

BID DOCUMENT

NOTICE INVITING E-TENDER

Tender Reference No: IG/EMPC/PUR/Convention centre/07

Dated: 19th January, 2017

Online bids (Technical & Financial) from eligible bidders which are valid for a minimum period of 90 days from the date of Bid opening (i.e.....) are invited for and on behalf of the Vice-Chancellor, IGNOU for **Procurement of the Projector, Microphone & Other Miscellaneous equipment for the Convention Center.**

Name of Work	Procurement of the Projector, Microphone & Other Miscellaneous equipment for the Convention Center.
Estimated Cost	Rs. 36 Lac
Earnest Money Deposit to be submitted	As per the details on page no. 06 of Tender Document
Date of Publishing	22/01/2018 : 11.00 A.M.
Clarification Start Date and Time	22/01/2018 : 12.30. P.M.
Clarification End Date and Time	23/01/2018 : 3.00 P.M.
Queries (if any)	No queries will be entertained after clarification end date and time
Bid Submission Start Date	24/01/2018 : 3.30. P.M.
Last Date and time of uploading of Bids	12/02/2018 : 11.00. A.M
Last Date and time of submitting Tender Fee, EMD and other documents at IGNOU	12/02/2018 : 1.00. P.M
Date and time of opening of Technical Bids	12/02/2018 : 3.30. P.M
Date and time of opening of Financial Bids	Will be separately notified for Technically shortlisted/qualified bidders

Interested parties may view and download the tender document containing the detailed terms & conditions from the website <http://eprocure.gov.in/eprocure/app>

MANUAL BIDS SHALL NOT BE ACCEPTED

except for the original documents/instruments as mentioned in this tender.

Bidders should regularly visit the website to keep themselves updated.

INSTRUCTION FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal ie <http://eprocure.gov.in/eprocure/app> , using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

REGISTRATION

- (i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>)by clickingon the link “Online Bidder Enrollment” option available on the home page. **Enrolment on the CPP Portal is free of charge.**
- (ii) During enrolment/ registration, the bidders should provide the correct/ true information including valid email-id & mobile no. All the correspondence shall be made directly with the contractors/ bidders through email-id provided.
- (iii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iv) For e-tendering possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY /nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/ SmartCard.
- (v) Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- (vi) Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- (vii) Bidders can than log into the site through the secured login by entering their userID/ password and the password of the DSC/ eToken.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords, etc., to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS:

- (i) For preparation of bid Bidders shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum if any published before submitting their bids.
After selecting the tender document same shall be moved to the ‘My favorite’ folder of bidders

account from where bidder can view all the details of the tender document.

- (ii) Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidders shall note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- (iii) Any pre-bid clarifications if required, then same may be obtained online through the tender site, or through the contact details given in the tender document.
- (iv) Bidders should get ready in advance the bid documents in the required format (PDF/xls/rar/dwf/jpg formats) to be submitted as indicated in the tender document/schedule. **Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.**
- (v) Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & other details etc., under “My Space/ Other Important Document” option, which can be submitted as per tender requirements. This will facilitate the bid submission process faster by reducing upload time of bids.

SUBMISSION OF BIDS:

- (i) Bidder should log into the site well in advance for bid submission so that he/ she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- (ii) Bidder should prepare the Tender Fee and EMD as per the instructions specified in the NIT/ tender document. The details of the DD/BC/BG/ others physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- (iii) While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.
- (iv) Bidders shall select the payment option as offline to pay the Tender Fee/ EMD and enter details of the DD/BC/BG/others.
- (v) Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (vi) Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- (vii) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. For the file size of less than 1 MB, the transaction uploading time will be very fast.
- (viii) **If price quotes are required in XLS format, utmost care shall be taken for uploading Schedule of quantities & Prices and any change/ modification of the price schedule shall render it unfit for bidding.**
format and save it without changing the name of the file. Bidder shall quote their rate in figures in the appropriate cells, thereafter save and upload the file in financial bid cover (Price bid) only.

If the template of Schedule of Quantities & Prices file is found to be modified/corrupted in the eventuality by the bidder, the bid will be rejected and further dealt as per provision of

clause no 23.0 of ITB including forfeiture of EMD.

The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.

- (ix) Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). **The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.**
- (x) After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the bidders shall **take print out of system generated acknowledgement** number, and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
- (xi) Bidders should follow the server time being displayed on bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
- (xii) All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.

ASSISTANCE TO BIDDERS:

- (i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contract person indicated in the tender. The contact number for the helpdesk is 011-29533591, 29573328 between 10:30 hrs to 17:00 hrs.
- (ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24X7 CPP Portal Helpdesk. The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002 and +91-8826246593. The IGNOU helpdesk email id is support-eproc@nic.in
- (iii) If any query is not resolved by CPP Portal Help Desk, you may contact Nodal Officer (eProcurement), IGNOU at 9868258158.

Toll Free Number 1800-3070-2232. Mobile Nos. 91-7878007972 and 91-7878007973.

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110068.**

Tender Notice

Online bids are invited from eligible bidders for the **Procurement of the Projector, Microphone & Other Miscellaneous equipment for the Convention Centre**

The tender document along with other details may be downloaded from the CPP Portal: <http://eprocure.gov.in/eprocure/app>

**Director
(EMPC)**

Dated:-

**Tender Document for Procurement of the Projector, Microphone & Other
Miscellaneous equipment for the Convention Centre**

**Indira Gandhi National Open University
New Delhi.**

Requisite EMD item wise is given below. The bidders may calculate the EMD amount on the basis of items it is bidding for and submit EMD accordingly.

S. No	Equipment	Quantity	EMD Amount
01	12000 Lumens Video Projector with Media presentation switcher	01	Rs.52,000
02	(i) Gooseneck Microphone (II) Wireless Handheld Microphone	04 each	Rs.2,000 Rs. 4,500
03	Computer to Video Scan Converter	01	Rs. 7,000
04	i) Audio Distribution Amplifier ii) Video Distribution Amplifier	02 each	Rs. 2,000
05	DVD Recorder	01	Rs. 1000
06	Speaker	02	Rs. 2000

Copy of EMD must be submitted online on CPP Portal:

<http://eprocure.gov.in/eprocure/app>

And

Original Physical EMD separately must be submitted on due date and time i.e **12/02/2018 before 01.00 p.m.** in the office of the Director, EMPC, IGNOU Campus, Maidan Garhi, New Delhi -110 068.

INSTRUCTION FOR e-PROCUREMENT

1. Preparation and Submission of Bids

- a. The detailed tender documents may be downloaded from <http://eprocure.gov.in/eprocure/app> till the last date of submission of tender. The Tender may be submitted online through CPP Portal <http://eprocure.gov.in/eprocure/app>
- b. The bidder should submit the bid online in two parts viz. Technical Bid and Commercial Bid. Technical Bid, & EMD should be upload online in cover 1 and Commercial Bid in “.rar” should be upload online in cover-2

2. Submission of the Bid: All interested eligible bidders are requested to submit their bids online on CPP Portal: <http://eprocure.gov.in/eprocure/app> as per the criteria given in this document:

- a. Technical Bid, EMD (scanned copies) should be uploaded online in cover-1.
- b. Commercial Bid **Annexure-IV** should be uploaded online in cover-2

Both Technical and Commercial Bid covers should be placed online on the CPP Portal (<http://eprocure.gov.in/eprocure/app>)

3. Technical Bid: Signed and Scanned copies of the Technical bid Compliance documents as per **Annexure-I**, alongwith Format Of Quotation for Technical Bid (Deviation Compliance Statement) as per **Annexure –III** to be submitted online on CPP Portal: <http://eprocure.gov.in/eprocure/app> . Non submission of technical bid in cover- I will be summarily rejected.

The following informations / list of Documents (a, &c) to be provided / scanned and uploaded (Under Cover-1) within the period of bid submission:-

- a.
 - i. Scanned copy of EMD.
 - ii. Copy of board resolution/ Power of Attorney/ Authorization letter indicating that the person signing the Bid has the required authority to sign on behalf of the Bidder and Copy of Memorandum of Association & Article of Association of the Bidder
 - iii. Certificate of Registration for GST and acknowledgement of up to date filed return.
 - iv. Registration certificate of PAN No. and TIN No.
 - v. Name of the Firm:
 - vi. Address:
 - vii. Landline/Mobile No./E-Mail ID:
 - viii. Workshop/Site Description:
 - ix. Whether the firms ownership is Sole Proprietorship or partnership:
 - x. Authorized Signatory
 - xi. Names of the customers to whom similar Equipment provided in the past two years (copies of the PO to be enclosed).

- xii.** Copy of Balance Sheets for the last three financial years.
 - xiii.** Client List:
 - xiv.** Details of Branches/Channel Partners of taking up installation, commissioning and after sale and services, maintenance at the locations i.e. New Delhi (NCR) with their address, telephone nos. E-mail and number of service engineers at that office. Service Engineer (minimum Five) should be qualified engineer with a University Degree/Diploma, who are specialist in their respective fields.
 - xv.** Authorization certificate of dealer issued by OEM.
 - xvi.** Bid validity Period_____.
 - xvii.** Affidavit as per **annexure – VI**.
- b.** Detailed specification are provided in **Annexure-II** of the Tender Document.
- c. Compliance with the technical specifications**
Stores offered shall be in accordance with the stipulated technical specifications as provided in (**Annexure –II**). Deviations from the specification, if any, shall be clearly indicated along with explanations (**Format enclosed Annexure –III**). The University shall have the right to accept or reject the deviation and bid.

3. Financial Bid

- a. All prices and other information having a bearing on the price shall be written both in figures and words where there is a difference between amounts quoted in words and figures, the amount quoted in words shall prevail.
- b. The currency of all quoted rates shall be Indian Rupees. All payment shall be made in Indian Rupees.
- c. In preparing the financial bids, bidders are expected to take into account the requirements and conditions laid down in this Tender document. The financial bids should be uploaded online as per the specified “.xls” format i.e. BOQ_XXXX.xls in Excel sheet attached as ‘.xls’ with the tender and based on the scope of work, service conditions and other terms of the Tender document. It should include all costs associated with the Terms of Reference/Scope of Work of the assignment.
- d. Quoted rates in financial bid having some condition which are not fulfilling all the terms & conditions of the Tender document shall summarily be rejected.
- e. The Financial Proposal should be inclusive of all applicable taxes, duties, fees, levies, and other charges imposed under the applicable laws. The rates quoted in the Tender are inclusive of all applicable taxes, duties etc..
- f. The rates quoted in the financial bid should be inclusive of installation charges at the site.
- g. The Financial bid should be according to the format given in the Tender Document. It should be ensured that no required value against an item is missed. If the bidder does not want to charge for an item the value must be filled as “0” (ZERO). All totals should be correct.

4. Last Date for Submission of Tender:

- a. Online bids complete in all respects, must be submitted on or before the last date and time specified in the schedule of events.
- b. The IGNOU may, at its own discretion, alter/extend the last date for submission of tenders.

5. Earnest Money Deposit And Bid Security

- a. The Bidder shall furnish Bid Security as per details on page 6 of T.D in the form of the Earnest Money Deposit (EMD). The EMD shall be furnished in the form of Demand Draft/Pay order, FDR, Banker's Cheque or Bank Guarantee of requisite amount, drawn on a scheduled commercial bank and payable to "IGNOU" at New Delhi.

NOTE: Physically original EMD only must be submitted before due date and time on the given address i.e Room No. 209, EMPC, IGNOU, New Delhi- 110068 and Scanned copies of the same must uploaded online in cover 1.

- b. Any Bid not accompanied by an acceptable Bid Security and Tender Application Fee shall be summarily declared non-responsive and the envelope containing financial Bid of such Bidder shall not be opened.
- c. The Bid Security of unsuccessful Bidders shall be returned without interest after finalization of the tender and that of the Successful Bidder shall be returned without interest, on receipt of Performance Bank Guarantee in accordance with the requirement of the Contract.

If the EMD is submitted in the shape of Bank Guarantee, the same should be valid for a period of 120 days from the date of opening of the tender.

EMD is liable to the forfeited if the tenderer changes the terms and conditions or prices or withdraws his quotation subsequent to the date of opening or fails to accept the order when placed or fails to commence supplies after accepting the order. However, in case of successful bidder it will be refunded only after receipt of Performance Security.

6) Performance Security Deposit

The successful tenderer shall, before executing the order, within 15 days of dispatch of letter intimating acceptance of the offer in terms of Letter of Intent/P.O., deposit an amount equivalent to 10% of the value of the contract as security deposit for due performance of the contract. The security deposit may be furnished in the form of a Bank Guarantee/ Demand Draft/FDR drawn in favour of IGNOU or a bank guarantee from a commercial bank duly countersigned by the bankers (format of **Bank Guarantee Annexure – IV**). The performance security should remain valid for a period of Sixty days beyond the date of completion of all contractual obligation of the supplier including warranty obligations. Failure to furnish Security Deposit shall be treated as breach of contract and entail cancellation of the contract, forfeiture of EMD. If the tenderer is not able to supply, install, and support the ordered items completely within the specified period to the complete satisfaction of IGNOU, If the supplier fails to provide the security Deposit within the period specified, such failure shall constitute a breach of contract and the University shall be entitled to make other arrangements for the

repurchase of the stores contracted for at the risk and expense of the supplier and / or to recover from the supplier the damages arising from such cancellation.

7) Submission of Offer

- 7.1) The Earnest Money Deposit shall be submitted in due date and time by the bidder. Those who do not qualify the pre-qualification conditions shall be summarily rejected and their Financial Bids shall not be opened.
- 7.2) In the financial bid, the prices and other information like discount and / or any terms having a bearing on the price shall be written both in words and figures. If there is a discrepancy between the price / information quoted in words and figures, the price/ information quoted in words shall prevail.
- 7.3) The items, if not according to the specification and are thus not accepted by user shall be lifted by the supplier at his own cost.
- 7.5) All duties, taxes and other levies, as applicable should be included in the total price, failing which the IGNOU shall have no liability to pay these charges and the liability shall be that of the contractor. However, detailed break up such as the percentage of duties, taxes being levied etc. should be indicated separately
- 7.6) Further to the above, the Contractor shall submit scanned copy of affidavit in the enclosed format on a Rs. 50/- non-judicial stamp paper duly notarized along with the technical bid.

8) Evaluation

- a) The Tenders will be evaluated on the basis of techno-commercial parameters. If considered necessary, the Committee may decide to visit and inspect manufacturing and testing facilities, other related sites, as it may find worth in order to gather further information leading to evaluation of bids. Tenderer will be bound to provide all necessary information as desired by the Committee at such sites. The short-listed tenderers may be called for detailed discussions at a specified date, time and venue including demonstration of their products, if need be. Evaluation will be item wise, however the Committee may consider overall lowest bidder for the benefit of IGNOU.
- b) IGNOU reserves the right to select the tenderer on the basis of best possible features quoted. The decision of IGNOU arrived at as above shall be final and representation of any kind shall not be entertained on the above. Any attempt by any tenderer to bring pressure of any kind shall disqualify the tenderer for the present tender and the tenderer may be liable to be debarred from bidding for IGNOU tenders in future for a period of three years and EMD submitted may be forfeited.
- c) IGNOU reserves the right to award the contract to any of the bidders irrespective of not being lowest and in this respect, the decision of the University shall be final.

9) Effect and Validity of Offer

- (a) The offer shall be kept valid for acceptance of contract to the successful tenderer for a minimum period of 90(Ninety) Calendar days from the date of opening of Financial/Commercial Bid.

- (b) Order shall be placed as per IGNOU's requirements by the authorized Officer. The successful tenderer will supply the material within a maximum period of 15 days from the date of placing the Purchase Order.
- (c) The contract shall be valid for a period of one year, may be further extended for a further period of One Year on mutual consent.
- (d) All the terms and conditions for the supply, testing and acceptance, payment terms, penalty etc. shall be as those mentioned herein and no change in the terms and conditions will be acceptable.
- (e) The Registration number of the firm along with CST number allotted by the Sales Tax authorities shall invariably be given in the tender. Excise clearance for Custom duty if any for relevant year may be submitted.
- (f) During the validity of the contract including the extended period, if any, if the tenderer sells the same or equivalent configuration material to any other Department/Organization in India at a price lower than the price fixed for the Purchaser, the tenderer shall automatically pass on the benefits to the Purchaser.
- (g) In case the Purchaser finds that the market rates have come down from the time when rates were finalized in the rate contract/order or there is a need for selection of new system configuration based on market trends, the Purchaser, may ask the technically short listed tenderers to re-quote the prices and the tenderer shall be selected on the basis of procedure given earlier. The time difference between such re-quoted shall be minimum three months except in case of the Union Government budget.
- (h) IGNOU reserves the right to increase/ decrease the quantity as per requirement. The Tenderer is bound to accept the orders for such quantity during the period upto 12 months from the date of purchase order to the supplier at the approved rates or prevailing market rate whichever is less.

10) Delivery

The contractor shall deliver the store in accordance with the conditions of the Contract at the time/place and in the manner specified in the contract. Any delay in the supply, installation and commissioning within the time fixed or in the event of repudiation of the contract, (IGNOU) purchaser reserves the right to recover damage for Breach of Contract as indicated below:

To recover from the contractor liquidated damages including administration expenses a sum equivalent to 1% of the price of stores which the contractor has failed to deliver within the period fixed for delivery/commissioning for each week or part thereof during which delivery is in arrears subject to an overall ceiling of 10% of the total contract price.

11) Payment Terms

- (i) 100 % payment shall be made within 30 days of submission of bills duly supported by the consignee's receipt with satisfactory performance report and as governed by the following:

No part of the contract price shall become due or payable until the tenderer has delivered the material to the complete satisfaction of IGNOU. Payment shall be made subject to recoveries, if any.
- (ii) A pre-receipted bill shall be submitted in duplicate in the name of IGNOU. It shall be done soon after the delivery, installation and commissioning of the items along with a copy of the duly receipted delivery challan of the consignee certifying satisfactory commissioning.

12) Warranty

Any item not conforming to the standards or physically damaged shall have to be replaced by the supplier. The material should have at least **one year replacement warranty**.

13) Penalty for Delay for Replacement during the Warranty

- (a) During the Warranty period, if the faulty materials are not replaced within a period of 7 days from the time it is reported verbally or through phone/fax /letter to the contractor or his Field nominee, the same shall render the contractor liable for liquidated damages at the rate of 1% (One per cent) of the total value of the faulty items per week subject to maximum of Five weeks and thereafter IGNOU holds the option for purchasing a new system from other Vendor and may invoke the Bank guarantee of the supplier depending upon the severity of the problem with the system supplied by the supplier.
- (b) The decision of the authority placing the order in this regard will be final. If the tenderer does not feel satisfied with the decision, he will be at liberty to approach Vice-Chancellor, IGNOU. His decision in this regard will be full and final and no appeal will lie against his decision.

14) DISPUTE RESOLUTION AND JURIDICTION:

In case of any dispute, the same shall be resolved by mutual discussion between the parties within a period of 30 days failing which, only regular courts at Delhi/New Delhi will have jurisdiction to adjudicate upon the matter.

15. Bid Validity

- a. All the Bids must be valid for a period of 90 days from the last date of submission of the tender for execution of Contract. However, the quoted rates should be valid for the initial/ extended period of the Contract from the effective date of the Contract. No request will be considered for price revision during the original Contract period.
- b. A bid valid for a shorter period shall be declared as non-responsive.
- c. In exceptional circumstances, prior to expiry of the original time limit, the IGNOU may request the bidders to extend the period of validity for a specified additional period beyond the original validity of 90 days. The request and the bidders' responses shall be made in writing. The bidders, not agreeing for such extensions will be allowed to withdraw their bids without forfeiture of their Bid Security.

16. Modification / Substitution/ Withdrawal of bids:

- a. No Bid shall be modified, substituted or withdrawn by the Bidder after the Bid 's due Date.
- b. Any alteration/ modification in the Bid or additional information supplied subsequent to the Bid's due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

17. Rejection of the Bid: The bid submitted shall become invalid and tender fee shall not be refunded if:-

- a. The bidder is found ineligible.
- b. The bidder does not upload all the documents as stipulated in the bid document.
- c. If physically non-submission of EMD separately before opening of bid.

18. The intending bidder must have valid class-III digital signature to submit the bid.

19. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
20. Contractor can upload documents in the form of JPG format and PDF format.
21. Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in pink colour and the moment rate is entered, it turns sky blue. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as “0”. Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as “0” (ZERO).
22. When bids are invited in two / three stages systems and if it is desired to submit revised financial bid it shall be mandatory to submit revised financial bid. If not submitted then the bid submitted earlier shall become invalid.
23. The University reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.

TECHNICAL BID COMPLIANCE FORM

(To be uploaded along with Technical Bid)

Full name of the Firm:

Address of the tenderer:

.....

.....

e-mail.....

Mobile no.....

Phone no.....

b) Bid Security (Earnest Money) accompanying the tender:

Details of DD/FDR/Banker's Cheque/Irrevocable Bank Guarantee

Rs.

Date:

Name of the Bank:

Drawn on:

1. I/we hereby offer to supply the <<Items/Service>> as per quotation to this tender hereto portion thereof as you may specify in the acceptance of Tender at the price given in the said Schedule and agree to hold this **offer open for a period of ____ year from the date of issue of supply order**. I/we shall be bound by a communication of acceptance issued by you.
2. I/we have understood the Instruction to Tenderers and Terms and Conditions of Contract in the form as given in the Annexure - <<II>> to the invitation to the tender and have thoroughly examined the specifications quoted in the Schedule hereto and my/our offer is to supply the paper strictly in accordance with the specifications and requirements.
3. We will uploaded EMD, and other required documents and submit the EMD, and any document (if mentioned in tender) physically at IGNOU as per address and schedule mentioned in the tender document.
4. We M/s _____ have uploaded all the document to fulfill the eligibility in the Technical Bid and other requirement laid in the tender document non submission of any document listed, the bids will be rejected. We have uploaded the following required document as per Tender:

- a. Scanned copy of PAN/TAN/TIN and details of Turnover of the last financial year.
 - b. Scanned copy of the VAT/GST Number.
 - c. Financial Bid has been uploaded in prescribed format.
 - d. Scanned copy of duly filled in undertaking (Affidavit) as per **Annexure-VI**
 - e. Scanned copy of technical bid compliance **Annexure-III**
 - f. Scanned copies of purchase order of the customers whom similar equipments were supplied in the past two years.
 - g. Authorization Certificate of dealer issued by OEM.
 - h. Workshop/Site Description:
 - i. Whether the firms ownership is Sole Proprietorship or partnership:
 - j. Authorized Signatory
 - k. Copy of Balance Sheets for the year last three financial years.
 - l. Client List:
 - m. Details of Branches/Channel Partners of taking up installation, commissioning and after sale and services, maintenance at the locations i.e. New Delhi (NCR) with their address, telephone nos. E-mail and number of service engineers at that office. Service Engineer (minimum Five) should be qualified engineer with a University Degree/Diploma, who are specialist in their respective fields.
 - n. Bid validity Period_____.
 - o. Authorization certificate of dealer issued by OEM
 - p. Copy of board resolution/ Power of Attorney/ Authorization letter indicating that the person signing the Bid has the required authority to sign on behalf of the Bidder and Copy of Memorandum of Association & Article of Association of the Bidder
 - q. Affidavit as per **annexure – VI**.
5. If our bid is accepted, we will submit the Bank Guarantee towards performance security for the sum equivalent to 10% of the order value of the supply order in the form prescribed by IGNOU in **Annexure-IV**.
 6. I/We do hereby undertake that until the formal supply order is placed on us, this bid together with the written acceptance thereof and placement of letter of intent awarding the supply order, shall constitute a binding contract between us.
 7. I/We undertake that all the testimonials uploaded for the Tender are scanned from original documents only and are **properly readable**.
 8. **I/We do hereby agree to all the Terms and Conditions mentioned in the Tender unconditionally and all the documents have been uploaded as mentioned in Tender document.**
 9. **I/We do undertake that our bid may be rejected if :**
 - a. **Uploaded document are not readable properly.**
 - b. **Uploaded Incomplete documents**

c. Signed and Scanned Technical bid compliance form is not uploaded

Authorized Signatory (ies)[In full and initials]: _____

Name and Title of Signatory (ies): _____

Name of Bidding Company/Firm: _____

Address: _____

(Affix the Official Seal of the Bidding Company)

Dated.....

Dated.....

1. SPECIFICATIONS FOR SITC OF PROFESSIONAL

Original Technical Literature of OEM of each & every item to be enclosed

Item No.1: VIDEO PROJECTION SYSTEM

1 Scope:

The specifications lay down for SITC of Professional Video Projection System along with compatible Media Presentation Switcher to integrate different available Analog and Digital Video Sources (HDTV, RGB, HDMI, VGA, Composite, Component, S Video etc.) into presentation System (Projector) to be utilized in Convention Centre for projecting image size of 10ft x 14 ft at a throw distance of 35 mtr (approximate).

The offered system should be from an internationally reputed manufacturer and the quoted model should be field proven.

2 FEATURES REQUIRED:

- a) The offered projection system should support native WUXGA resolutions (1920x1200 pixels) for computer applications and full HD TV resolutions (1920x1080 pixels) for video centric applications.
- b) The offered system should combine high levels of picture quality, reliability, function and system expandability into a compact body.
- c) The offered system should meet the requirements of large screens in auditoriums, on stages or other applications that require high brightness & ultimate in image quality and reliability for projection of High Definition (HD) video contents.
- d) The offered system should have RS 232/ RJ-45 or similar control & communication port.
- e) The offered system should have feature of vertical and horizontal lens shift which increases installation flexibility and offers virtually distortion-free images and adds convenience & versatility.
- f) The offered system should be equipped with auto cleaning of filter to reduce maintenance hassles.
- g) The offered system must be equipped with dual ultra high performance (UHP) lamps to avoid any breakdown, due to failure of lamp during operations.
- h) The offered system should have picture in picture (PIP) feature to present two videos simultaneously in its native formats.

- i) The offered system should be compatible with High – Bandwidth Digital Content Protection (HDCP).
- j) The offered system should have HD/SD-SDI input compatible with SMPTE 259M and SMPTE 292M standards.
- k) The offered system should have sufficient cooling mechanism and should be designed for 24 x 7 operations.
- l) The offered system should be compatible with a long range of lenses for short-throw & long-throw zoom and fixed-throw projection required for various purposes.
- m) The offered system should include zoom lens suitable for projection image of at least 10ftx14 ft. at a 35 mtr throw distance with zoom and focus options.
- n) The offered system should generate minimal noise while in operation.
- o) The necessary software required for controlling various parameters of the projection system will also be part of the offered system.
- p) Adjustable height ceiling mounting brackets along with all the accessories should also be part of the offered system for proper installation of the system.
- q) High quality motorized mounted projection screen with white matt & seamless surface with remote control operation should also be offered with the system.
- r) All the accessories should be part of the offer to ensure the completeness of the offered system.

3 TECHNICAL SPECIFICATIONS

S. No.	Description	Technical Requirement
i	Power supply	AC single phase 230V \pm 5%, 50Hz
ii	Resolution	WUXGA(1920 X 1200) or better
iii	Brightness	12000 centre lumens or better
iv	Contrast Ratio	2000: 1 or better
v	Lens Shift(minimum)	Horizontal \pm 20% Vertical \pm 50%
vi	Lamp	Dual Ultra High Performance
vii	Input Ports	i) HD/SD-SDI on BNC compatible with SMPTE 259M and SMPTE 292M ii) HDMI

		iii) Composite iv) S-Video v) Component
vii	Control Ports	RS232/RJ45
viii	Operating temperature	10°C-45°C
Projection Screen		
i	Type	High quality mounted motorized screen with white matt fabric suitable for HDTV Video screening.
ii	Size	Suitable for projected image of 10ft x14 ft.
iii	Casing	Robust case in powder coated metal.
iv	Up-down Control	Through local switch and remote control.
Compatible Media presentation Switcher.		
i	Media Presentation Switcher	Compatible Media Presentation Switcher to integrate different available Analog and Digital Video Sources (HDTV, RGB, HDMI, VGA, (full resolution), Composite, Component, S Video etc.) into presentation System i.e. (Projector).

4 Accessories: -.All the essential accessories like lamps, remote, power cables, projection screen, ceiling mounting assembly etc. required to complete the system should be offered by the bidder and the bidder should certify the completeness of the system. All the optional items should also be quoted separately. The bidder must provide enough details about such optional items to decide its utility.

Item No. 2. (i) Gooseneck Microphone

1 Scope:

- i) The specification lay down the performance requirement of a broadcast quality Gooseneck microphone with preamp and base stand with On/Off switch to be used on a podium for speech etc in a big auditorium.
- ii) The offered equipment should be from an internationally reputed manufacturer and the quoted model should be field proven.

2 Features:

- i) Wide dynamic range and smooth frequency response.
- ii) Balanced output and immunity to electromagnetic hum and RF interference over long cable run.
- iii) Shock mount that provide isolation from the surface vibration noise.
- iv) All the accessories should be a part of the offer to ensure the completeness of the offered microphone i.e.connect with the mixer and it should work.

3. Technical Specification

S. No.	Description	Technical Requirement
i	Transducer Type	Condenser
ii	Pick up Pattern	Super-Cardiod
iii	Frequency Response	50-17000 Hz or better
iv	Maximum Sound Pressure Level	120dB
v	Connection	XLR 3pin
vi	Power Supply	12-48 V Phantom Power

4. Accessories:- All the essentially required accessories should be offered in the bid to make the system complete.

Item No. 2. (ii) Wireless Handheld Microphone

1. SCOPE:

- i) The specifications lay down the performance requirement of broadcast quality R.F. handheld microphones to be used for audience based programmes in studio, auditorium etc.
- ii) The offered equipment should be from an internationally reputed manufacturer and the quoted model should be field proven and in use by leading broadcasters.

2. FEATURES REQUIRED

- i The microphone should super cardioid /hyper-cardioid polar pattern with hand-held UHF Transmitter.
- ii The microphone should be rugged /robust metal construction and should have shock absorbing arrangement for rejection of handling noise during the handheld operation.
- iii The offered UHF receiver should provide high quality true diversity reception.
- iv The receiver should be a standalone unit and should have provision to mount. The essential accessories for mounting the receiver should be part of the offer.
- v The offered receiver should be AA battery operated.
- vi The system should not be susceptible to external interferences.
- vii Accessories such as stand adapter, windscreen and carrying case should be quoted as part of the offer. Other accessories, if any, should also be offered separately as optional items.

Item No. 3. TECHNICAL SPECIFICATIONS

3.1 MICROPHONE With Integrated TRANSMITTER

- a) Transducer : Condenser
- b) Polar Pattern : Super-cardioid /Hyper-cardioid
- c) Audio Frequency Response : 50 Hz - 17,000 Hz or better
- d) Max. SPL for 1 % distortion :120 dB or better
- e) Carrier frequencies : In UHF band
- f) Modulation : FM
- g) S/N ratio : ≥ 115 dB
- h) THD : $\leq 1\%$
- i) Type : Hand-held type with integrated antenna
- j) RF output power : ≥ 30 mW
- k) Power requirement : AA battery
- l) Battery life : More than 6 hours

3.2 RECEIVER

- a) Type : Mountable stand alone unit
- b) Reception : True Diversity
- c) Audio Frequency response : 50Hz-17000Hz or better
- d) THD : $\leq 1\%$
- e) Audio output : Balance 3 pin XLR.
- f) S/N ratio : ≥ 115 dB
- g) Power Requirement : More than 6 hours operation with AA battery or suitable power adapter.

4. Accessories:- All the essentially required accessories should be offered in the bid to make the system complete.

Item No. 3. HIGH RESOLUTION COMPUTER TO VIDEO SCAN CONVERTERS TECHNICAL SPECIFICATIONS

Scope: The specification lay down the requirement of professional Quality High Resolution Computer to Video Scan Converter to be used in Convention Centre. The offered system should be 19” rack mountable and from internationally reputed manufacturer.

I. General Features:

1. Automatic recognition and conversion from resolutions 560 X 384 to 1920 X 1200 and frequencies upto 100 MHz horizontal and 120 Hz Vertical.
2. Buffered loop through for local monitoring of computer input signal.
3. PAL composite Video Out, SD-SDI (PAL), S – VIDEO and Component (RGB) video outputs
4. Auto image setup (size and position).
5. Vertical filtering, selectable filters, to reduce jitter.
6. Horizontal filtering, selectable filters, to prevent aliasing.
7. Sizing and centering of the image.
8. Zoom control and Presets for recalling.
9. Image freeze control to display video even after the source is removed.
10. Internal color bar generator
11. RS 232/ RS 422 serial control ports with software control program.
12. Front panel security lock out.
13. Internal power supply.
14. Genlock Facilities for synchronization in broadcast studio application.

II. Video Input (from Computer):

1. Number/Signal type : 1 RGBHV, RGBS, RGSB with buffered loop through
2. Connectors: 2 X 5 Female BNC and 15 pin VGA/15-pin HD
3. Nominal level: 0.7V p-p for RGB
4. Impedence : 75 Ω
5. Horizontal Frequency: 24 KHz to 100 KHz, auto scan
6. Vertical Frequency: 50 Hz to 120 Hz, auto scan
7. Resolution Range: 560 x 384 to 1920 X 1200 auto scan
8. External sync (Genlock) : 0.3V to 1.0V p-p

III. Video Processing:

1. Encoding: 10 bits digital
2. Digital sampling: 24 bit, 8 bit per color
3. Color: 16.8 Million
4. Horizontal & Vertical filtering

IV. Video Output:

- a) Number and Signal type:
 - 1. 1 RGBHV, RGBS, RGSB or Component video
 - 2. 1 SD-SDI (PAL) Component video
 - 3. 1 S – Video
 - 4. 1 PAL standard analog composite video
- b) Connectors:
 - 1. 4 pin mini-DIN female for S-Video
 - 2. 5 BNC female for component video
 - 3. 1 BNC female for SD – SDI
 - 4. 1 BNC female for composite video
- c) Nominal Output Level:
 - 1. 0.7V p-p for RGB
 - 2. 0.0V to 1.0 V p-p for others
- d) Impedence: 75 Ω

V. Genlock:

- 1. Standard : PAL composite black
- 2. Connector : BNC female / 75 Ω

VI. Power :230 V/ 50 Hz

VII. Accessories:

All the accessories such as Power cables, connectors/converters etc. required to complete the system should be offered by the firm and the firm should certify the completeness of the system. All the optional items should be quoted separately.

Item No. 4. (i) Audio Distribution Amplifier

Scope:- The specification lay down the requirement of stand alone Audio Distribution Amplifier to be used at various locations in convention centre of IGNOU.

1 Features:

- i) The system should be high performance high reliability, broadcast quality analog audio distribution amplifier.
- ii) It should be of professional quality from internationally renowned manufacturers and in use by leading broadcasters in various continents of the world.
- iii) It should have flat frequency response and very low distortion.
- iv) The audio distribution amplifier should be configured to 6 outputs designated to one input.
- v) The input and output connections should be through standard male and female XLR type.
- vi) The offered distribution amplifier should provide excellent isolation and inter channel crosstalk.

2. Technical Specification:

S. No.	Description	Parameters
1	INPUT and OUTPUT	Balanced XLR
2	CMRR	>85 dB
3	Cross talk	>85dB isolation
4	Output Isolation	>70dB
5	Frequency Response	+ - 0.05dB (20 Hz to 20KHz)
6	S/N ratio	>90dB
7	Power supply	230VAC +_ 10%, 50 Hz. Or a suitable power adapter.
8	Operating Temperature	0 C to 45 C

Item No.4 (ii). Video Distribution Amplifier

Scope:- The specification lay down the requirement of standalone Video Distribution Amplifier to be used at various locations in convention centre of IGNOU

1. Features:

- i) The system should be high performance high reliability, broadcast quality analog video distribution amplifier.
- ii) It should be of professional quality from internationally renowned manufacturers and in use by leading broadcasters in various continents of the world.
- iii) The offered stand alone unit has to be complied with Analog Video System (PAL, interlace, 625 lines, 25 frame, 50 fields)

2 Technical Specification:-.

i	No. of Input	:	1 No. with Differential looping, 75Q, BNC, Nominal 1Vp-p \pm 10%
ii	Input Return loss	:	> 40 dB up to 5 MHz
iii	Input Equalization	:	Up to 300 meters for Belden 1694A or equivalent cable
iii	Frequency response	:	+ - 0.5 dB up to 10 MHz or better
iv	Differential gain	:	<0.2% at % MHz
v	Differential Phase	:	<0.2 Deg. At % MHz
vi	Output return loss	:	> 40 dB up to 10 MHz
vii	Signal to Noise Ratio	:	>65 dB (un-weighted)
viii	Nos. of Outputs	:	8 Nos. Or more/nominal 1 V p-p \pm 10%
ix	Power	:	230V/10% Or a suitable power adapter.

Item No. 5. Specification for Multi-Format Hard Disk based DVD Recorder

1. Scope:

The specification lay down the requirement of professional Quality PAL standard Standalone Multi-Format HDD based DVO recorder.

2. Essential Features:

- 2.1 The firm should offer DVD Recorder from the internationally reputed manufacturer. The equipment should be very reliable, robust, compact and desk mountable or 19" Rack Mountable.
- 2.2 The DVD Recorder should be Multi region capable. It should have user-friendly and versatile playback features.
- 2.4 The offered system should be standalone unit and functional without the need of computer or any authoring software.
- 2.5 The Recorder should have internal HDD and one DVD drive.
- 2.6 The unit should have one Touch Recording button facility and able to record real time video.
- 2.7 Two-way copying, from HDD to DVD and DVD to HDD Should be possible.
- 2.8 Editing and titling facility such as rename/erase/protect/mark/hide of the recoded video should be possible.
- 2.9 The unit should have all function Remote control.
- 2.10 DVD Recorder should have simultaneous Recording and Playback facility.
- 2.11 DVD Recorder should have composite, DV, stereo audio inputs. It should have composite and YUV or RGB component video outputs along with Analog stereo outputs.
- 2.12 The Recorder should have PAL-B system RF Tuner with antenna input to receive VHF, UHF and CATV channels transmission.
- 2.13 The unit should have Variable Bit Rate Encoder to facilitate recording from 1Hour to 6 Hour on a standard 4.7 GB DVD media.
- 2.14 It should operate on 230V, 50Hz Power supply.
- 2.15 Accessories such as Instruction Manual, Audio Video Cord, Remote Control, connectors should be quoted as part of the equipment.

3. Technical Specifications:

Sl. No.	Parameter / specification	Required Values
1.	Region	Multi region capable recording/Playback
2.	Video Encoder	MPEG-2, Variable Bit Rate [to enable 1 Hour to 6 Hour recording in a standard 4.7 GB DVD]
3.	Video Format	PAL-B, 625/50
4.	Recordable Disc	DVD-R, DVD+R, DVD-RW, DVD+RW
5.	Playable Disc	DVD-R, DVD+R, DVD-RW, DVD+RW, DVD Video, DVD-RAM, DVD-Audio, AVCD, CD-R, CD-RW, JPEG and MP3 CD.
6.	Hard Disc	500 GB
7.	Two way copy	HDD to DVD, DVD to HDD
8.	Video Inputs	DV 6 pin or 4 pin (Fire wire/I link/ IEEE 1394); CCVS
9.	RF TV Tuner	TV RF PAL-B VHF/UHF/CATV
10.	Video outputs	Composite, Component
11.	Audio Inputs	Audio L/R
12.	Audio Outputs	Audio L/R
13.	Power supply	230V +/- 10%, 50 Hz

4. Accessories:

All the accessories such as Power cables, connectors etc. required to complete the system should be offered by the firm and the firm should certify the completeness of the system. All the optional items should be quoted separately. Firm must provide enough details about such optional items to decide its utility.

Item No. 6. Specification for High Quality Speaker

1. SCOPE:

These specifications lay down for SITC of high quality speaker system for stereo audio production applications in large Convention Centre. The offered system should be compatible and can be used with existing Crest Audio CA6 Power Amplifier.

2. Features:

- 2.1 The offered equipment should be from an internationally reputed manufacturer and the quoted model should be field proven and in use by the leading broadcasters.
- 2.2 The offered speaker should have wide dynamic range, low distortion, flat frequency response.
- 2.3 It should have 8” Low Frequency Transducer and approximately 1” High Frequency Transducer and should withstand long hours of uses.
- 2.4 The transducers/drivers should be magnetically shielded for exceptional transient response and superb power handling. There should be no interference when these speakers are placed in the close proximity of other audio and video equipment.
- 2.5 It should be equipped with a precise cross-over network for smooth transition between transducers.
- 2.6 The offered speaker should be suitable for horizontal and vertical mounting.
- 2.7 The offered speaker should also be capable of wall and stand mountings.

