> / No <input type="checkbox"/> 1. 2. 3.												
3	Name of OEM for items for setting up Video Conferencing Facility and related Accessories for which Quote is submitted. Whether Authorized partner of OEM . (Attached valid OEM Certificates)	*Attach item-wise OEMs Yes <input type="checkbox"/> / No <input type="checkbox"/>												
5	Contact details of the authorized person of the company. 1. Name : 2. Office Tel No.: 3. Mobile no.: 4. Official E-mail id:	Yes <input type="checkbox"/> / No <input type="checkbox"/>												
6	A declaration, on company's letterhead that the Bidder has not been blacklisted, must be submitted by Bidder.	Yes <input type="checkbox"/> / No <input type="checkbox"/>												
7	EMD of Rs. 20,000/ in the favor of MDI. EMD amount of successful bidder will be	Yes <input type="checkbox"/> / No <input type="checkbox"/>												

	released at the time of first payment.		
8	<p>The Product & Solution quoted meets the technical specifications as given in Annexure-I & II</p> <p>Attach technical data sheet of all the products quoted</p> <p>For any additional feature being provided by you, Kindly attach the additional sheet</p>	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
9	All products should be quoted with at least 3-year warranty support from OEM and support from vendor.	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
10.	<p>Payment Terms :</p> <ul style="list-style-type: none"> • 75% (seventy five percent) of the total bill value of items supplied will be paid within 1 month of complete delivery of items at the MDI campus and • 20% of within 1 month of satisfactory commissioning of all the items and delivery of warranty documents, Software Licenses and certification of site, Documentation and training. • 5% of will be made after one year. <p>Payment Terms for 3 Year Onsite warranty & Support</p> <ul style="list-style-type: none"> • To be paid in 6 installments half yearly post 6 months period. 	Yes <input type="checkbox"/> / No <input type="checkbox"/>	

Details of Clients for SITC of Video Conferencing (Insert Additional Rows to give Additional Client details)

S.No.	Client Name (Institute / University)	Value of the Project	Client Contact No.	Client Email ID	Completion Certificate Attached
					Yes <input type="checkbox"/> / No <input type="checkbox"/>
					Yes <input type="checkbox"/> / No <input type="checkbox"/>
					Yes <input type="checkbox"/> / No <input type="checkbox"/>

Evaluation Procedure and Selection of Bidder

The Tender would be awarded L1 basis.

A. Bid Rejection Criteria: The bid shall conform generally to the specifications and terms and conditions given in this document. Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected

- Non submission of signed & stamped tender documents on each and every page
- Submission of unsigned financial bid.
- Not Submitting financial bid in a separate sealed envelope.
- Company Turnover less than Rs 2.0 Crores in any of the last three financial years
- Not submitting OEM Authorization for the products quoted
- Not submitting at least three client details where works of similar nature and value completed.
- Non submission of EMD of Rs. 20,000/-
- Non submission of Details of Clients for setting up Video Conferencing Facility in the format specified.
- Bidder should have experience of SITC of Video Conferencing in at-least 2 (two) projects. Documentary evidence for above has to be submitted with the Bid, failing which, their offer will be rejected.
- Bid(s) not complying with Delivery, installation & commissioning, warranty, penalty, and AMC clauses will be rejected.
- The bidder should quote for all the items mentioned in the tender, failing which, their offer will be rejected.
- The bidder should have an office in Delhi NCR manned with their own qualified support staff/Engineer with their Customer Care Number
- Reputed and experienced Indian companies who have adequate and sound knowledge of SITC of Video Conferencing & have completed similar projects in Govt. /Institutes during the last five (05) years.
- The bidding firm should have the experience of the three similar works in the Institute of Repute like IIT/IIM etc.
- The bidder should have a minimum annual turnover of at least Rs.2 crores during the last three financial years 2015-16, 2016-17, 2017-18. The turn over shall be supported by documentary evidences duly certified by Chartered Accountant which shall be attached with the tender documents.
- The bidding firm should not have incurred any loses in more than two years during the last three years ending 31st March, 2018 and should have a positive net worth during the last three financial years. Certified copies of profit and loss statement and relevant audited balance sheets of last three financial years should be submitted with the tender documents.
- The bidder should have an office in Delhi NCR manned with their own qualified support staff/Engineer with their Customer Care Number

B. Procedure for Evaluation of Responsive Technical Bids.:

1. Bidders will be technically qualified based on Information/documents provided.
2. MDI decision will be final for the evaluation of Technical Bids.

