

No.D.21013/22/2008-Protocol
Government of India
Planning Commission
(Protocol Section)

Yojana Bhavan, Sansad Marg,
New Delhi, September , 2008.

TENDER NOTICE

1. Sealed tenders are invited from reputed, experienced and financially sound Companies/Firms/Agencies, for supply of audio equipments, switchers, cable, etc., for installation in a committee room of Planning Commission.
2. The Sealed quotations with separate Technical and Financial Bids filled in the specified proforma and addressed to the Under Secretary (Protocol), Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi should reach latest by 3.00 P.M. on 07.10.2008 (Tuesday). The quotations should either be sent by post to the above mentioned address or dropped in the Tender Box placed at Reception Area of Yojana Bhavan, New Delhi by the stipulated date and time.
3. Tender Details / Document may be downloaded from the website of Planning Commission (<http://planningcommission.gov.in>).
4. The Technical Bids shall be opened at 3.30 PM on 07.10.2008 (Tuesday) in Room No. 344, Yojana Bhavan, Sansad Marg, New Delhi in the presence of such tenderers or their authorized representatives who may wish to be present.
5. The tenderers whose Technical Bids are accepted will be informed about the date of the opening Financial Bid.
6. Bids received after the closing date and time shall not be considered.


[Mahender Chaudhary]

Under Secretary to the Government of India

General information & terms and conditions

1. The successful bidder will have to supply, install, test and commission (SITC) the equipments within 15 days from the date of placing the order.
2. Details / specifications of items required are given in the tender document.
3. Colour picture catalogues clearly indicating the items / equipments should be attached with the Technical Bid.
4. The tenderers are required to submit two separate bids - Technical and Financial, as per proforma given in the tender document. The two bids should be put in two separate sealed envelopes superscribed "Technical Bid" and "Financial Bid". Both sealed envelopes should be put in a third sealed envelope superscribed "Tender for supply of audio equipments to Planning Commission". The Technical Bid is in two parts, consisting of Technical Bid (A) and Technical Bid (B). Both the parts, viz., (A) & (B) should be put in a single sealed enveloped superscribed Technical Bid.
5. The declaration in the prescribed proforma given in the tender document should be submitted alongwith the Technical Bid.
6. The Technical Bid should be accompanied by an Earnest Money Deposit (EMD) of Rs.40,000/- (Rupees Forty thousand only) in the form of Demand Draft/Pay Order from a commercial bank drawn in favour of "Pay & Accounts Officer, Planning Commission, New Delhi". It should remain valid for a period of 6 months from the date of issue of the bid invitation. In the absence of EMD, the tender shall be rejected summarily. The EMD of unsuccessful bidders shall be returned after finalisation of the contract.
7. The EMD of the successful tenderer will remain with this office, till he deposits a Performance Security of Rs.40,000/- (Rupees Forty thousand only) in the form of a Fixed Deposit Receipt from a commercial bank and hypothecated in favour of "Pay & Accounts Officer, Planning Commission, New Delhi" valid for 45 days beyond the expiry of period of one year from the date of award of the first work order.
8. The rates (excluding taxes) quoted by the bidders will be valid for a period of 6 months from the date of opening the bid and it will be obligatory on the part of the successful bidder to honour the work order during the period of 6 months.
9. All entries in the tender form should be legible and filled clearly. Any cutting in the Bid Application must be signed by the authorized signatory.
10. Conditional bids shall not be considered and will be rejected outright.
11. Tender incomplete in any form are liable to be rejected outright.
12. The closing time and date for receipt of tenders will be 3.00 P.M. of 07.10.2008 (Tuesday).
13. The Technical Bid shall be opened at 3.30 PM on 07.10.2008 (Tuesday), in Room No.344, Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi, in the presence of such tenderers or their authorized representatives who may wish to be present.
14. The bidders whose Technical Bids are accepted will be informed about the time and date of the opening Financial Bid.
15. The Financial Bids of only those tenderers will be opened whose Technical Bids have been accepted.
16. No bidder will be allowed to withdraw after submission of the bids; otherwise the EMD submitted by the bidding firm would stand forfeited.
17. In case the successful bidder declines the offer of contract, for whatsoever reason(s), the EMD submitted by the successful bidder would stand forfeited.
18. The competent authority of Planning Commission reserves the right to reject all or any tender in whole, or in part, without assigning any reason.

