



**CENTRE FOR MODERNIZING GOVERNMENT INITIATIVE (CMGI)
PLOT NO – 1212A, SISHU BHAWAN SQUARE, UNIT – 1, BHUBANESWAR,
ODISHA, TELEPHONE NO. : 0674- 2598150/51
BHUBANESWAR-751009**

TENDER DOCUMENT

Tender Enquiry No. : CMGI/PCU/ C & C/2012/93/1917, Dt. 30.11. 2016

**SUPPLY & INSTALLATION OF CUSTOMIZED TWO-WAY AUDIO COMMUNICATION SYSTEM IN
GOPABANDHU ACADEMY OF ADMINISTRATION (GAA), BHUBANESWAR**

Last Date for Submission of Tender:

Dt. 07.12.2016 by 2:00 PM

Place of Submission of Tender Document:

**CENTRE FOR MODERNIZING
GOVERNMENT INITIATIVE (CMGI),
1212(A), SishuBhawan Square, Unit-1,
Bhubaneswar - 751009**

Date & Time of Tender Opening and Evaluation
of General & Technical Bid:

Dt. 07.12.2016 at 3:00 PM

Date and Time of Opening of Financial Bid:

Dt. 07.12.2016 at 4.00 PM

The tender document contains total 10 pages.

INSTRUCTIONS TO BIDDERS

1. The tender should be submitted in two-bid pattern i.e. Technical Bid and Commercial Bid. Both the envelopes should be sealed separately and superscripted as “Tender for SETTING UP CUSTOMIZED TWO-WAY AUDIO COMMUNICATION SYSTEM in Gopabandhu Academy of Administration, Jayadev Vihar, Bhubaneswar - Technical Bid” and “Tender for SETTING UP CUSTOMIZED TWO-WAY AUDIO COMMUNICATION SYSTEM/ and Related Accessories in the training/conference halls of Gopabandhu Academy of Administration, Jayadev Vihar, Bhubaneswar - Commercial Bid” respectively. Both the envelopes should then be placed in another sealed envelope and super-scribed as “Tender for SETTING UP CUSTOMIZED TWO-WAY AUDIO COMMUNICATION SYSTEM in the training/conference halls of Gopabandhu Academy of Administration, Jayadev Vihar, Bhubaneswar.

Master Slave Concept For Monitoring & Switching :

- All Rooms are to be connected on a Single Set of Two Cables.
- 100% Two way customized two-way audio communication System with additional facility to connect camera in rooms and monitor them from the Chamber of the Director General, GAA.

Highlights:

- **Fully digital switching with customized PA console unit.**
- **04 Mode of operation: Each Microphone/ Speaker should be capable of the following:**
 - (a) All Call mode : Ability to address all training halls in one go
 - (b) One to one call: Ability to address one or more selected training halls in one go
 - (c) Selected rooms call :
 - (d) Listening mode (Spying mode) Listening mode can be used to listen the conversation going on inside the room without bringing it to the knowledge of people involved in conversation.
 - (e) Indicator Light : There should be a prominent light indicating that the Director General, GAA is listening the class.

System components:

- **Master Console Unit:** This unit will be installed in the Chamber of the Director General, GAA. Master unit consists of Mic, speaker, Amplifier & console operator unit to instruct the system in user friendly manner.

- Slave Unit: These units will be installed in classrooms / Labs / Staff rooms / Activity Rooms / Department Cabins etc. It consists of speaker, Mic and facility to connect CCTV camera.

Operation:

- Master unit is connected in parallel with all the slave units on a set of two cables.
- Master unit facilitates the with following features:
- One to one two way communication can be performed with any selected room. Voice of administrator will be heard only in selected room, no other room will hear the conversation. Video from the Camera installed in that particular room will be visible on the external LCD / TV / Computer connected.
- Group Calling: Administrator can make groups to make group announcements. Groups can be made of Rooms with common interest. Like the announcements for all the admin staff is mostly common.
- Other than Making groups Administrator can make group announcements directly by entering room numbers. They can be any random rooms having common interest.
- All Call: Administrator can perform ALL CALL. During ALL CALL the voice / announcement from administrator will be audible in every room where slave unit is installed. This can be used to announce any information bearing common interest for all.

2. The tenders complete in all respects in two-bid pattern should be submitted in a sealed cover to reach this office on or before 2.00 PM, on Dt. 07.12.2016 either in person or by Registered post. Tenders should be in person submitted at the Address Below:

**CENTRE FOR MODERNIZING GOVERNMENT INITIATIVE (CMGI)
PLOT NO – 1212A, SISHU BHAWAN SQUARE, UNIT – 1, BHUBANESWAR**

The tender(s) received after the said date and time shall not be accepted.

3. The Technical Bid will be opened on Dt. 07.12.2016 at 3.00 Hrs. Date of opening of Commercial Bids will be notified to the firms whose technical bids are found qualified by the TEC (Tender Evaluation Committee). Tenderers or their authorized representative may be present at the time of opening of tenders. The representatives of the participating firms must carry authorization letter to attend the meeting of Tender Evaluation Committee.

4. The rates/charges for Setting up of Two-way Customized Audio Communication System of relevant equipment/peripheral/services etc and related accessories in Gopabandhu Academy of Administration, Jayadev Vihar, Bhubaneswar should be mentioned in the “Commercial Bid” indicating details of taxes/levies of Central/State Govt.

5. **Qualifying Requirements (QR)/Eligibility criteria :-**

(a) The prospective bidder should have a minimum of 03 years of experience in supplying and installing CCTV Cameras/Setting up Two-way Audio Communication System, Access Control System & related accessories in Govt Offices/Central Autonomous body/Central PSU/ Reputed Industries/Reputed Institutions. The bidder should have at least 3 work orders/completion certificates from any State/Central Government Organization regarding supply and installation of CCTV Cameras/Setting up of two-way Audio Communication System during last 3 financial years (2012-13, 2013-14, 2014-15).

(b) The average Turnover of the Contractor for last 3 financial years (2012-13, 2013-14, 2014-15) should be at least **Rs.2 Lakhs**.

6. Period of Contract

Rate contract shall be valid for 03 years, w.e.f., date of award of contract and can be renewed for a further period of 01 years (maximum) w.e.f. Date of award of contract with mutual agreement on same terms and conditions. The selected agency should take up any additional work pertaining to Two-way Audio Communication System within the unit price finalized in the tender.

7. Tender Validity

The Tender shall remain valid for 120 days from the date of opening of financial bid.

8. EMD

- a) Earnest Money Deposit of **Rs.10,000/-** (Rupees Ten Thousand only) may be submitted by Bank Draft only drawn in favour of **“Executive Director, CMGI”** of any Nationalized / Scheduled Bank payable at Bhubaneswar.
- b) The bid security of the unsuccessful bidder will be discharged /returned as promptly as possible and no interest would be paid thereon.**

9. Forfeiture of EMD

- I. If a tenderer withdraws his tender during the period of tender validity, EMD shall be forfeited.
- II. In case successful bidders fails to supply the goods / services / works at L-1 rate, EMD shall be forfeited.

10. Late Tenders

Any tender received in the office of CMGI, Bhubaneswar after the deadline prescribed for submission of tenders will not be entertained.

11. Award of Tender

The tender shall be awarded to lowest financial bidder i.e. L-1 party. Financial bids shall be opened only for technically qualified bidder.

12. CMGI’s right to accept any tender and reject any or all tenders

- 12.1. Any tender in which either the terms and conditions are not acceptable by the tenderer in full or any other conditions are imposed (i.e. conditional tender), will be summarily rejected.
- 12.2. Tenders should be signed by a person who is legally competent to do so. Person signing the tender form or any other document forming part of the contract on behalf of the other shall be deemed to warrant that he had the authority to bind such other persons and if, on any enquiry, it transpires that the person signing the documents had no authority to do so, the CMGI may, without prejudice to other civil and criminal remedies, cancel the contract, forfeit the earnest money/security deposit and hold the signatory liable for such costs and damages as considered necessary by the CMGI.

15. Acceptance of the tender by CMGI, Bhubaneswar shall be communicated to the successful

tenderer by a formal letter of acceptance of tender.

16. **Performance Security Deposit** : On receipt of letter of acceptance of tender from NIFT BBSR, the contractor shall within a period of Ten days, deposit Performance Security Deposit. **The successful bidders(s) will have to submit a Performance Security Deposit (in the form of Account Payee Demand Draft from a commercial bank equivalent to the value of Ten percent (10%) of the total value of the contract (to be decided later) excluding service/sales tax/VAT within ten days from the date of award of contract. Performance Security Deposit would be in the name of Executive Director, CMGI payable at Bhubaneswar and valid for a period of six months beyond the date of completion of all contractual obligations.** On due performance and completion of the contract in all respect to the entire satisfaction of competent authority of CMGI and GAA, Bhubaneswar , the security deposit shall be refunded to the contractor only after adjusting any payment, if any, due to the CMGI/GAA Bhubaneswar under this or any other contract. Should the contract be not performed to entire satisfaction of the competent authority of CMGI/GAA, he shall be entitled to forfeit the security deposit in part or in full as may be considered reasonable by him. Decision of Executive Director, CMGI, Bhubaneswar shall be final in this respect. Should the contractor fail to provide the said security deposit within the stipulated period, such failure shall amount to breach of the contract and the Executive Director, CMGI, Bhubaneswar shall be entitled to make other arrangements at the contractor's risk and cost without giving any further notice to him and in addition forfeit the earnest money of the contractor.

15. This invitation to Tender and instructions to the **Tenderers for Setting up Customized Two-way Audio Communication System in Gopabandhu Academy of Administration, Bhubaneswar** has also been put on the websites of the [CMGI at www.cmgi.org.in](http://www.cmgi.org.in) . Blank tender forms and other details can also be downloaded from the website. In that case firm has to enclose the fee of Rs 1000/- (non-refundable) in the form of DD in favour of Executive Director, CMGI, Bhubaneswar payable at Bhubaneswar " Tenders without such fees will be summarily rejected. Tender Documents can also be obtained from the following address on payment of Rs. 1000/- (Non-refundable) in form of Demand Draft drawn in favour of Executive Director, CMGI, Bhubaneswar payable at Bhubaneswar " payable at Bhubaneswar.

16. Canvassing in any form is strictly prohibited and the tenderers who are found canvassing are liable to have their tenders rejected out rightly.

TERMS & CONDITIONS

The terms and conditions of the contract will be as under: -

1. In case of non-satisfactory performance, the amount as deemed appropriate may be deducted from the total bill/security deposit as decided by the Executive Director, CMGI, Bhubaneswar. The terms and conditions will be executed under the supervision of the user office.

3. The contractor will have to follow all the security instructions applicable from time to time. If the engineers deputed for installation or maintenance of the equipment are found guilty of any violation of security norms, they will be liable to be prosecuted under the law.

4. **Terms of Payment:** No advance payment for 'procurement and Setting up Customized Two-way Audio Communication System and related accessories' will be made. The payment will be made after supply and installation of all required equipment/accessories and submission of a pre-receipted invoice/bill in triplicate.

5. As the requirement is time bound in nature, in case the tenderer fails to supply the items within the stipulated period, the tenderer shall be liable to pay liquidation damages at the rate of 5% per delayed week or part thereof of the ordered value subject to a maximum of 30% of the ordered value. Executive Director, CMGI, Bhubaneswar reserves the right to cancel the contract in such circumstances also.

6. **Effective Date of Contract:** The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.

7. **Arbitration :** CMGI and the supplier shall make every effort to resolve amicably by direct negotiation any disagreement or dispute arising between them under or in connection with the work assigned. In case of their failure to resolve the matter will be referred to Executive Director, CMGI whose decision will be final and binding on both parties. The arbitration proceedings shall be held in Bhubaneswar, Orissa.

8. **Legal Jurisdiction :** All legal disputes are subject to the jurisdiction of Bhubaneswar court only.

9. **Termination of Contract:** The CMGI/ Govt shall have the right to terminate this Contract in part or in full in any of the following clause:-

- (a) The Seller is declared bankrupt or becomes insolvent.
- (b) The Buyer has noticed that the Seller has utilized the services of any Indian /Foreign agent in getting this contract and paid any commission to such individual/company etc.
- (c) The Seller fails to supply and install the required equipment in stipulated time frame.