C. Procedure for Selecting the bidder

The work shall be awarded to the vendor whose quote is L1 among the qualified bidders

(ON NON-JUDICIAL STAMP PAPER OF RS. 10/-) AFFIDAVIT

I/we _____ Partner(s)/legal Attorney/ Proprietor(s)/ Accredited Representative(s) of M/s _____ solemnly declare that:

2. I/we are submitting tender for ----- against Tender Notice No. _____ dated _____.

3. All information furnished by me/us in respect of fulfillment of eligibility criteria and information given in this tender is complete, correct and true. All documents/credentials submitted along with this tender are genuine, true and valid.

4. My/our bid shall remain valid for a period of 120 days from the last date fixed for the bid submission in accordance with the Bidding Documents and shall be binding upon us and maybe accepted at any time before the expiry of the period.

5. The Price-Bid submitted by me/us is "WITHOUT ANY CONDITION".

6. If any information or document submitted is found to be false/incorrect, MDI may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money (EMD) and blacklisting of my/our firm and all partners of the firm etc.

7. I/we also declare that the Government of India or any other Government body has not issued any show-cause notice or declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.

8. I/We understand that MDI decision will be final for the evaluation of Technical Bids.

9. I/We have gone through all terms & conditions of the tender documents before submitting the same and accept the same along with the technical specification and all other conditions mentioned in the documents; including the condition that MDI is not bound to accept the lowest bid.

(Signature of the Tenderer with Seal)

Seal of Notary

Date:

Technical Specifications for SITC of Video Conferencing System

***Attach technical data sheet of all the products quoted**

Quote must conform to the scope of work as prescribed in Annexure-II.

S.No.	Detailed Specification * Attach Product Sheet with Detailed Specifications	Brand/ Make Quoted	Compliance *Attach separate Sheets indicating deviations, if any
1.	<p>High Definition Video Conferencing System – 2 Nos.</p> <p>SITC of High Definition Video Conferencing System with capability of Cloud based service. System must have codec supporting Full HD at 60 fps. Capable of doing H.264, H.323 calls and SIP calls. Multi party licenses of minimum 1+5 users with bundled Full HD Camera of min. configuration having wide angle zoom lens with 10X Optical Zoom, Auto focus and minimum 10 presets, 1 nos. of codec, 1nos. of microphone, 5-Site connection. The system should be capable of supporting 2 or more displays, The system is to be in future to upgrade and configurable with other 2 No. 3 rd party tracking camera full HD 1080p, 20X optical zoom for purpose of live streaming and recording both.</p> <p>Make : (Polycom /Cisco/LifeSize/ Panasonic)</p>		Yes <input type="checkbox"/> / No <input type="checkbox"/>
1 A	<p>Mobile License for Item no. 1 (License can be use for Mobile, Laptop etc.)</p>		Yes <input type="checkbox"/> / No <input type="checkbox"/>
2.	<p>Full HD 55" Display – 4 Nos.</p> <p>SITC of 55"Direct LED Backlight Full HD with 3.5 mm ultra-narrow bezel display 13.9 (Top/Left/Right) 14.9 (Bottom) mm, for 24/7 use. brightness 350 cd/m²contrast ratio (typical) 3000:1 dynamic contrast ratio 500,000:1 viewing angle (horizontal & vertical) 178-degree, tiled matrix up to 10 x 10 optimum resolution 1920 x 1080 @ 60 hz Video formats minimum 1080p, 50, 60Hz, mtdf 50,000 hour(s) with wall mount accessories</p> <p>Make : (Panasonic /LG/Sony/Samsung)</p>		Yes <input type="checkbox"/> / No <input type="checkbox"/>
3.	<p>Kit for Mounting – 2 No.</p> <p>Standard Ceiling mount kit for Camera</p>		Yes <input type="checkbox"/> / No <input type="checkbox"/>
4.	<p>Wireless Presentation System – 2 No.</p> <p>SITC of a wireless presentation system, which can show any content like jpeg, video with audio onto the display pannel wirelessly without interrupting the</p>		Yes <input type="checkbox"/> / No <input type="checkbox"/>