19. The successful bidder will have to integrate the audio system with the other equipments installed in the committee room, for simultaneous video presentation.
20. The items should be under warranty for a minimum period of one year from the date of supply of the items.
21. In case of any manufacturing defect, the item / component should be replaced with a new set, without any extra charges for the same.
22. The bidder should indicate the time required for delivery / installation / integration of the items.
23. In case the successful bidder fails to supply the items, within the time as specified in the bid form, this office will have full authority to cancel the order and forfeit the performance surety amount.
24. In case of breach of any terms and conditions attached to this contract, the Performance Surety Amount of the agency will be liable to be forfeited by this Commission besides annulment of the contract.
25. After completion of the contractual obligations, including supply / installation / integration and commissioning of the items, the successful bidder shall raise the bills, in triplicate.
26. PAN Number and or other tax registration numbers should be printed on the bills raised by the successful bidder.
27. The competent authority in Planning Commission, reserves full authority to reject any / all offers, without giving any reason. The decision of the Planning Commission shall be final in this regard.
28. The competent authority in Planning Commission reserves right to withdraw/relax any of the terms and condition mentioned above so as to overcome any problem that may arise at a later stage.

Eligibility Criteria

- a) The bidder should have the Registered or Branch Office in Delhi/NCR.
- b) The bidder should be registered with the appropriate registration authority (proof to be enclosed).
- c) The bidder should have at least three year's experience in supplying such items, to Government Departments, as on 30th September, 2008. (Proof to be enclosed).
- d) The bidder should be authorised dealer / distributor of the brands for which the bidder is submitting bid. An authorisation letter from the original equipment manufacturer, specifically addressed to the Under Secretary (Protocol), Planning Commission, bearing a date after issue of this bid invitation letter, should be attached in original with the Technical Bid.
- e) The declaration in the prescribed proforma given in this tender document should be submitted alongwith the Technical Bid.
- f) The Technical Bid should be accompanied by an Earnest Money Deposit (EMD) of Rs.40,000/- (Rupees Forty thousand only) in the form of Demand Draft/Pay Order from a commercial bank drawn in favour of "Pay & Accounts Officer, Planning Commission, New Delhi".
- g) The bids should be submitted in the two bid format, viz., separate bids - Technical and Financial, as per proforma given in this tender document and should be put in a third sealed envelope superscribed "Tender for supply of audio equipments, etc. to Planning Commission".


(Mahender Chaudhary)

Under Secretary to the Govt. of India

TECHNICAL BID FORM (A)

1.	Name of Bidding Firm			
2.	Full Address			
(a)	Telephone & Fax No.			
3.	Details of Earnest Money Deposit : Rs.40,000/- (Rupees Forty thousand only)			
(a)	D.D. / P.O. No. & Date			
(b)	Drawn on Bank			
(c)	Valid upto			
4.	Give details of similar contracts awarded to the bidder by Central Government Departments / Ministries during the last three years, as on 30.09.2008, in the following format:			
	Details of Departments / Ministries along with name, designation, address, telephone and FAX numbers of the concerned Officer.	Items supplied	Date of Supply	Value of Contract (Rs.)
A				
B				
C				
5.	Time required for delivery of the items			
6.	Time required for installation / integration, etc. of the items			
7.	Additional information, if any			

(If the space provided in the above sheet is insufficient, the Technical Bid can be prepared on any sheet, using the same format).

