

**TENDER DOCUMENT FOR “SUPPLY, INSTALLATION &
MAINTENANCE OF EQUIPMENTS FOR DIGITAL CLASSROOM
STUDIO AT ROTI, BHUBANESWAR”**

(Tender Call Notice No : LE/II-26/2020-729/ROTI Dt.: 22.07.2020)

**REVENUE OFFICERS’ TRAINING INSTITUTE, GOTHAPATNA,
BHUBANESWAR**

**Website: www.rotiodisha.nic.in
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TENDER DOCUMENTS CONSISTING OF:

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SHORT TENDER CALL NOTICE

REVENUE OFFICERS' TRAINING INSTITUTE (ROTI), BHUBANESWAR INVITES TENDER FROM EXPERIENCED FIRM / AGENCY FOR "SUPPLY, INSTALLATION & MAINTENANCE OF EQUIPMENTS FOR DIGITAL CLASSROOM STUDIO AT ROTI, BHUBANESWAR".

2. Important details of Tender

Tender No.	:	
Name of Work	:	SUPPLY, INSTALLATION & MAINTENANCE EQUIPMENTS FOR DIGITAL CLASSROOM STUDIO AT ROTI, BHUBANESWAR
Earnest Money Deposit (in Rs.)	:	Rs. 20,000/- (Refundable)
Last date for Submission of Tender Document	:	30/07/2020 17:00 Hrs. (Thursday)
Opening date of Tender documents (Technical Bid)	:	31/07/2020 11:00 Hrs. (Friday)
Opening date of Tender documents (Financial Bid)	:	31/07/2020 15:00 Hrs. (Friday)

Eligibility Criteria:

The eligibility criteria for invitation of bids are mentioned below. Only those Bidders, who satisfy all the eligibility criteria as mentioned herein below, may respond. Document in support of all eligibility criteria are required to be submitted along with technical bid.

The Bidder should have turnover of minimum Rs. 1.0 Crore per annum for the past two financial years and will have to give a copy of Audited Balance Sheet for the last two Financial Years.

The Tender are in **two bid system i.e. Part –I- Technical Bid and Part-II -Financial Bid.**

- The Bidders who are interested in participating in the tender must read and comply with the General Terms and Conditions contained in the tender documents.
- Before quoting the rates, the Bidder should go through the Scope of Work, General Terms and Conditions to Bidder, Other Terms & Conditions and get himself fully conversant with them.

ROTI reserves the right to accept or reject any Tender Bid without assigning any reasons whatsoever and decision of the ROTI will be final and binding on all the Bidders.


Director, ROTI

PART A - GENERAL TERMS AND CONDITIONS

(A) TECHNICAL BID

1. Bidders have to submit **Technical Bid as per the Format attached at Part -I Bidder Profile** in a separate sealed envelope in **Cover-I**: mentioning “**Technical Bid**” with following documents:
 - Bidder has to pay E.M.D. as mentioned in tender notice. The EMD is payable in favor of **Director, Revenue Officers’ Training Institute (ROTI), Bhubaneswar drawn on any Scheduled Nationalized Bank by Demand Draft only.**
 - Tenders submitted without Earnest Money Deposit will be rejected. The EMD of unsuccessful Bidder will be refunded preferably in 30 days of finalization of the contract. Such deposits shall not bear any interest. It will not be open to the Bidder to withdraw the tender. If any Bidder withdraws or fails to accept the contract when awarded, the EMD shall be liable to be forfeited.
 - GST Registration (**Annexure- II**)
 - PAN Card (**Annexure-II**)
 - The certified copy of balance sheet for last TWO years duly audited / certified by Chartered Accountant shall be submitted with the Technical bid.
 - The bidders have to submit an undertaking with regard to Black Listing of the agency with the Technical bid.
 - The Bidder shall submit all the evidences, documents, attested copies of work orders etc. received by him in last two years as a proof of its market standing.
 - ROTI reserves the right to accept/cancel/reject any/all Bids without assigning any reason thereof.
2. Tender documents will be accepted by Registered Post / Speed Post / Courier or through authorized representatives in Person only .
3. All the certificates/documents of qualifying criteria should be submitted with Technical Bid for deciding of the opening of financial Bid.
4. Tender, if not supported by required documents as mentioned above will not be considered and the Bidder would be construed as disqualified.
5. The Bidders submitting Tender without EMD or EMD of lesser amount would be construed as disqualified.

(B) FINANCIAL BID

1. Bidders have to submit **Financial Bid as per the Format attached at Part -II Bidder Profile** in a separate sealed envelope in **Cover-II**: mentioning “**Financial Bid**” on the cover.
2. The Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.

(C) OPENING OF TECHNICAL AND FINANCIAL BID

- The Technical Bids shall be opened on **31/07/2020 at 11:00 AM (Friday)**. **Bid received without EMD and after due date will be rejected straightaway.**
- The Technical bid should be complete in all respects. The documentary proof in support of all Eligibility Criteria should be submitted along with technical Bid.
- Incomplete bid or bids not confirming to the terms and conditions are liable for rejection by ROTI. Any Technical Bid, submitted with incorrect information will be liable for rejection.
- A duly constituted **Tender Evaluation Committee** will evaluate eligibility criteria of bidders. Technical bid of only those bidders, whose bids are declared eligible by the committee, will be evaluated. Financial bid of the technically qualified bidders only shall be opened.
- It shall be noted that required documents submitted in separate sealed envelope along with the Technical bid will be examined and in case of any deficiency, the Technical Bid will be rejected and Financial Bid will not be opened.
- **The successful bidder (L-1) shall be decided only after successive tendering procedure by the Tender Evaluation Committee.**
- ROTI will award the Contract to that bidder whose quotation has been determined to be substantially responsive and evaluated as the lowest quotation in conformity with the requirements of the specifications and documents contained herein, provided further that the bidder is determined and evaluated to be qualified to perform the contract satisfactorily.
- ROTI reserves the right to seek clarification or call for supporting documents from any of the Bidders, for which the concerned Bidder needs to submit the documentary evidence(s) as required by ROTI.
- This Tender is non transferable. Incomplete and conditional tenders will be summarily rejected;
- ROTI reserve all rights to reject any bid including bids of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind it to accept the lowest or any specific bids. The decision of the ROTI in this regard shall be final and binding.
- Any failure on the part of the bidder to observe the prescribed procedure, the 'bid' shall be liable for rejection.
- ROTI reserves the right to award any or part or full Contract to any successful bidder at its sole discretion and this will be binding on the bidders.
- **ROTI may terminate the Contract if it is found that the bidder is blacklisted on previous occasions by any of the Government Departments / Institutions / Local Bodies / Municipalities / Public Sector Undertakings and appropriate legal action shall be taken.**
- ROTI reserves the right to amend/ modify the Bidding documents at any time prior to the deadline for submission of Bids, either at its own discretion or in response to the clarification requested by a prospective Bidder.

PART B- OTHER TERMS AND CONDITIONS

- The Rates quoted by bidder shall remain FIRM throughout the Contract period and shall not be subjected to any Price variation whatsoever in nature.

Performance Bank Guarantee

- The successful Bidder have to submit Performance Bank Guarantee (PBG) @ 10% of the quoted price in favour of "Director, Revenue Officers Training Institute" from any Nationalised Bank within 3 (three) days of receiving the Work / purchase Order.
- PBG will be released six (6) months after successful the completion of Work.
- ROTI reserves right to forfeit full Security Deposit amount to cover expenses / damages on non-performance / non-completion of the contract awarded to the bidder. The decision of ROTI in this regards shall be construed as final and binding. **In case of any technical glitch or failure of any part of the equipment, the same should be repaired / replaced within three hours, failing which the PBG will be forfeited.**

PENALTY

- Quality of Services will be monitored and in case Quality of Services is not upto the satisfaction of the Head of the Concerned Departments / Unit, following action will be taken:
- The Officer Concerned will issue two warning letters in writing at the interval of seven days in case of poor quality of work or non completion of work in time.
- In case Bidder whom the contract is given does not improve quality of work or does not complete the work even after two warning letters in writing, his contract will be terminated and Security Deposit will be forfeited.

TRANSFER OR SUB-LETTING

The Bidder shall not transfer or sublet the whole or any part of the work.

TERMINATION OF CONTRACT

- ROTI reserves the right to cancel the order placed on the selected Bidder by providing one months notice and recover expenditure incurred by ROTI on the following circumstances:
- The selected Bidder commits a breach of any of the terms and conditions of the bid.
- The progress regarding execution of the order accepted, made by the selected Bidder is found to be unsatisfactory.
- In addition to the cancellation of work order, ROTI reserves the right to appropriate the damages through encashment of Performance Guarantee given by the Bidder.
- The bidder shall not assign or sublet his scope of work or any part thereof; any breach of this condition shall entitle ROTI to terminate contract and selected Bidder is liable for payment to ROTI in respect of any loss or damage arising or ensuing from such termination.

LANGUAGE OF THE TENDER:

All information in the bid shall be in English.

AMENDMENT OF TENDER

At any time prior to the deadline for submission of Tender, ROTI, Bhubaneswar for any reason, whether at its own initiative or in response to the clarifications requested by prospective interested bidders, may modify the Tender document by amendment.

The same amendment will be notified in ROTI website (www.rotiodisha.nic.in) and changed modification will be binding on them.

REJECTION OF TENDER:

The Bidder is expected to examine all instructions, terms, conditions, schedules and other details called for in this specification and keep himself fully informed about all which may, in any way, affect the work, or cost thereof. Failure to furnish the required information or submission of tender not as per the specification will be at the Bidder's risk and may result in rejection.

The offer may be rejected in case the bidding schedules / annexure are not filled/ Partially filled and if particulars are not given in format prescribed in the tender documents.

INTELLECUAL PROPERTY

ROTI retains all rights to its pre-existing intellectual property and any intellectual property it creates in connection with the agreement; and the Bidder assigns to organization all rights in any work product developed.

FORCE MAJOURE

Force majeure is herein defined as any cause, which is beyond the control of the selected Bidder or ROTI as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance, such as:

- Natural phenomenon, including but not limited to floods, droughts, earthquakes, epidemics, etc.
- Acts of any Government, including but not limited to war, declared or undeclared, priorities, quarantines, etc
- Terrorist attacks, public unrest in work area, etc.

If a Force Majeure situation arises, either party (ROTI & Bidder) shall within ten (10) days from the occurrence of such a cause notify the other in writing of such causes. The Bidder or ROTI shall not be liable for delay in performing his / her obligations resulting from any Force Majeure cause as referred to and / or defined above.

SETTLEMENT OF DISPUTES AND ARBITRATION

In case any dispute or difference whatsoever arises between the parties hereto in respect of or relating to or touching this tender and Contract from the tender , then the parties shall try to settle every such dispute or differences amicably. Any such dispute or differences, which the parties cannot resolve in an amicable manner, shall be finally settled in accordance with the Arbitration and Conciliation Act, 1996 and Rules framed there under. The decision of Arbitrator shall be final and binding on the parties. Arbitration proceedings shall be conducted in Bhubaneswar and the language of Arbitration shall be English. Notwithstanding the existence of any such dispute or difference or any reference thereon, the liabilities and obligations under this contract will continue to be fulfilled by the parties hereto during the arbitration proceedings.

JURISDICTION OF COURTS:

This shall be construed and governed by the laws of Republic of India and the parties hereby submit to the exclusive jurisdiction of the Bhubaneswar Courts of Law.