	<p>existing control room network. Video input 1X RJ45 ,1X USB Video Output 1X HDMI Output resolution 1920x1080 or better ,Frame rate 30 fps or better for Full HD or more resolution. Connect and participate 50 users or more allows to users to share audio/ video content from an iOS device, using Apple's native Airplay protocol. System should be enterprise level security with SALSA20 data encryption, gatekeeper settings, and individualized control over IP settings.</p> <p>Make : (Barco/ Crestron/Polycom)</p>		
5.	<p>Video Conference Recorder – 2 No.</p> <p>SITC of Video Conference Recorder Input Signals 1 or More HDMI Input, Balanced / Un-Balanced Analog Audio Input. Input resolution support 1080p/60. Output 1 HDMI for local output. Recording Capacity Minimum 1 TB. Video recording Layout It should be possible to record near and far end (PIP and Picture by Picture) either using Codec</p> <p>Make : (Avermedia/Lumens/ Mediapointe/Mediasite/ panasonic)</p>		Yes <input type="checkbox"/> / No <input type="checkbox"/>
6.	<p>Rack for Codec, Recorder and other accessories</p>		Yes <input type="checkbox"/> / No <input type="checkbox"/>
7.	<p>Cables, Connectors & Accessories</p> <p>SITC of approved makes of cables (Mic Cable/Speaker/ Cable /Power Cable, Control Cable, Connector. HDMI Patch Chords, Battens, Conduit, any other item require for installation) Etc.</p> <p>Make : Extron/Kramer/Aten</p>		Yes <input type="checkbox"/> / No <input type="checkbox"/>
8.	<p>Delivery Time – 1 Weeks</p>		Yes <input type="checkbox"/> / No <input type="checkbox"/>
9.	<p>3 Years Warranty and onsite support from OEM for all the above items post commissioning and support from vendor.</p>		Yes <input type="checkbox"/> / No <input type="checkbox"/>

Scope of Work

MDI Gurgaon intends to set up state of the art Video Conferencing Facility on a turn-key / SITC (Supply, Installation, Testing and Commissioning)

Specific Scope of Work on SITC Basis would include the following:

1	High Definition Video Conferencing System
2	Full HD 55" Display
3	Kit for Mounting
4	Wireless Presentation System
5	Video Conference Recorder
6	Rack for Recorder, Codec etc
7	Cables, Connectors & Accessories

The vendors may visit the location at MDI campus on any working Day between 10:00 AM to 5:00 PM with prior appointment. Contact details for appointment for visit:

Sr. System Analyst
Computer Centre
Lakshya Building
Management Development Institute
Gurgaon
Phone : 0124-4560327

Financial Bid

Sealed Quotation for Setting up Video Conferencing Facility

Sr. No.	Description of Item & Specification as per Annexure I	Qty. in Units	Unit Price in Rs.	Total Price excluding GST in Rs.	GST (%)
1.	High Definition Video Conferencing System	2			
1. A	Mobile License for Item no. 1 (License can be use for Mobile, Laptop etc.)	2			
2..	Full HD 55" Display	4			
3.	Kit for Mounting	2			
4.	Wireless Presentation System	2			
5.	Video Conference Recorder	2			
6.	Rack for Recorder, Codec etc	2			
7.	Cables, Connectors & Accessories as per technical bid.	---			
8.	Installation, Testing, Commissioning, Training	---			
9.	3 Years Warranty and onsite support from OEM for all the above items post commissioning and support from vendor.	---			
10.	Grand Total				

- Delivery Mode: Delivery at MDI Gurgaon, at site only
- Total bid price should be inclusive of all taxes and levies, transport, loading, unloading etc.
- Warranty and Support: 3 Year Onsite.
- Delivery Period:days/weeks.
- Installation Period:days/weeks.
- Quotation Validity Date: - 4 months from the last date of Submission of quotation/tender.

Sign of bidder:- _____
 Name of bidder:- _____
 Firm's Name: _____

Date: