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**Ref: NITMGH/CTEL/Tender/2018-19/02**

**Date: 15.03.2019.**

**NOTICE INVITING QUOTATION (NIQ) FOR SUPPLY & INSTALLATION OF VARIOUS ITEMS  
FOR UPGRADATION OF CTEL RECORDING ROOM FACILITY AT NIT MEGHALAYA**

NIT Meghalaya invites sealed tenders for a single bid system for supply and installation of equipments, as per details at ANNEXURE-III.

Prescribed Tender documents, detailed fees and specifications, bid instructions and Terms & Conditions can be downloaded from the Institute website and should reach the undersigned on or before **2:00 PM on 28.03.2019.**

**BID INSTRUCTIONS:**

1. For submitting the bid, sealed covers should be used with superscription clearly on the top of the Envelope. The sealed covers should be distinctly superscribed with the address of the Agency submitting the quotation and the Officer to whom the quotation is addressed to. Further, on the sealed cover, the following are to be written:

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01. LAST DATE OF SUBMISSION:- **2:00 pm, 28.03.2019.** The bids will be opened on the same day at 3:00 p.m.
02. **Submission of Compliance Certificate:** Duly filled and signed Compliance Certificates (as per formats at Annexure-I A & B) are must with the Technical bid.
03. **Bid not transferable:** The bid documents are not transferable and the seal and signature of the authorized official of the firms must appear on all the papers and envelopes submitted.
04. The quantity mentioned for each item in the Annexure-III may vary depending on requirements.
05. GST Registration Certificate should be enclosed along with the tender documents.
06. Relevant catalogue of the items (if any) must be enclosed.
07. **Considering feasibility of integration, participating vendor must quote for all the items.**
08. **If required, the vendor may arrange in-depth training program for Staff at NIT Meghalaya campus.**
09. For e-waybill the successful vendor has to apply online via **<https://ewaybill.nic.in/ewb.html>**.

## **NIQ TERMS & CONDITIONS:**

1. **Rates:** Rates quoted in the Price Bid should be on DOOR DELIVERY NIT Meghalaya basis, as per Annexure – III.

*Note: Vague terms like “packing, forwarding, transportation etc. extra” without mentioning the specific amount will not be accepted. Such offers shall be treated as incomplete and rejected.*

**Bidders shall indicate their rates in clear/visible figures as well as in words and shall not alter/overwrite/make cutting in the quotation. In case of a mismatch, the rates written in words will prevail. Usage of “White ink” to erase and then rewrite the rates will not be accepted.** Bidders are advised to strike out wrong entries and rewrite clearly beside them. In such cases, the bidder shall have to sign and place their official seal for every corrected entry.

2. Quotations have to be submitted in Indian Rupees only. If goods are to be imported, the quotations shall include all charges for customs clearance, clearing agent fees, landing port handling charges, insurance etc. and onward transportation of the goods from the port/airport of landing for door delivery upto NIT Meghalaya, Shillong, Meghalaya.

NIT Meghalaya has a valid registration with the Department of Scientific and Industrial Research (DSIR), Ministry of Science & Technology, Government of India for availing Customs/Central Excise Duty exemption. NIT Meghalaya will provide all necessary certificates, authorizations and documents required for clearing the consignment and for onward transportation upto Shillong.

3. All documents submitted should be self-attested with seal of the bidder.
4. Bidder must unconditionally accept all terms and conditions stipulated in the tender document and all pages of the bid including all enclosures should be numbered and must be duly filled in, signed and stamped by the bidder or his authorized representative. Offers received without signature and seal on all pages are liable to be rejected.
5. **Validity of Quotation:** Quoted rates must be valid for 120 days from the date of quotation.
6. **Warranty:** The quoted equipment and components must be warranted for a minimum of one Year.
7. **Literature must:** All the quotations must be supported by the printed technical data sheet/ literature and the specifications mentioned in the quotation must be reflected/ supported by such printed technical data sheet/ literature. The model no. and specifications quoted should invariably be highlighted in the data sheets/ literature for easy reference.
8. **Details of supply** of similar items to Institutes of National Importance (preferably those located in the Northeastern region) must be provided.
9. **Presentation:** Technically qualified bidders may be called upon to give full presentation of the quoted equipment at NIT Meghalaya campus as a support of their Technical specifications and for any clarifications.
10. **Equipment breakdown:** Any Equipment breakdown must be attended to within 72 hours during the warranty period of the equipment free of cost.
11. **Training:** If required, free training is to be provided to NIT Meghalaya personnel on the operation, maintenance and trouble shooting of the supplied items.
12. **After Sales Service:** Vendor should clearly state the available nearest after sales service facilities in the North Eastern region, without which the offer will be rejected.
13. **Dealership Certificate:** The bidder/tenderer should be either a manufacturer or authorized agent of the foreign/Indian manufacturer. Dealers or Agents quoting on behalf of Manufacturer must enclose valid dealership certificate.
14. **Earnest Money:** Refundable EMD of Rs. 40,000/- in favour of the Director, NIT Meghalaya. The EMD of the successful bidder(s) shall be returned after the successful submission of Bank Guarantee/

SIGNATURE OF BIDDER

Security Deposit and for unsuccessful bidder(s) it would be returned after award of the contract. Bid(s) received without demand drafts of EMD will be rejected.

15. **Performance Bank Guarantee (PBG):** The successful bidder shall furnish an unconditional PBG (as per format at Annexure II) for 10 % of the Purchase Order value from a nationalized scheduled Bank of India, before release of the payment. Else 10 % of the billed amount will be deducted as security deposit. Where the PBG is obtained by a foreign bank, it shall be endorsed by a nationalized Scheduled Indian bank and shall be governed by Indian Laws and be subject to the jurisdiction of courts at Shillong. The PBG shall guarantee that,
  - a) The Vendor guarantees satisfactory operation of the Equipment & components against poor workmanship, bad quality of materials used, faulty designs and poor performance.
  - b) The Vendor shall, at his own cost, rectify the defects/replace the items supplied, for defects identified during the period of guarantee.
  - c) This guarantee shall be operative from the date of installation till 60 days after the warranty period.
16. **Delivery:**
  - a. Delivery Time Limit: Maximum within 15 (Thirty) days from the date of issue of purchase order.
  - b. Safe Delivery: All aspects of safe delivery shall be the exclusive responsibility of the vendor. At the destination site, the package will be opened only in the presence of NIT user/representative and vendor's representative. The intact condition of the package and the seal/indicators for not being tampered with, shall form the basis for certifying the receipt in good condition.
  - c. Insurance: The supplier is to establish 'All Risk Transit Insurance' coverage till door delivery at NIT Meghalaya.
  - d. Part Delivery: Acceptance of part delivery shall be a prerogative of the Institute.
  - e. Penalty for delay in delivery: The date of delivery should be strictly adhered to otherwise the Director, NIT Meghalaya reserves the right not to accept delivery in part or full. The Director, NIT Meghalaya also reserves the right to impose penalty, as deemed fit, for delay in delivery of the equipments. The decision of the Director shall be binding to all.
17. **Genuine Pricing:** Vendor is to ensure that quoted price for the particular item is not more than the price quoted to any other customer in India, particularly to IITs/NITs and other Government Organization. Copy of the latest price list for the quoted item, applicable in India, must be enclosed with the offer.
18. The vendors shall ensure successful installation and commissioning of the equipment at the Institute site to the satisfaction of the faculty-in-charge on free of cost.
19. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Conditions mentioned in the tender bids submitted by vendors will not be binding on NIT Meghalaya.
20. **Late and delayed tender:** Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.
21. **Payment: Release of payment will be made within 30 days subject to completion of integration and demonstration to the satisfaction of the Institute.**
22. **Enquiry during the course of evaluation not allowed:** After opening the Technical Bid, no enquiry from the bidder(s) shall be entertained during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative may make enquiries/seek clarification from the bidders. In such a case, the bidder must

extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period of notice.

23. At any time prior to the date of submission of bid, NIT Meghalaya may, for any reason, either of its own or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment / corrigendum. **Any such amendment / corrigendum will be duly notified through the Institute's website only.** Prospective bidders are advised to check the Institute's website every now and then for any amendment / corrigendum. In order to provide reasonable time to take the amendment into account in preparing the bid, NIT Meghalaya may extend the date and time for submission of bids.

24. The acceptance of the quotation will rest solely with the Director, NIT Meghalaya, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.

25. **Force Majeure:**

If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:

- (a) Any law, statute or ordinance, order action or regulations of the Government of India,
- (b) Any kind of natural disaster, and
- (c) Strikes, acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.

26. **Termination for default:** Default is said to have occurred

- (a) If the equipment or any of its component is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.
- (b) If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by NIT Meghalaya.
- (c) If the supplier fails to perform any other obligation(s) under the contract.

Under the above circumstances NIT Meghalaya may terminate the contract / purchase order in whole or in part and forfeit the EMD/PBG as applicable. In addition to above, NIT Meghalaya may at its discretion also take the following actions: NIT Meghalaya may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate NIT Meghalaya for any extra expenditure involved towards goods and services obtained.

27. **Applicable Law:**

- (a) The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Shillong / India only.
- (b) Any dispute arising out of this purchase shall be referred to the Director, NIT Meghalaya, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Director of the Institute. The decision of such Arbitrator shall be final and binding on both the parties.

Sd/-

Professor-in-charge, CTEL

Encl.: ANNEXURE-I, ANNEXURE-II, ANNEXURE-III.

SIGNATURE OF BIDDER

**Annexure –I**

**A. COMPLIANCE CERTIFICATE FOR NIQ TERMS**  
**(To be enclosed in the Technical bid)**

<b>Sl. No.</b>	<b>NIQ Terms and Conditions</b>	<b>Yes/No</b>
01	<b>Rate</b> quoted as per instruction	
02	<b>AMC rate</b> after warranty provided	
03	<b>Validity</b> of quoted rate for 120 days agreed	
04	<b>EMD</b> submitted / appropriate certificate enclosed	
05	<b>PBG</b> term agreed	
06	<b>Payment</b> term agreed	
07	<b>Delivery terms</b> agreed	
08	<b>Warranty period</b> agreed	
09	<b>Literature:</b> Printed Literature provided	
10	<b>Dealership</b> / distributorship certificate (in case of dealers/agents) provided	
11	<b>Details of supply to other Institutes of National Importance</b> provided	
12	<b>Equipment breakdown clause</b> agreed	
13	<b>After Sales Service:</b> address of nearest after Sales Service centre in the region provided	
14	<b>Manufacturer</b> certificate provided	
15	<b>Applicable law</b> terms agreed	

Signature with Seal:.....

Vendor: M/s.....

**Annexure -I**

**B. COMPLIANCE CERTIFICATE FOR SPECIFICATIONS**  
**(One for each item, must to be enclosed in the Technical bid)**

Item Sl. No.		Item Name:	
Quoted Product:	Make:	Model No:	
Specifications as per Annexure-III		Quoted Item Specifications*	Complied/ Deviation
Parameter	Specification		

Signature with Seal: .....  
Vendor: M/S .....

**\* Vendor must quote the parameter specification of the quoted product in this column and not just copy the specification from the tender call document. Failure to do so will lead to rejection of the tender.**

**Annexure -II**

**PERFORMANCE BANK GUARANTEE**

To:  
The Director,  
National Institute of Technology Meghalaya  
Bijni Complex, Laitumkhrah, Shillong-793 003  
Meghalaya

**WHEREAS** ..... (Name of Supplier)  
hereinafter called "the Supplier" has undertaken, in pursuance of Contract No..... dated,..... 20...  
to supply..... (Description of Goods and Services) hereinafter  
called "the order".

**AND WHEREAS** it has been stipulated by you in the said order that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the order.

**AND WHEREAS** we have agreed to give the Supplier a Guarantee:  
**THEREFORE WE** hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of ..... (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the order and without cavil or argument, any sum or sums within the limit of ..... (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the .....day of.....20.....

Signature and Seal of Guarantors

.....  
.....  
.....

Date.....20....

Address:.....

.....  
.....

All correspondence with reference to this guarantee shall be made at the following address:

The Director,  
National Institute of Technology Meghalaya  
Bijni Complex, Laitumkhrah, Shillong-793 003  
Meghalaya

### ANNEXURE – III

**(SUPPLY & INSTALLATION OF VARIOUS ITEMS FOR UPGRADATION OF CTEL RECORDING ROOM FACIITY AT NIT MEGHALAYA)**

Sr. No	Product Description	Qty	UOM	Unit Price (INR)	GST ( IGST + CGST)		Total Price (INR)
1	<b>Digital Wireless Headworn Microphone for Presenter/Lecturer</b> : which includes headworn microphone, the bodypack transmitter, stationary receiver-AF frequency response 20 to 20,000 Hz, Dynamic range > 120 dB(A),THD (1 kHz) typ. 0.1 %, Audio sampling 24 bit/48 kHz.	1	no				
2	<b>Digital Wireless Handheld Microphone for Students</b> : Handheld Digital Wireless Microphone with a rechargeable Li-Ion battery with external charging contacts - for easy charging with the CHG 2 - and a USB socket. Minimum Technical specifications - AF frequency response 50 to 20,000 Hz,Dynamic range > 120 dB(A),Signal-to-noise ratio > 90 dB(A),Latency 19 ms, Modulation GFSK with back channel, Transmission method TDMA, space diversity.	2	nos				
3	<b>Network enabled charger featuring four indiviual charging bays.</b> These can either be used for the Bodypack or the Handheld Digital Wireless Microphones. Each bay is combined with 4 LEDs to indicate the corresponding battery status of the mobile device.	1	no				