3 TECHNICAL SPECIFICATIONS:

Sl. NO.	PARAMETER	PERFORMANCE
i	Power Capacity	175w continuous program or more
ii	Nominal impedance	8 ohms
iii	Sensitivity SPL @1 m	at least 92 dB
iv	Cross over frequency	2.8Khz
v	Frequency Response	55Hz to 20KHz (-10dB) or better
vi	Low Frequency Transducer	8 inch
vii	High Frequency Transducer	Approx. 1 inch
viii	Over load Protection	Full range power limiting to network and transducer.
ix	Operating Temperature	5°C to 45 °C
x	Humidity	0 to 90%

4 ACCESSORIES:

All the accessories such as power cables, connecting cable, wall mounting accessories, stands etc. required to complete the system should be offered by the firm and the firm should certify the completeness of the system in all respect. All the optional items should be quoted separately. Firm must provide enough details about such optional items to decide its utility.

FORMAT FOR QUOTATION FOR TECHNICAL BID (To be filled in complete)
(Information pertaining to deviation and compliance statement)

(Computer to video Scan Converter)

S. No.	Make/Model offered	Technical Specification as per the tender	Technical specification Compliance (Yes/No)	Reference to the page number of the enclosed Literature	Deviations (if any with remarks.
1		Scope: The specifications lay down the requirement of professional Quality high resolution Computer to Video Scan Converter to be used in Convention Centre. The offered system should be 19" rack mountable and from internationally reputed manufacturer			
2		General Features:			
		Automatic recognition conversion from resolutions 560 to 1920 X 1200 and frequencies upto horizontal and 120 Hz Vertical.			
		Buffered loop through for monitoring of computer input signal.			
		PAL composite Video Out, (PAL), S – VIDEO Component (RGB) video outputs			
		Auto image setup (size and position).			
		Vertical filtering, selectable to reduce jitter.			
		Horizontal filtering, selectable filters, to prevent aliasing.			
		Sizing and centering of the image.			
		Zoom control and Presets for recalling.			

		Image freeze control to display video even after the source is removed.			
		Internal color bar generator			
		RS 232/ RS 422 serial control ports with software control program			
		Front panel security lock out.			
		Internal power supply.			
		Genlock Facilities for synchronization in broadcast studio application.			
3.		Video Input (From Computer):			
		Number/Signal type : 1 RGBHV, RGBS, RGSB with buffered loop through.			
		Connectors: 2 X 5 Female BNC and 15 pin VGA/15-pin HD			
		Nominal level: 0.7V p-p for RGB			
		Impedance : 75 Ω			
		Horizontal Frequency: 24 KHz to 100 KHz, auto scan			
		Vertical Frequency: 50 Hz to 120 Hz, auto scan			
		Resolution Range: 560 x 384 to 1920 X auto scan			
		External sync (Genlock) : 0.3V to 1.0V p-p			
4		Video Processing:			
		Encoding: 10 bits digital			
		Digital sampling: 24 bit, 8 bit per color			
		Color: 16.8 Million			
		Horizontal & Vertical filtering			
5.		Video Output:			
		a).Number and Signal type:			
		1. 1 RGBHV, RGBS, RGSB or			

		<p>Component video</p> <p>2. 1 SD-SDI (PAL) Component video</p> <p>3.1 S – Video</p> <p>4. 1 PAL standard analog composite video</p>			
		<p>b) Connectors:</p> <p>1. 4 pin mini-DIN female for S-Video</p> <p>2. 5 BNC female for component video</p> <p>3. 1 BNC female for SD – SDI</p> <p>4. 1 BNC female for composite video</p>			
		<p>c) Nominal Output Level:</p> <p>1. 0.7V p-p for RGB</p> <p>2. 0.0V to 1.0 V p-p for others</p> <p>d) Impedance: 75 Ω</p>			
6		<p>Genlock:</p> <p>1. Standard: PAL composite black</p> <p>2. Connector: BNC female / 75 Ω</p>			
7		Power :230 \pm 10% V/ 50 Hz			
8		<p>Accessories: All the accessories such as Power cables, connectors/converters required to complete the system should be offered by the firm and the firm should certify the completeness of the system. All the optional items should be separately.</p>			

FORMAT FOR QUOTATION FOR TECHNICAL BID (To be filled in complete)
(Information pertaining to deviation and compliance statement)

(Gooseneck Microphone)

S. N	Make/Model offered	Technical Specification as per the tender	Technical spec Compliance (Yes/No)	Reference to the page number of the enclosed Literature	Deviations (if any) with remarks.
1.		<p>1 Scope:</p> <p>The specifications lay down the performance requirement of a broadcast quality Gooseneck microphone with preamp and base stand with On/Off switch to be used on a podium for speech big auditorium.</p> <p>The offered equipment should be from an internationally reputed manufacturer and the quoted model should be field proven.</p>			
2		Features:			
		Wide dynamic range and frequency response.			
		Balanced output and immunity to electromagnetic hum and RF interference long cable run			
		Shock mount that provide from the surface vibration noise.			
		All the accessories should be a part of the offer to ensure the completeness of the offered microphone i.e. connect with mixer and it should work.			
3.		Technical Specification			

		Transducer Type: Condenser			
		Pick up Pattern: Super-Cardiod			
		Frequency Response: 50-17000 Hz or better			
		Maximum Sound Pressure Level: 120dB			
		Connection: XLR 3pin			
		Power Supply: 12-48 V Phantom Power			
4.		Accessories: All the essentially required accessories should be offered in the bid to the system complete			

FORMAT FOR QUOTATION FOR TECHNICAL BID (To be filled in complete)
(Information pertaining to deviation and compliance statement)

(Wireless Handheld Microphone)

S.No.	Make/Model offered	Technical Specification as per the tender	Technical specification Compliance (Yes/No)	Reference to the page number of the enclosed Literature	Deviations (if any with remarks).
1		<p>Scope:</p> <p>The specifications lay down the performance requirement of broadcast quality R.F. handheld microphones to be used for audience based programmes in studio, auditorium etc.</p> <p>The offered equipment should be from an internationally reputed manufacturer and the quoted model should be field proven and in use by leading broadcasters.</p>			
2		FEATURES REQUIRED:			
		The microphone should super cardioid / hyper-cardioid polar pattern with hand-held UHF Transmitter.			
		The microphone should be rugged /robust metal construction and should have shock absorbing arrangement for rejection of handling noise during the hand held operation.			
		The offered UHF receiver should provide high quality true diversity reception.			
		The receiver should be a standalone unit and should have provision to mount. The essential accessories for mounting the receiver should be part of the offer.			

		The offered receiver should be AA battery operated.			
		The system should not be susceptible to external interferences.			
		Accessories such as stand adapter, windscreen and carrying case should be quoted as part of the offer. Other accessories, if any, should also be offered separately as optional items.			
3.		TECHNICAL SPECIFICATIONS			
3.1		MICROPHONE with Integrated TRANSMITTER			
		a) Transducer : Condenser			
		b) Polar Pattern : Super-cardioid / Hyper-cardioid			
		c) Audio Frequency Response : 50 Hz - 17,000 Hz or better			
		d) Max. SPL for 1 % distortion :120 dB or better			
		e) Carrier frequencies : In UHF band			
		f) Modulation : FM			
		g) S/N ratio : ≥ 115 dB			
		h) THD : $\leq 1\%$			
		i) Type : Hand-held type with integrated antenna			
		j) RF output power : ≥ 30 mW			
		k) Power requirement : AA battery			
		l) Battery life : More than 6 hours			
3.2		RECEIVER			
		a) Type : Mountable stand alone unit			
		b) Reception : True Diversity			

		c) Audio Frequency response : 50Hz-17000Hz or better			
		d) THD : $\leq 1\%$			
		e) Audio output: Balance 3 pin XLR.			
		f) S/N ratio : ≥ 115 dB			
		g) Power Requirement : More than 6 hours operation with AA battery			
4.		Accessories: All the essentially required accessories should be offered in the bid to make the system complete.			

FORMAT FOR QUOTATION FOR TECHNICAL BID (To be filled in complete)
(Information pertaining to deviation and compliance statement)

(Video Projector System)

S. No	Make/Model offered	Technical Specification as per the tender	Technical specification Compliance (Yes/No)	Reference to the page number of the enclosed Literature	Deviations (if any) with remarks.
1.		<p>1 Scope:</p> <p>The specifications lay down for SITC of Professional Video Projection System along with compatible Presentation Switcher to integrate different available Analog and Digital Video Sources (HDTV, RGB, HDMI, VGA, Composite, Component, video etc.) into presentation System (Projector) to be utilized in Convention Centre for projecting image size of 10 ft. x 14 ft. at a throw distance of 35 mtr (approximate).</p> <p>The offered system should be from an internationally reputed manufacturer and the quoted model should be field proven.</p>			
2		FEATURE REQUIRED			
		The offered projection system should support native WUXGA resolutions (1920x1200 pixels) for computer applications and full HDTV resolutions (1920x1080 pixels) for video centric applications.			
		The offered system should combine high levels of picture quality, reliability, function and system expandability into a compact body.			
		The offered system should meet the requirements of large screens in auditoriums, on stages or other applications that require high brightness & ultimate in image quality and reliability for projection of High			

		Definition (HD) video contents.			
		The offered system should have RS 232/ RJ-45 or similar control & communication port.			
		The offered system should have feature of vertical and horizontal lens shift which increases installation flexibility and offers virtually distortion-free images and adds convenience & versatility.			
		The offered system should be equipped with auto cleaning of filter to reduce maintenance hassles.			
		The offered system must be equipped with dual ultra high performance (UHP) lamps to avoid any breakdown, due to failure of lamp during operations.			
		The offered system should have picture in picture (PIP) feature to present two videos simultaneously in its native formats.			
		The offered system should be compatible with High – Bandwidth Digital Content Protection (HDCP).			
		The offered system should have HD/SD-SDI input compatible with SMPTE 259M and SMPTE 292M standards.			
		The offered system should have sufficient cooling mechanism and should be designed for 24 x 7 operations.			
		The offered system should be compatible with a long range of lenses for short-throw & long-throw zoom and fixed-throw projection required for various purposes.			
		The offered system should include zoom lens suitable for projection image of at least 10 ft x14 ft. at a 35 mtr throw distance with zoom and focus options.			
		The offered system should generate minimal noise operation.			

		The necessary software required for controlling various parameters of the projection system will also be part of the offered system.			
		Adjustable height ceiling mounting brackets along with all the accessories should also be part of the offered system for proper installation of the system.			
		High quality motorized mounted projection screen with white matt & seamless surface with remote control operation should also be offered with the system.			
		All the accessories should be part of the offer to completeness of the offered system.			
3		TECHNICAL SPECIFICATIONS			
		Power supply: AC single phase 230V \pm 5%, 50Hz			
		Resolution : WUXGA(1920 X 1200) or better			
		Brightness: 12000 lumens at centre or better			
		Contrast Ratio : 2000: 1 or better			
		Lens Shift(minimum): Horizontal \pm 20% Vertical \pm 50%			
		Lamp : Dual Ultra High Performance			
		Input Ports i) HD/SD-SDI on BNC with SMPTE 259M and SMPTE 292M ii) HDMI iii) Composite iv) S-Video v) Component			
		Control Ports : RS232/RJ45			
		Operating temperature: 10°C-45°C			
		Projection Screen			

		Type: High quality mounted motorized screen with white suitable for HDTV Video screening.			
		Size: Suitable for projected image of 10ft x14 ft.			
		Casing: Robust case in powder coated metal.			
		Up-down Control: Through local switch and remote control.			
		Compatible Presentation Switcher.			
		Presentation Switcher: Compatible Presentation Switcher to different available Analog and Digital Video Sources (HD TV, RGB, HDMI, VGA (full resolution), Composite, Component, S video etc.) into presentation System i.e. Projector.			
4		Accessories: - All the essential accessories like lamps, remote, power cables, projection screen, ceiling mounting assembly etc. required to complete the system should be offered by the bidder and the bidder should certify the completeness of the system. All the optional items should also be quoted separately. The bidder must provide enough details about such optional items to decide its utility.			

FORMAT FOR QUOTATION FOR TECHNICAL BID (To be filled in complete)
(Information pertaining to deviation and compliance statement)

(DVD Recorder)

S. No.	Make/Model offered	Technical Specification as per the tender	Technical specification Compliance (Yes/No)	Reference to the page number of the enclosed Literature	Deviations (if any with remarks).
1.		Scope: The specifications lay down the requirement of professional Quality PAL standard Standalone Multi-Format HDD based DVD recorder.			
2		Essential Features: The firm should offer DVD Recorder from the internationally reputed manufacturer. The equipment should be very reliable, robust, compact and desk mountable or 19" Rack Mountable.			
		The DVD Recorder should be Multi region capable. It should have user-friendly and versatile playback features.			
		The offered system should be standalone unit and functional without the need of computer or any authoring software.			
		The Recorder should have internal HDD and one DVD drive.			
		The unit should have one Touch Recording button facility and able to record real time video.			
		Two-way copying, from HDD to DVD and DVD to HDD Should be possible.			
		Editing and titling facility such as rename/erase/protect/mark/hide of the			

		recoded video should be possible.			
		The unit should have all function Remote control.			
		DVD Recorder should have simultaneous Recording and Playback facility.			
		DVD Recorder should have composite, DV, stereo audio inputs. It should have composite and YUV or RGB component video outputs along with Analog stereo outputs.			
		The Recorder should have PAL-B system RF Tuner with antenna input to receive VHF, CATV channels transmission.			
		The unit should have Bit Rate Encoder to facilitate recording from 6 Hour on a standard 4.7 GB DVD media.			
		It should operate on 230V, 50Hz Power supply.			
		Accessories such as Instruction Manual, Audio Video Cord, Remote Control, connectors should be quoted as part of the equipment.			
3		Technical Specifications:			
		Region: Multi region capable recording/ Playback			
		Video Encoder: MPEG-2, Variable Bit Rate [to enable 1 Hour to 6 Hour recording in a standard 4.7 GB DVD]			
		Video Format: PAL-B, 625/50			
		Recordable Disc: DVD-R, DVD+R, DVD-RW, DVD+RW			
		Playable Disc: DVD-R, DVD+R, DVD-RW, DVD+RW, DVD Video, DVD-RAM, DVD-Audio, AVCD, CD-R, CD-RW, JPEG and MP3 CD.			
		Hard Disc: 500 GB			
		Two way copy: HDD to DVD, DVD to HDD			

		Video Inputs: DV 6 pin or 4 pin (Fire wire/I link/ IEEE 1394); CCVS			
		RF TV Tuner: TV RF PAL-B VHF/UHF/ CATV			
		Video outputs: Composite, Component			
		Audio Inputs: Audio L/R			
		Audio Outputs: Audio L/R			
		Power supply: 230V +/- 10%, 50 Hz			
4		Accessories: All the accessories such as Power cables, connectors etc. required to complete the system should be offered by the firm and the firm should certify the completeness of the system. All the optional items should be quoted separately. Firm must provide enough details about such optional items to decide its utility.			

FORMAT FOR QUOTATION FOR TECHNICAL BID (To be filled in complete)
(Information pertaining to deviation and compliance statement)

(Audio Distribution Amplifier)

S. No.	Make/Model offered	Technical Specification as per the tender	Technical specification Compliance (Yes/No)	Reference to the page number of the enclosed Literature	Deviations (if any with remarks).
1.		Scope: The specifications lay down the requirement of stand alone Audio Distribution Amplifier to be used at various locations in convention center of IGNOU.			
2		FEATURES:			
		The system should be high performance high reliability, broadcast quality analog audio distribution amplifier.			
		It should be of professional quality from internationally renowned manufacturers and in use by leading broadcasters in various continents of the world.			
		It should have flat frequency response and very low distortion.			
		The audio distribution amplifier should be configured to 6 outputs designated to one input.			
		The input and output connections should be through standard male and female XLR type.			
		The offered distribution amplifier should provide excellent isolation and inter channel crosstalk.			
2.		Technical Specification:			
		INPUT and OUTPUT: Balanced XLR			
		CMRR: >85 dB			
		Cross talk: >85dB isolation			
		Output Isolation: >70dB			
		Frequency Response: +- 0.05dB (20 Hz to 20KHz)			
		S/N ratio: >90dB			
		Power supply: 230VAC \pm 10%, 50 Hz. Or a suitable adapter			
		Operating Temperature: 0 C to 45 C			

FORMAT FOR QUOTATION FOR TECHNICAL BID (To be filled in complete)
(Information pertaining to deviation and compliance statement)

(Video Distribution Amplifier)

S. No.	Make/Model offered	Technical Specification as per the tender	Technical specification Compliance (Yes/No)	Reference to the page number of the enclosed Literature	Deviations (if any with remarks)
1		Scope: The specifications lay down the requirement of stand alone Video Distribution Amplifier to be used at various locations in convention center of IGNOU.			
2		FEATURES:			
		The system should be high performance high reliability, broadcast quality analog video distribution amplifier.			
		It should be of professional quality from internationally renowned manufacturers and in use by leading broadcasters in various continents of the world.			
		The offered stand alone unit has to be complied with Analog Video System (PAL, interlace, 625 lines, 25 frame, 50 fields).			
2.		Technical Specification:			
		No. of Input :1 No. with Differential looping, 75Q, BNC, Nominal 1Vp-p± 10%			
		Input Return loss:> 40 dB up to 5 MHz			
		Input Equalization :Up to 300 meters for Belden 1694A or equivalent cable			
		Frequency response:± 0.5 dB up to 10 MHz or better			
		Differential gain: <0.2% at % MHz			
		Differential Phase:<0.2 Deg. At % MHz			
		Output return loss:> 40 dB up to 10 MHz			
		Signal to Noise Ratio:>65 dB (un-weighted)			
		Nos. of Outputs: 8 Nos. Or more/nominal 1 V p-p±10%			
		Power : 230VAC ±10%, 50 Hz. Or a suitable power adapter			

FORMAT FOR QUOTATION FOR TECHNICAL BID (To be filled in complete)
(Information pertaining to deviation and compliance statement)

(High Quality Speaker)

S. No.	Make /Model offered	Technical Specification as per the tender	Technical specification Compliance (Yes/No)	Reference to the page number of the enclosed Literature	Deviations (if any with remarks).
1.		SCOPE: These specifications lay down for SITC of high quality speaker system for stereo audio production applications in large Convention Centre. The offered system should be compatible and can be used with existing Crest Audio CA6 Power Amplifier.			
2.		Features: The offered equipment should be from an internationally reputed manufacturer and the quoted model should be field proven and in use by the leading broadcasters.			
		The offered speaker should have wide dynamic range, low distortion, flat frequency response.			
		It should have 8" Low Frequency Transducer and approximately Frequency Transducer and should withstand long hours of uses.			
		The transducers/drivers should be magnetically shielded for exceptional transient response and superb power handling. There should be no interference when these speakers are placed in the close proximity of other audio and video equipment.			
		It should be equipped with a precise cross-over for smooth transition between transducers.			
		The offered speaker should be suitable for and vertical mounting.			
		The offered speaker should also be capable of wall and stand mountings.			
3.		Technical Specification:			
		Power Capacity: 175w continuous program or more			
		Nominal impedance: 8 ohms			
		Sensitivity SPL @1 m: at least 92 dB			
		Cross over frequency: 2.8Khz			
		Low Frequency Transducer: 55Hz to 20KHz (-10dB) or better			
		Low Frequency Transducer: 8"			
		High Frequency Transducer: Approx. 1 inch			
		Over load Protection: Full range power limiting to network and transducer			
		Operating Temperature: 5 °C to 45 °C			

		Humidity: 0 to 90%			
4		ACCESSORIES: All the accessories such as power cables, connecting cable, wall mounting accessories, stands etc. required to complete the system should be offered by the firm and the firm should certify the completeness of the system in all respect. All the optional items should be quoted separately. Firm must provide enough details about such optional items to decide its utility.			

BANK GUARANTEE PROFORMA

1. In consideration for the Vice-chancellor, Indira Gandhi National Open University (hereinafter called IGNOU) having agreed to exempt (hereinafter called “ the said contractor(s)” from the demand, under the terms and conditions of an Agreement dated made between..... and of **EMD/Performance** Security for the due fulfillment of the said contractor(s) of the terms and conditions contained in the said Agreement, on production of Bank Guarantee for Rs. (Rupees.....) (indicated the name of the bank) at the request of contractor(s) do hereby undertake to pay to IGNOU an amount not exceeding Rs. Against any loss or damage caused to or suffered would be caused to or suffered by the IGNOU by reason of any breach of the said Contractor(s) of any of the terms or conditions contained in the said agreement.
2. We do hereby undertake to pay the amount due and payable under this Guarantee without any demur, merely or a demand from IGNOU stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by IGNOU by reason of breach by the said contractor(s) of any of the terms or conditions contained in the said agreement or by reason of the contractor(s) failure to perform the said agreement.. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs.....
3. We undertake to pay IGNOU any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any Court or Tribunal relating there to liability under this present being absolute and unequivocal.

The payment so made by us under this Bond shall be a valid discharge of our liability for payment there under and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

4. We, Further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the **performance of the said Agreement/ validity of the offer** and that it shall continue to be enforceable till all the dues of IGNOU under or by virtue of the said Agreement have been fully paid and its claim satisfied or discharged or till that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before the Guarantee thereafter.

5. We further agree with IGNOU that IGNOU shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by IGNOU against the said contractor(s) and the forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act or omission of the part of IGNOU or any indulgence by IGNOU to the said contractors or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. Notwithstanding any thing contained herein above our liability under the guarantee is restricted to Rs. And shall remain in force until Unless acclain or suit under this guarantee is filled with us on before..... ALL OUR RIGHTS UNDER THE GUARANTEE SHALL BE FORFEITED and Bank shall be relieved and discharged from all liabilities therein.
7. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/supplier(s).
8. We lastly undertake not to revoke this Guarantee during its currency except with the previous consent of IGNOU in writing.

Dated the date of2010

For
(indicate the name of bank)

Signature

Name of the Officer
(in block capitals)

Designation of

Code no.

Name of the Bank & Branch.....

[To be counter signed by the branch bank of the indenter]

Price Schedule (Financial Bid)

FORMAT OF QUOTATION FOR FINANCIAL BID

Procurement of the Projector, Microphone & Other Miscellaneous equipment for the Convention Centre as per Annexure –II.

Sl. No.	Description of Items	Qty.	Quoted Unit Rate in Rs.	Taxes (if any) give break up	Total Amount (Rs.) Inclusive of Taxes
01.	12000 Lumens Video Projector	01			
02.	Gooseneck & Wireless Hand Hold Microphone	04 each			
03	Computer to Video Scan Converter	01			
04	Audio Distribution Amplifier and Video Distribution Amplifier	02 each			
05.	DVD Recorder	01			
06.	Speaker (As per details given in Annexure-II)	02			

Signature and Seal of the Vendor

AFFIDAVIT

(To be submitted on non-judicial stamp paper of Rs. 50/- duly certified by notary public)

I.....S/o.Sh.

..... aged Years. R/o

..... do hereby solemnly affirm and declares as under

1. That I am the proprietary / authorized signatory of Mr.
..... having

Head Office / Registered Office at
.....

2. That the Information / document s / Experience certificates submitted by M/s.
..... alongwith this tender for “ (Please specify the Name of Work”) in IGNOU are genuine and true and nothing has been concealed.

3. I shall have no objection in case IGNOU verifies them from issuing authority (ics). I shall also have no objection in providing the original copy of the document(s), in case IGNOU demands it for verification.

4. I hereby confirm that incase, any document, information & / or certificate submitted by me is found to be incorrect / false / fabricated. IGNOU at its discretion may disqualify / reject my application for this tender out rightly and also debar me M/s.
..... from participating in any future tenders.

5. I hereby confirm that there in no vigilance / CBI case pending against the firm / supplier and the firm has not been blacklisted in the past in any institution of the country.

DEPONENT

I, the proprietor / authorized signatory of M/s. do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from and that no part of its false. Verified at thisday of

DEPONENT

(Signature & Sealed of Notary)