10. **Warranty & Annual Maintenance:**

All equipment, software and hardware shall be covered by at least **one year on-site warranty** from the date of commissioning of the project. The Firm will also be asked to offer **Comprehensive Annual Maintenance Contract (CAMC) for next three years**. Further, they have to provide training to support staff to run such equipment. **The rate of CAMC quoted in the Bid will, however, not be the criteria for deciding L-1 bidder and will be subject to negotiation.**

- (a) A complaint will be attended to within 24 hours from the time of its lodging failing which a penalty @ Rs.100/- per day will be charged till the complaint is attended to and the equipment/accessories are made fully functional. It will be the responsibility of the contractor to keep the equipments in perfect working order, during the contract period.
- (b) In case, any of the equipment is to be taken out for repairs to firm's workshop, a standby equipment of same/higher configuration shall be provided by the firm.
- (c) The firm shall have to depute well qualified engineers on full time basis for the successful installation of the equipment/accessories for commissioning of the project and to train the user's staff for operating such system. The engineers deputed should be well versed with the equipment installed by the firm and equipped with all essential spare parts and tool kits.
- (d) The services of the engineer of the contractor may be required on non-working days or beyond office hours on working days on some occasions to meet emergency situation. The contractor shall ensure that on such occasions also the personnel are deputed.
- (e) Any problem reported by the users will be notified to the contractor's engineers and will be attended to by them based on the priority indicated by this office.
- (f) The contractor will have to follow all the security instructions applicable from time to time. If the engineers deputed by the firms are found guilty of any violation of security norms, they will be liable to be prosecuted under the law.

Technical Bid

Attach copies of the following supporting documents

(a) The bidder should have a minimum of 03 years of experience in supplying and installing CCTV Cameras/Setting up Audio Communication System, Access Control System & related accessories in Govt Offices/Central Autonomous body/Central PSU/ Reputed Industries/Reputed Institutions. The bidder should produce copy of at least 3 work orders/completion certificates from any State/Central Government Organization regarding supply and installation of CCTV Cameras/ Audio Communication System, Access Control System during last 3 financial years (2012-13, 2013-14, 2014-15). The bidder should produce copy of at least 3 work orders/completion certificates from any State/Central Government Organization regarding supply and installation of CCTV Cameras/ Audio Communication System, Access Control System during last 3 financial years (2012-13, 2013-14, 2014-15).

(b)The average Turnover of the Contractor for last 3 financial years (2012-13, 2013-14, 2014-15) should be at least **Rs.10 Lakhs**. The bidder should produce copy of the audited balance sheet of last 3 financial years (2012-13, 2013-14, 2014-15).

Bidder Information Sheet :

Name of the Bidder:	
Email address:	
Telephone number office:	
Fax No.:	
Address:	
City:	
Pin Code:	
Year of Establishment:	
Status of the Firm	Proprietary / Partnership/Pvt. Ltd./ Pub Ltd
Names of the: Directors/Partners/Proprietor	
Name and address of the: Bankers	
Registration No. and date with: Registrar of Companies/Firms	
PAN Number:	
SERVICE TAX NUMBER	
VAT/CST Number:	
Annual Turnover of the last three years (Attach audited copy of Balance sheet)	FY 2012-13: Rs. _____ Lakks
	FY 2013-14: Rs. _____ Lakks
	FY 2014-15: Rs. _____ Lakks

Seal and Signature of the Bidder/s.

Date:

Place:

COMMERCIAL BID AS PER THE SPECIFICATION MENTIONED IN DESCRIPTION COLUMN

SL. NO	DESCRIPTION	QTY	UNIT COST	TOTAL COST	TAX %	TOTAL TAX	TOTAL COST INCLUDING TAX
1	AMPLIFIER: (With ISI Certification) <ul style="list-style-type: none"> • 160 Watts ☐ 5-Mics, 2-AUX Inputs • Built-in Digital Player – USB/SD Card Reader with Remote • Pre-Amplifier & Line Output for connecting a Booster Amplifier and for recording purposes • Line input for connecting to an external Audio Mixer. • Resettable Circuit breaker for Overload/ Short circuit protection • Driver Unit/ Speaker Column selector switch for safer 	01					
2	10W WITH VOLUME CONTROL SPEAKER (pvc).	09					
3	Admin announcing microphone.	01					
4	Customized 10 zone PA / audio system console with all call facility with indicator light in the Class Room	01					
5	Speaker cable, Make: FINOLEX	As per requirement					
6	Cabling with necessary conduits etc...	As per requirement					
7	Installation, configuration & integration with CCTV system etc....	Job					
8	Others						
	GROSS TOTAL						

Please Note : The Financial bid comparison will be made on the basis of the Gross Total Price only. The prospective bidders may contact at CMGI for any clarification/understanding.