PART C - SCOPE OF WORK AND TECHNICAL SPECIFICATION

1.1 Scope of work:-

- Supply/Installation/Configuration of LAPTOP, HD HIGH CONFIGURATION WEB CAM, INTERACTIVE SMART BOARD, PROJECTOR, DUAL LENS ACTION VIDEO CAMERA, MIKE AND TRIPOD with 24/7 Service Support to be provided by Vendor.
- The above items should be supplied as per the specification mentioned in Technical Specifications (Annexure VI).
- Installation and configuration of the Items with all necessary driver and patches.
- Installation/ configuration /commissioning and other works incidental to installation is to be completed within 24 Hours of receipt of the purchase order.
- Repair/replacement of all of any equipment in case of mal function with in Three Hours (180 Minutes) without any additional charges.

Surya
22/7/2017
Director, ROTI

PART-I- Technical Bid
Bidders Profile

Performa for Bidders Profile to be submitted physically with required documents mentioned at "**General Terms and Conditions**" specified at **Sr. No.1.**

BASIC INFORMATION OF BIDDER

1. Name of the Organization
2. Contact Person :
- *3. Official Address :

4. Mobile No. :
5. Telephone No. :
6. Fax No. :
7. Email Address :

1. GST No.: (as **Annexure-I**) :
2. PAN No.: (as **Annexure-II**) :

DETAILS OF LAST TWO YEARS FINANCIAL YEARS

1. Last two years Financial Turnover in the Format attached at **Annexure-IV**

TECHNICAL SPECIFICATION OF WORK STATION

1. Technical Specification of LAPTOP, PROJECTOR, HIGH DEFINITION WEB CAM, INTRACTIVE SMART BOARD AND TRIPOD - **Annexure-VI**

STATUS OF COMPANAY

1. Whether your Firm was black listed by any Govt. organization Yes / No (To be submitted online as well as physically as per the Format attached at **Annexure- V** with "Technical bid cover.") :

Signature of Bidder:		
Name :		
Designation:		
Date:	Place:	Bidder's Round Seal

Annexure –I

DD details of EMD: Original DD for EMD of Rs. 20,000/- to be submitted in cover –I.

Annexure –II

Self Attested Copy of GST Certificate should be submitted as **annexure- II** in Technical bid cover

Annexure –III

Self Attested Copy of PAN Card should be submitted as **Annexure-III** in Technical bid cover- II

ANNEXURE –IV
FORMAT FOR FINANCIAL TURNOVER (CAPACITY)
(To be submitted in Technical bid cover- II)

CERTIFICATE

This is to certify that M/s. _____ having its office at

_____ has achieved the following turnover during the last Two Financial year.

FINANCIAL YEARS	ANNUAL TURNOVER (In Rs. CR)
2017-2018	
2018-2019	

The above figure has been verified from the documents produced and it is true and correct to the best of our knowledge and belief.

Date : _____

Place :

Signature of the
Bidder

: _____

UNDERTAKING IN REGARD TO BLACK LIST THEREOF

(To be filled by bidder and submitted physically in Technical bid cover-
II)

Sub: Undertaking in regard to Black List thereof.

Ref: TENDER NOTICE NO. 729/ROTI / dt. 22.07.2020

I / We _____ authorized signatory of
M/S _____ hereby declare that M/S
_____ has not been blacklisted
by any Central / State Government / PSU.

Above furnished is true and correct to best of my knowledge.

Signature of the bidder

Technical Specification of EquipmentsHD HIGH CONFIGURATION WEB CAM

Items	Comply Yes/No	Deviation /Remarks if any
Sensor type	1/2.7 CMOS sensor	
Iris	Auto/Manual	
Lens Resolution	1080p/60	
Optical Zoom	Minimum 12X	
Digital Zoom	Minimum 12X	
Megapixels	2.0 & above	
Pan Angle Tilt	-170° to + 170°	
Focus Wide	Auto / Manual	
Video Outputs	USB 3.0	
Remote Control	Yes	
Compatibility	Windows® 7, Windows 8.1 or 10 Mac® OS X 10.10 or higher Universal USB compatibility	
S/N Ratio	60fps	
PTZ Control	Yes	
Control Back-light	Yes	
Power	Auto / Manual	

