



“INDIAN INSTITUTE OF TECHNOLOGY KANPUR”

KANPUR – 208 016

UTTAR PRADESH, INDIA

TENDER REFERENCE NO: IITK/DOAA/2019-20/03

BID SUBMISSION END DATE: 11-11-2019

TENDER DOCUMENT

FOR

“Purchase of Video Conferencing Equipment”

BID DOCUMENT

Online bids (Technical & Financial) from eligible bidders which are valid for a period of 180 days from the date of Technical Bid opening (i.e. 13.11.2019) are invited for and on behalf of the Assistant Registrar, Central Stores, IIT Kanpur for **Purchase of Video Conferencing Equipment**.

Name of Work /Item	Purchase of Video Conferencing Equipment
Estimated Cost	Rs.7,50,000/-
Date of Publishing	10.10.2019 (17:00 hrs)
Clarification Start Date and Time	10.10.2019 (17.00hrs)
Clarification End Date and Time	11.11.2019 (16:00 hrs)
Queries (if any)	No queries will be entertained after clarification end date and time
Bid Submission Start Date	10.10.2019 (17:00 hrs)
Last Date and time of uploading of Bids	11.11.2019 (16.00hrs)
Last Date and time of submitting, EMD (Rs. 15,000) at IIT Kanpur	13.11.2019 (14.00 hrs)
Date and time of opening of Technical Bids	13.11.2019 (16:00 hrs)
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>

(The bids have to be submitted online in electronic form on www.eprocure.gov.in only. No physical/hard copies of bids will be accepted.)

INSTRUCTION FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal i.e. <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 clicking on the link “Online Bidder Enrolment” 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 then log into the site through the secured login by entering their user ID/ 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 favourite’ 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) Bidders should log onto the site well in advance for bids submission so that they upload the bids in time i.e. on or before the bid submission time. Bidder will be responsible for any delay.
- (ii) Bidder should prepare the EMD as per the instructions specified in the NIT/ tender document. The details of the DD sent should tally with the details available in the scanned copy and the data entered during bid submission time, else 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 bids.
- (iv) Bidders shall select the payment option as offline to pay the EMD and enter details of the DD.
- (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 should be taken for uploading the Schedule of quantities & Prices and any change/ modification in the price schedule shall render it unfit for bidding.**

Bidders shall download the Schedule of Quantities & Prices i.e. Schedule-A, in XLS 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 0512-259-4901 or mail at alok@iitk.ac.in 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 0120-4001005. The helpdesk email id is support-eproc@nic.in

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 Financial Bid. Technical Bid should be uploaded online in cover 1 and Financial Bid in “.Xls” should be uploaded 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 should be uploading online in cover-1.
- b. Financial Bid should be upload online in cover-2

Both Technical and Financial 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 documents as under must be submitted online on CPP Portal: <http://eprocure.gov.in/eprocure/app> .

- a) **List of Documents to be scanned and uploaded (Under Cover-1) within the period of bid submission:-**
 - i. Scanned copy of work experience.
 - ii. Scanned copy of certificate of GST and Bank details.
 - iii. Scan copy of tender acceptance letter.
 - iv. Scanned copy of specifications or brochures (if any).
 - v. Scanned copy of OEM Authorization certificate.
 - vi. Scanned copy of Our Technical Sheet duly signed and stamped by the firm
 - vii. Scanned copy of No Deviation Certificate (This certificate is to state that there shall be No Deviation in your bid as compared to what we have asked for in our tender document both technically and otherwise. This is to be written on your letter head and signed stamped as well)

***NOTE - No indication of the rates/amounts be made in any of the documents submitted with the Technical-BID.**

4. FINANCIAL BID:

- a. The currency of all quoted rates shall be Indian Rupees. All payment shall be made in Indian Rupees.
- b. 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. Price Bid 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.

- c. 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. **except service tax.** The service tax component shall be re-immersible by the department after receipt of paid challans etc. if applicable.

5. 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 IIT Kanpur may, at its own discretion, alter/extend the last date for submission of tenders.

6. Bid Validity

- a. All the Bids must be valid for a period of 180 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 IIT Kanpur may request the bidders to extend the period of validity for a specified additional period beyond the original validity of 120 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.