Date:
Place:

Signature of Owner/Managing Partner/Director
Name:
Company's Seal :

TECHNICAL BID FORM (B)

	Item Particulars	Make	Specifications	Is your product in compliance with specifications given in this tender document? Say Yes or No.
1	Boundary Layer Microphone		The mic should be permanently installable into a hole drilled in the conference table. The mic should have a pickup pattern, which reduces ambient noise and pickup of room reverberation. The mic should have a 3-pin XLR type connector, powered by 12-48v power. The mic should have LED indicator.	
2	Digital Signal Processor cum mixer		The automatic microphone mixer should incorporate an adaptive proportional gain mixing technique and automatic skewing between input channels to minimize comb filtering. The mixer shall contain eight input channels. Each input shall be electronically balanced and be capable of receiving mic or line level input signals. Phantom power shall be provided for each input as well as a direct output. (For mixer each input shall incorporate both high frequency and low frequency tone control.) The main output shall be Electronically balanced and have an integral compressor/leveller and master level control. Expansion ports shall provide IO access to the main and mix audio busses. The mixer shall be controllable via an RS-232 serial port. The mixer shall be rack mountable and occupy 1 RU.	
3	Feedback Suppressor / destroyer		2 Channel feedback suppression processor having 24 programmable filters per channel, stereo channel processing application specific filter type including music, speech, etc. Should have XLR and TRS type balanced inputs and outputs.	
4	Two Zone Power Amplifier		Should be a professional stereo amplifier having 600 watt per channel power output, electronically balanced XLR inputs, DC protection, circuit breaker and thermal protection. With Transformer having taping of different Voltages.	
5	Ceiling Mount Speakers		Should have wide coverage, 150 Watt Power Output, suitable for sound and speech, 6½" woofer and ¾" tweeter, and 100V Transformer Taps.	
6	Management System		Having 2 line input, 40k ohm impedance, 6 outputs, Wall panel control inputs, Speaker & Amplifier Auto tuning, Auto EQ and Auto gain control etc.	
7	Rack with caster wheels and electrical points, cooling fan, for mixer amplifier all other items etc.		Should be good quality and branded item.	
8	Cables & Connectors		Should be good quality international make.	

(If the space provided in the above sheet is insufficient, the Technical Bid can be prepared on any sheet, using the same format).

Date:
Place:

Signature of Owner/Managing Partner/Director
Name:
Company's Seal :

FINANCIAL BID FORM

1	Name of Bidding Firm:				
2	Item Particulars	Qty.	Make/Model / Brand name and other details, if any, for which price is being quoted	Rate/Unit	Total Rate (Rs.)
2.1	Boundary Layer Microphone	49			
2.2	Digital Signal Processor cum mixer	7			
2.3	Feedback Suppressor / destroyer	2			
2.4	Two Zone Power Amplifier	2			
2.5	Ceiling Mount Speakers	14			
2.6	Management System	1			
2.7	Rack with castor wheels and electrical points, cooling fan, for mixer, amplifier, etc.	1			
2.8	Wireless Interface for P.C.	1			
2.9	Cable and Connectors for audio system	Lot			
2.10	Installation, integration & Commissioning Charges for all the items / equipments.	Lot			
2.11	Buy-back for the existing audio system (15 goose neck mikes, amplifier, speaker, cassette recording deck, rack, etc.)	Lot			
2.12	Taxes				
2.12(i)	VAT (Indicate the % and sl. no. of items on which VAT will be applicable)				
2.12(ii)	Service Tax (Indicate the % and sl. no. of items on which S.Tax will be applicable)				
2.13	Any other additional charges, if applicable				
	Total cost (all inclusive)				

(If the space provided in the above sheet is insufficient, the Financial Bid can be prepared on any sheet, using the same format).

Date:
Place:

Signature of authorized person
Full Name:
Company's Seal :

DECLARATION

1. I, _____ Son / Daughter of
Shri _____ Proprietor / Partner / Director /
Authorized Signatory of _____ am competent to sign
this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and are fully acceptable to me;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:
Place:

Signature of authorized person
Full Name:
Company's Seal :

N.B.: The above declaration, duly signed and sealed by the authorized signatory of the agency in token of their acceptance, should be enclosed with Technical Bid.