4	<b>Magnetic whiteboard of size 6 feet x 4 feet</b> with matte appearances, along with 3 color whiteboard markers, pen holder complete with wall mount accessories	1	no				
5	<b>Mettalic Podium which includes 19 inches Rack, Connectivity ports on top like USB, HDMI, VGA, Power,</b> with provisions to connect 15"/ 21" Touch Panel, Presentation Plate, document camera, Switcher, Amplifier, PC, etc complete with standard accessories.	1	no				
6	<b>Camera for capturing Students :</b> HD PTZ Camera : NDI, IP, HDMI, 1080p,20X with following key feature support : Full HD 1080p signal output format with a high frame rate of 60 fps, Supports live broadcasting (MJPEG, H.264 support SVC), Support POE (Power Over Ethernet) lets network cables supply power, Support NDI HX compatibility for NDI-based video production, Supports SRT (Secure Reliable Transport) protocol that optimizes streaming performance, Ethernet low latency ( < 120 ms), Ethernet, HDMI, and 3G-SDI synchronous image outputs, Audio Input Support AAC encoding with 44.1/48 K sampling frequency	1	no				

7	<p><b>Whiteboard Capture System :</b> Turns your dry-erase board( Works with any white or coated glass dry-erase board up to 6 x 4 ft (1.8 x 1.2 m)) into an electronic whiteboard to enable display of whiteboard content on any video screen, or view remotely in any web browser. Open-platform compatible with any UC or VTC solution. Automatically saves a snapshot of each change as you draw, and produces a complete slide deck of session content.</p>	1	no				
8	<p><b>Digital Graphics Engine :</b> transforms an HD touch screen display into an advanced controller. It provides for the creation of a completely custom graphical environment combining advanced controls for audio &amp; video, lighting, shades, HVAC, security, and other functions with dual-window video display, annotation, audio feedback, and web browsing. It should have an HDMI® output for connection to the display device, and includes a USB HID port for touch, mouse, and/or keyboard input. Additional control ports are provided to enable control of the display device and other equipment.</p>	1	no				
9	<p><b>HDMI Switcher :</b> HD-MD6X2-4K-E : 6x2 4K HDMI Switcher : A high-performance, rack-mountable 4K/60 signal switcher with six HDMI® inputs and two HDMI outputs, 6x2 matrix switching,</p>	1	no				

10	Converter	1	no				
11	<b>HD Scaling Auto-Switcher &amp; HDMI® over CATx Extender</b> w/Wall Plate Transmitter - It is composed of a wall plate transmitter and surface mount receiver, which connect together over a single CATx cable at up to 230 ft (70 m). Provides auto-switching HDMI® and VGA inputs at the transmitter, and one additional HDMI input at the receiver. Built-in scaling ensures a reliable, high-quality video image. Fully-automatic operation and web browser setup eliminate the need for a control panel, control system, or programming.	1	no				
12	<b>Media Presentation Controller : a wall-mounted, PoE+ powered Control System and control panel in one with 10 customizable Backlit Buttons provide an ideal user-interface for controlling AV and other functions. It offers fully-programmable functionality, supports web and cloud-based configuration and management.</b>	1	no				
13	<b>Tabletop Kit for Media Media presentation Controller</b>	1	no				
14	Cables & Connector	1	lot				
15	<b>Light Fixtures for the CTEL Room:</b> 36 Watt LED Surface Mount Crompton Lights : LCTRS-36 CDL	6	nos				

16	<b>Wooden Panelling of the front wall of the CTCL Room of</b> Size : Width - 4.6 mtrs x Height - 4.5 mtrs - 19 mm plywood to be fixed on wooden frame and surface to be pasted with light color Sunmica. <b>NOTE : This wall is not uniform so to Fix</b> <b>White Board &amp; Display Panel this is required.</b>	1	lot				
17	<b>Frieght, Installation,Configuration, Programming</b> <b>and end user training</b>	1	lot				
<b>SUM TOTAL OF ABOVE ITEMS</b>							
<b>Rupees in Words :</b>							

(Signature of bidder with company seal)