LAPTOP

Items	Comply Yes/No	Deviation /Remarks if any
10th Generation Intel® Core™ i5-10210U Processor (6MB Cache, up to 4.2 ghz) Windows 10 Professional Single Language, English Intel® UHD Graphics with shared graphics memory 8 GB, LPDDR3, 2133 mhz, Integrated 512GB M.2 pcie nvme Solid State Drive, 1TB SATA HDD LCD Back Cover for Non-touch Display- Platinum Silver (ICC) -WIFI		

INTERACTIVE SMART BOARD

Items		Comply Yes/No	Deviation /Remarks if any
Technology	IR		
Active Area Size(")	78.8"		
Projection Size(")	74.7"		
Projection Area *(mm)	1518mm*1138mm		
Aspect Ratio	4:3		
hot keys	Two sides		
Frame Type	Alloy Frame		
Multi-Touch	4 points		
Input	Finger or Pen		
Pen Tray	Simple Pen Holder		
Resolution	32767*32767		
Scan Rate	125dot/ Second		
Accuracy	1mm		
Interface	USB		
USB Type	A-B		
USB length in standard package	5m		
Power consumption (W)	< 0.5W		
Support OS	WinXP/Vista/Win 7/Win 8 32bit or 64bit MAC OS		
Operation Temperature (°C)	-15-50°C		
Operation Humidity (%)	20~90%		
Storage Temperature (°C)	-40-50°C		
Storage Humidity %)	10~95%		

LxWxH (mm)	1710*1217*44.5(mm)		
Package Size (mm)	1820*1330*100		
N.W (Kg)	16		
G.W(Kg)	29		

PROJECTOR

Items	Comply Yes/No	Deviation /Remarks if any
Display System : 3 LCD system		
Display device Size of effective display area : 0.63" (16mm) x 3 Bright Era LCD Panel Aspect ratio 4:3		
Number of pixels : 2,359,296 (1024x768 x 3) pixels		
Projection lens Focus : Manual		
Zoom Powered/Manual : Manual		
Zoom – Ratio : Approx. x 1.2		
Throw Ratio : 1.47:1 to 1.77:1		
Light source Type : Ultra high pressure mercury lamp		
Wattage : 225 W type		
Recommended lamp replacement time *3		
Lamp mode: High 4000 H		
Lamp mode: Standard 6000 H		
Lamp mode: Low 10000 H		
Filter cleaning / replacement cycle (Max.) : 10,000H		
Screen size : 30" to 300" (0.76 m to 7.62 m) (measured diagonally)		
<u>Light output</u>		
Lamp mode: High 3200 lm		
Lamp mode: Low 1800 lm		
<u>Color light output</u>		
Lamp mode: High 3200 lm		
Lamp mode: Standard 2300 lm		
Lamp mode: Low 1800 lm		
Contrast ratio (full white / full black) : 20000:1		
<u>Displayable scanning frequency</u>		
Horizontal : 15 kHz to 92 kHz		
Vertical : 48 Hz to 92 Hz		
<u>Display resolution</u>		
Computer signal input : Maximum display resolution: 1600 x 1200 dots, fV:60Hz		
Video signal input : NTSC, PAL, SECAM, 480/60i, 576/50i, 480/60p, 576/50p, 720/60p, 720/50p, 1080/60i, 1080/50i, 1080/60p, 1080/50p		

Colour system : NTSC3.58, PAL, SECAM, NTSC4.43, PAL-M, PAL-N, PAL60		
Keystone Correction (Max) Vertical : +/-30 degrees		
INPUT OUTPUT (Computer/Video/Control)		
INPUT A : RGB / Y PB PR input connector: Mini D-sub 15 pin female		
INPUT B : RGB input connector: Mini Dsub 15 pin female		
INPUT C : HDMI input connector: HDMI 19-pin, HDCP support		
INPUT D : HDMI input connector: HDMI 19-pin, HDCP support		
S VIDEO IN : S Video input connector: Mini DIN 4-pin		
VIDEO IN : Video input connector: Phono jack		
OUTPUT: MONITOR output connector: Mini D-sub 15 pin female		
LAN : RJ-45, 10BASE-T/100BASE-TX		
USB : Type-A		
USB : Type-B		
Acoustic Noise		
Lamp mode: Low 29dB		
Operating temperature / Operating humidity		
Operating temperature / Operating humidity 0°C to 40°C (32°F to 104°F) / 20-80% (no condensation)		

TRIPOD

Items	Comply Yes/No	Deviation /Remarks if any
Aluminum/Carbon fiber tripod with micro fluid video head with tilt .		