7. 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.

8. 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.

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

Dean of Academic Affairs' Office

Tender Notice

Enquiry Number: IITK/DOAA/2019-20/03

Enquiry Date: 10-10-2019

E-tender /Online bids are invited from OEMs or their authorised resellers/channel partners for **PURCHASE OF VIDEO CONFERENCING EQUIPMENT.**

The Demand draft for **Rs 15000/- towards Bid Security/ EMD in favour of Registrar, IIT Kanpur** must reach **Room No.202, Academic Affairs Building, IIT Kanpur-208 016** latest by **02.00 PM** Hrs on or before 13-11-2019.

Please note all bid related documents scanned copy is to be submitted on the online portal, only Demand draft has to be physically sent to the aforementioned address.

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

IIT, Kanpur reserves the right to accept or reject any or all the tenders without assigning any Reasons thereof.

Tender Document

Dean of Academic Affairs' Office
Indian Institute of Technology Kanpur
Kanpur (UP) 208 016, India

Enquiry date: 10.10.2019

Enquiry No: IITK/DOAA/2019-20/03

Online quotations are invited for **Purchase of Video Conferencing Equipment**. The detailed specifications of the **Video Conferencing Equipment** are described below.

Sr. No	Name of Item/Qty.	Required Technical Specification and Standards	Bidder's Technical Specification and Standards
01	Quantity	1 (One)	
02	Video Standards	H.261 , H.263, H263+, H.263++ , H.264 High Profile, H.264 Baseline Profile	
03	Video Frame Rate	Should support 60 fps with 1080p resolution from day one	
04	Video Features	Ability to send and receive two live simultaneous video sources in a single call, so that the image from the main camera and PC or document camera can be seen simultaneously.	
05		Should support H.239 and BFCP protocols with 1080p resolution	
06	Multi-Point Feature	Should have 6 way SIP/H.323 in 1080p/60fps Multipoint video conference feature enabled from day one. Should be upgradable to 10 way with a license key.	
07	Video	Should support 3 monitors for Self View, Remote View and Content all in separate Monitors.	
08	Video Output	Should have at least 4 nos. of HDMI / Component (High Definition Multimedia Interface) output to connect Full High Definition display devices such as plasma and projectors for both Video and Content.(Dual Monitor Support)	
09		Should support 3 monitors for Self View, Remote View and Content all in separate Monitors	
10	Video Input	Should have at least 2 HD video Input to connect full HD cameras.	
(i)		Should have at least one additional video Input to connect auxiliary full HD camera.	

(ii)		Should have VGA/DVI/HDMI port to connect PC/ Laptop directly to the Video conferencing system and display resolutions upto 1080p	
11	Audio : Audio standards supported	G.711, G.722,G.722.1, 64 kbps MPEG-4 AAC-LD or equivalent standard must be supported.	
12	Other Desirable features	Noise Reduction, Automatic Gain control, Acoustic Echo Canceller,	
13	Audio Inputs	Should support 4 Microphone inputs from day one	
(i)		Bidder should supply 1 tabletop microphone.	
(ii)		The microphones must be standard based microphones.	
(iii)		The pick up of the microphones should be at least 10 feet from the microphone	
(IV)		Echo Cancellation for every input must be available	
14	External devices	Should have USB port	
	Recording	Should support inbuilt USB Recording feature	
15	Network Interfaces	2 LAN /Ethernet-10/100/1000 Mbps full duplex. Should have support for IPV4 networks	
16	Bandwidth	IP at least 6 Mbps and upto 18 Mbps	
17	Security : Menu Control	Password protected system menu	
18	Encryption of video call	<ul style="list-style-type: none"> • ITU-T standards based Encryption of the video call • Call should be encrypted end-to-end on IP • Should support Standards-based: SRTP (AES 128 bit), H.235 (AES 128 bit) 	
19	Camera	12x optical zoom cameras with 1920x1080p 60 frames per second.	
20	Specifications:	Pan range: +/-100 degrees, Tilt range: +/-20 degrees	
21	Warranty	Mentioning manufacturer warranty part number should be quoted, Minimum 3 (Three) year warranty should be provided for this unit from the date of successful commissioning	
22	OEM Certificate	Authorization/Certificate from OEM required	

Terms and Conditions

1. All quotations must contain complete technical details of the product inside Technical Bid Cover in case of two-bid system.
2. Quotation must be valid for 180 days.
3. All prices are to be FOR IIT Kanpur.
4. The vendor must provide official email address for communication and should notify that clearly in the quotation description, just referring to letterhead will not be accepted as sufficient proof of official email of communication.
5. Delivery period must be within 4 weeks from purchase order date.
6. The institute is exempted for payment of Excise duty under notification No. 10/97 & partially custom duty (@5.15%), under notification 51/96 and a road permit will be provided, if applicable. The Concessional Form 'C/D' have been abolished w. e. f. Apr 01, 2007.
7. Our standard payment terms and conditions is 90% on installation and 10% after inspection and approval.
8. The Penalty @1% per week or part thereof subject to max 10% of the delivery price will be deducted from the balance payment, if supply is not completed within aforesaid delivery period.
9. Preference will be given to only those vendors who have Service/ Repairing center stationed at Kanpur (Single point of contact in Kanpur for any service related issues)
10. No Call Locking will be entertained (in/out stationed). If at all it is required then it will be performed by local Maintenance Engineer.
11. Testing of the product onsite is mandatory
12. In no case, the suppliers shall be provided with remote access of the servers/machines.
13. It is mandatory to quote for optional items; else the quotation may be rejected.
14. Reporting time should not be more than 2 hours
15. Resolving time should not be more than 2 days
16. At any time prior to the deadline for submission of bid, the Institute may, for any reason, at its own initiative, modify the bid document by amendments. Such amendments shall be uploaded on the website through corrigendum and shall form an integral part of bid document. The relevant clauses of the bid document shall be treated as amended accordingly. It shall be the sole responsibility of the prospective bidders to check the website from time to time for any amendment in the tender document. In case of failure to get the amendments, if any, the Institute shall not be responsible for it.
17. Vendor is expected to submit only one best bid per tender specifications.
18. **Only original equipment manufacturer /Authorized channel partners/Authorized system integrators having letter of support from OEM are eligible to bid.
19. A higher warranty may be given preference.
20. The Institute reserves the right for accepting and rejecting any quotation without assigning any reason thereof. Also, IIT Kanpur has the right to accept the whole or any part of the tender or portion of the quantity offered or reject it in full without assigning any reason.
21. In Case of two-bid system:
Quotations are invited (Technical bid & Financial bid) from reputed, eligible & resourceful bidders for supply, installation of video conferencing system, complete in all respect.

22. Vendors are requested to quote only in Indian currency (Rupees). If the vendor wants to quote in an alternate currency, the vendor should seek an explicit permission from the department before sending the bid.
23. If all or any of the components of the equipment is/are to be imported, the vendor holds its full responsibility for its delivery at IIT Kanpur and that too in the stipulated time period. If for any reason the vendor does not want to deliver to IIT Kanpur, the vendor needs to seek an explicit permission from the department, before submitting the bid.
24. Maximum educational discount should be offered wherever applicable.
25. IIT Kanpur is partially exempted from payment of GST (@5% only), IIT Kanpur will provide GST exemption certificate for the same. Institute is partially exempted from GST and the same should be offered in your bid as well. Items used for research & development purpose as specified in column 3 of notification no. 45/2017 & 47/2017 dated 14 Nov 17 will be partially exempted for GST.
26. Every communication must be received at IIT Kanpur within 2 business days from the date stamped on the letter if posted via conventional postal email.
27. Any communication letter if posted via conventional postal mail must also be sent on following email alok@iitk.ac.in.
28. Dispute if any, will be subject to the Kanpur jurisdiction only.

Contact person:

Alok Katiyar

Contact- 0512-259-4901

Mailing Address: alok@iitk.ac.in

I/c, Lecture Hall Complex

Indian Institute of Technology Kanpur

Kanpur 208 016, India

TENDER ACCEPTANCE LETTER
(To be given on Company's Letter Head)

Date: _____

To,

Sub: Acceptance of Terms & Conditions of Tender

Tender Reference No: _____

Name of Tender / Work: - _____

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

_____ as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred/ terminated/ banned by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,
(Signature of the Bidder, with Official Seal)