DUAL LENS ACTION VIDEO CAMERA

Items	Comply Yes/No	Deviation /Remarks if any
Hyper Smooth Video Stabilization Wind-Noise Reduction, 6-Mic Processing, Wi-Fi + Bluetooth® GPS Enabled with online application, 6K video source, 1440p, 1080p, TimeWarp and Time Lapse video, 1440p 60 Wide ,(Wide Lens-60, 30, 24 fps, SuperView Lens-60, 30, 24 fps, Linear Lens-60, 30, 24 fps, Narrow Lens-60, 30, 24 fps), Video Bit Rate-78Mbps (1440p), Videofiles -MP4 (H.264/AVC), MP4 (H.265/HEVC).		

MIKE

Items	Comply Yes/No	Deviation /Remarks if any
Interface : USB 2.0 (full), 3.5mm In/out		
Frequency Range : 30Hz to 16Hz		

Keypad Flash Microphone zone selection,Volume Up/Down, Microphone Mute, Speaker Mute,		
USB type : USB 2.0 B Type		
Mute Indicators and Number : Yes		
DSP based Echo cancellation Yes		
Speaker output89dB		
Frequency Range Built-in 30Hz to 16KHz		
Microphones 3 Nos		
Microphone pickup Range upto 3 mtr		
Audio Input 1 x USB 2.0 & 3.5mm Jack		
Audio Output 1 x 3.5mm Stereo Line-out		
Automatic Echo Cancellation Yes		
Automatic Gain Control Yes		
Noise Reduction Yes		
Full Duplex Yes		
Non Linear Processing Yes		
Automatic Level Control Yes		
Microphone Equalizer Yes		

PART-II- Financial Bid
(To be submitted in separate cover only)

Sr. No	Item Description	Make	Model	Qty	Rate (Rs.)	GST in Rs (%)	Total Amount (Rs.)*
1	LAPTOP						
2	PROJECTOR						Annexure -VI
3	INTERACTIVE SMART BOARD						
4	HD HIGH CONFIGURATION WEB CAM						
5	DUAL LENS ACTION VIDEO CAMERA						
6	VIDEO CONFERENCE MICROPHONE						
7	TRIPOD						
8	LAN CABLING, CASING , PORT INSTALLATION AND OTHER EXPENDITURE						

*** Total Price quoted shall be inclusive of all charges viz; freight, installation, commissioning etc**

CHECKLIST

**(TO BE SUBMITTED IN SEALED COVERS OF "EMD COVER
DOCUMENT, TECHNICAL BID & FINANCIAL BID DOCUMENTS")**

SR NO	NAME OF DOCUMENT	SUBMITTED YES / NO
1.	Tender Cost @ Rs.1000/- with details	
2.	Technical Bid (Part-I) Bidders Profile	
3.	Original DD of EMD of Rs. 20,000/- Physically in cover –I (Annexure-I)	
4.	Self Attested Copy of GST Certificate (Annexure –II)	
5.	Self Attested Copy of PAN Card (Annexure –III)	
6.	Format for financial turnover (capacity) Annexure –IV and Attested Copy of the Audited Balance Sheets for the completed two Financial Years and unaudited balance sheets of current year physically along with Annexure –IX.	
7.	Undertaking in regard to Black Listing (Annexure-V)	
8.	Similar kind of goods supplied to Central /State Government Officers/ PSU (Proof to be submitted) (Annexure – VII)	
9.	Technical Specification (Annexure – VI)	
10.	Financial Bid (Part-II)	

Signature of Bidder: Name : Designation	
Place:	Bidder's Round Seal: