



# INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

PIT Building, Inside Govt. Polytechnic Campus;  
Polytechnic Road; Chheharta, G.T. Road Amritsar – 143105  
Phone No. 0183- 2820034

## TENDER FOR SUPPLY, INSTALLATION, TESTING, COMMISSIONING AND INTEGRATION OF AUDIO-VISUAL EQUIPMENT'S FOR CONFERENCE ROOM

### COMMERCIAL/PRICE BID

Issued to: -----  
-----  
-----

<b>Tender Reference No.</b>	IIMASR/NIT/197/2020
<b>Date of Issue of Tender</b>	06.10.2020
<b>Last date of receipt of Tender</b>	16.10.2020 by 12.00 pm
<b>Pre Bid Meeting / Inspection before bidding</b>	09.10.2020
<b>Last date of receipt of queries.</b>	09.10.2020
<b>Mode of Participation</b>	Online Only
<b>Date &amp; Time for Opening of Technical</b>	16.10.2020 at 12.30 pm
<b>Date for Opening of Price Bid</b>	Will be Intimated Later
<b>Tender Fee</b>	Rs. 1120
<b>Earnest money Deposit (EMD)</b>	Rs. 42,000/-
<b>Performance security/Bank Guarantee</b>	10 % of the Total Order Value
<b>Contract Period</b>	36 months (conditional)

## INDEX

<b>CHAPTER</b>	<b>DESCRIPTION</b>	<b>PAGE NO.</b>
1.	Instructions to Bidders	3
2.	Conditions of Contract	8
3.	Schedule of Requirements.	12
4.	Technical & Financial bid (to be utilized by the bidders for quoting their solution & prices)	15
5.	Declaration and Agreement	17
6.	Other Standard Forms	20

## **CHAPTER 1 - INSTRUCTIONS TO BIDDERS**

Indian Institute of Management Amritsar is one of the six IIMs set up by the Ministry of Human Resources Development, Government of India, in the Union Budget of 2014. As per the directive of the union ministry of Human Resources Development. IIM Amritsar is currently located within the transit campus of Government Polytechnic, Amritsar until it moves to its permanent campus (of approx.61 acres).

The Director invites online tenders, Indian Institute of Management, Amritsar for Supply, Installation, Testing, Commissioning and Integration of Audio-Visual Equipment's for Conference Room in IIM Amritsar's newly leased Building.

### **1.1. GENERAL GUIDELINES**

- 1.1.1. Please read the Terms & Conditions carefully before filling up the Document. Incomplete Tender will be rejected. All pages of the Tender Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as a token of having accepted all the Terms and Conditions of this Tender.
- 1.1.2. IIM Amritsar reserves the right to obtain feedback from the previous/ present clients of the tenderer and also depute its team(s) to inspect the site(s) at present contract(s) for on-the-spot first-hand information regarding the services provided by the tenderer.
- 1.1.3. The conditional proposal will not be accepted and will be rejected outright.
- 1.1.4. The IIM Amritsar reserves the right to reject any or all the tenders without assigning any reason.
- 1.1.5. Before submitting the Tender Document to the IIM Amritsar, the bidders may seek clarification(s), if any, during the pre-bid meeting/inspection/through an email.
- 1.1.6. Canvassing in any form will make the Tender liable to rejection.
- 1.1.7. If the date of opening of the Tender is declared a holiday, the Tender will be opened on the next working day at the same time.
- 1.1.8. **Site Visit:** The Tenderers/Bidders should visit the site and design the solution based on the scope of work given in the tender Document. Items and their respective specifications mentioned in the BoQ are tentative/indicative, and if any additional item is required to meet the requirements, please include the same in your proposed BoQ. It is advised that bidder should visit the site before submitting the Tender to understand the actual site conditions.
- 1.1.9. Equipment supplied shall be completed in every respect with all mountings, power supply, fittings, fixtures, Rack and standard accessories normally provided with such equipment and/or needed for erection, completion and safe operation of the equipment.
- 1.1.10. The prices quoted shall be with an onsite warranty for a period of three years. The successful bidder shall have to submit a declaration as per Form-1, which will become part of the Agreement as per Form-2.
- 1.1.11. **Submission of Bids:** The Tender should be submitted in two parts, Part – I (Technical Bid) & Part – II (Financial Bid). The file of Part – I should be super-scribed as “Part – I Technical Bid” and File of Part – II should be super-scribed as

“Part – II Financial Bid”. The technical bid and financial bid, along with all necessary documents as stipulated, is to be submitted online through the eTender Portal on IIM Amritsar’s Official website ([www.iimamritsar.ac.in](http://www.iimamritsar.ac.in)) only. Bids submitted by mail, Offline will not be accepted in any circumstances.

- 1.1.12. **Tender Fee & Earnest Money Deposit (EMD):** The Tenderers/ Bidders shall be required to submit a non-refundable tender fee of an amount of **Rs. 1120/- (Rupees Eleven Hundred Twenty only)** and a refundable EMD of an amount of **Rs. 42,000/- (Rs. Forty-Two Thousand only)** along with the Tender.
- a. The EMD will be returned to the unsuccessful Tenderers/Bidders, without interest, after the expiry of the final bid validity and on or before the 30<sup>th</sup> day after the award of the contract.
  - b. The EMD will be returned to the successful tenderers/bidders only on furnishing the Performance Guarantee/Bank Guarantee.
  - c. The EMD shall not bear any interest.
  - d. MSME/NSIC firm will get EMD exemption as per Govt. of India notification subject to the submission of valid registration certificate towards the same.
  - e. Tender fee and EMD should be deposited online using the payment link (<https://iimamritsar.ac.in/payment>) and receipts of the same should be uploaded on the portal during participation in the Tender.
- 1.1.13. **Authorized signatory:** If the Bid is made by or on behalf of a company, incorporated under the Companies Act of 1956, it shall be signed by the Managing Director or one of the Directors duly authorized on that behalf.

## 1.2. PROCESSING OF TENDER

### 1.2.1. Technical Evaluation (Technical bid) Eligibility Criteria

- 1.2.2. Applications received within the stipulated deadline containing EMD, Tender fee, and the tender documents, along with all the required enclosures, only will be taken for consideration.
- 1.2.3. Any sole proprietor/ partnership firm/cooperative society/company can apply.
- 1.2.4. Applicant must have a valid PAN Number in the name of the company/agency.
- 1.2.5. Applicant must be having valid GST registration in the name of the company/agency.
- 1.2.6. **Financial Statement:** The company/agency should be operational for the last three years and a profit-making company. In the last three years’ tenderer should have provided services of Rs. 20 Lakhs, and at least have provided 02 Nos of such services for value at least Rs. 5 Lakhs (proof to be attached).
- a. Copy of ITRs for the last three financial years should be enclosed.
  - b. Should not have incurred any loss in more than two years during the last five years ending 31.3.2020. Copy of audited statements of accounts for the previous five financial years should be enclosed.
- 1.2.7. The contract has to be completed by the single vendor, who will be entirely responsible for the execution of the contract as a single point solution provider and

- will be the sole prime contractor for the entire contract.
- 1.2.8. **Experience:** The bidder should have successfully executed at least three similar projects in Government and/or Private sector costing not less than Rs. 15 Lakhs each or two similar projects requiring not less than Rs. 10 Lakhs each or one similar project costing not less than Rs. 20 Lakhs during the last three years out of which one should have been executed during the last two financial years.
  - 1.2.9. The Tenderer/Bidder should be a system integrator with proven skills and experience in designing, setting up, operating and maintaining similar facilities.
  - 1.2.10. The applicant should have satisfied all the statutory requirements.
  - 1.2.11. The Tenderer/Bidder or any of its Directors/Board Members should not have been blacklisted by any Government/Semi-Government Organization / Statutory Body during the last three years.
  - 1.2.12. Tenderer / Bidders should furnish OEMs' Authorization for each of the product / equipment quoted authorizing Tenderer / Bidder for participating in the Tender on behalf of the OEMs concerned.
  - 1.2.13. Bidder shall have an office in Punjab having well trained & certified manpower Locally.
  - 1.2.14. Tenderers/Bidders are required to furnish along with the Technical Bid, the OEM's Authorization and Warranty Letter, as per the format attached, in support of the OEM's warranty for the equipment quoted.
  - 1.2.15. List of documents to be submitted with Technical Bid: (In Serial Order and Put Page numbers also)
    - a. Tender Fee and EMD – **Form-3**
    - b. Brief company profile including turnover details and brief technical description of the service quoted **Form-4**
    - c. Certificate of Declaration of Blacklist / Not Blacklist of Company – **Form-5**
    - d. Certified copies of audited turn over documents and Income Tax Return (ITR) for the last three years. **Form-6**
    - e. OEM letter of authorization. **Form -7**
    - f. OEM letter of Warranty, and support for Three years. **Form - 8**
    - g. Details of services provided/completed during the last Three years. **Form-9**
    - h. General Condition Compliance Form – **FORM-10**
    - i. Letter of the authorized signatory for tender/Letter of transmittal. **Form-11**
    - j. Certificate for tender download-**Form12**
    - k. Tender Pages and Documents duly stamped & signed.
    - l. List of support locations
    - m. Detail Specification sheet of each item quoted.
    - n. Technical Compliance sheet with the brand, Make, Model & OEM part number including deviation/remarks.
    - o. Detailed AV & Control Schematics showing detailed back panel AV routing.
    - p. Self-attested copies of the following:
    - q. Certificate of Incorporation

- r. Article/Memorandum of Association or Partnership Deed or an affidavit stating that it is a proprietary concern, as the case may be, of the Company /Firm /Agency.
- s. License of the Company/Firm/Agency
- t. PAN/GIR card of the Company/Firm/Agency
- u. Any other registration which is required as per State/ Central Government rule.
- v. Experience Certificates, work orders etc.

Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:

- a. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the qualification document.
- b. Record of poor performance such as, abandoning work, not properly completing the contract, or financial failures /weakness etc.

**The bidders who qualify in this stage will be considered for the financial bid; other bidders who have been found technically unqualified will not be considered for further process.**

#### 1.2.1. **Financial Evaluation (Financial bid)**

The Financial Bid (Tender) should be submitted strictly in the prescribed “**FINANCIAL BID**” and should remain valid for a minimum of three months from the date of opening of the Financial Bid. Financial bids which are not submitted in the prescribed form will be summarily rejected. Rates quoted by the vendor shall be all-inclusive. Any other charges over the quoted rates shall be clearly indicated. The Tenderer/Bidder shall make no additions/ alternations in tender forms, and if any such alteration is made, the Tender is liable to be rejected.

The Financial Bid (Tender) of the applicants who have not been qualified in the Technical Bid shall not be considered. Financial bids of only technically qualified tenders will be opened on the date and time to be intimated, in the presence of the technically qualified tenderers or their authorized representatives (with authority letter) who may be present.

The decision of the Director of IIM Amritsar in this regard will be final and no requests etc. will be entertained from the bidders.

### 1.3. **SUMMARY OF REJECTION OF BIDS/TENDER**

- 1.3.1. Any bid not accompanied by required EMD and Tender fee.
- 1.3.2. Any bid in which rates have not been quoted in accordance with the specified formats/ details as specified in the bid document.
- 1.3.3. If any bidder has filled more than one bid.
- 1.3.4. If unclear, poorly scanned copies are uploaded and received.
- 1.4. **QUERIES & RESPONSES:** Queries related to the stated above should be submitted at [purchase@iimamritsar.ac.in](mailto:purchase@iimamritsar.ac.in) only till 14-09-2020 by 05.00 pm. Queries submitted after due date and time and queries submit at any other mail id will not be entertained. The response of the queries will be given within 1-2 days by mail after

the last date of submission of queries.

## **CHAPTER-2 CONDITIONS OF CONTRACT**

### **2.1. PERFORMANCE SECURITY/BANK GUARANTEE**

The successful Tenderer/ Bidder will be required to furnish performance security/bank guarantee @10% of the total cost of work for a total contract period of 03 years in the name of IIM Amritsar payable at Amritsar at the time of signing the Agreement.

- a. It must remain valid for 60 days beyond the date of completion of all contractual completion.
- b. The Performance security shall not bear any interest.
- c. It shall be returned within a month after the expiry/termination of the contract only after the discharge of all obligations under the contract and adjustments of outstanding dues against the agency of any nature against the bills submitted by the agency or otherwise.

### **2.2. GENERAL CONDITIONS**

- 2.2.1. The personnel who will install, test, commission and integrate should be well experienced and trained adequately.
- 2.2.2. Bidder should give detailed information about proposed solution.
- 2.2.3. Bidder should give details about proposed software's licenses.
- 2.2.4. The vendor should be able to demonstrate the capability of the solution quoted at his/her own cost, if required.
- 2.2.5. After successful implementation bidder has to give training on administration and troubleshooting of the AV system to IIM Amritsar team.
- 2.2.6. After successful implementation bidder has to give a demo/presentation to all the users.
- 2.2.7. Tenderers/Bidders are required to furnish along with the Technical Bid, the OEM's Authorization and Warranty Letter, as per the format attached, in support of the OEM's warranty for the equipment quoted.
- 2.2.8. The vendor shall impart operation & maintenance Training, consisting of on-site group and individual training, to all the staff members of IIM Amritsar who are associated with the project.

### **2.3. SPECIAL CONDITIONS**

- 2.3.1. The Contractor should execute an agreement in the non-judicial stamp-paper of Rs.100/- (Rupees One Hundred Only) incorporating all terms and conditions of the Tender. Required Affidavit (stamp paper) will be purchased by the contractor for Agreement.
- 2.3.2. The Contractor should have a representative in Punjab.
- 2.3.3. The higher authority of IIM Amritsar reserves the right to postpone and/or extend the date of receipt/opening of tenders or to withdraw the same, without assigning any reason thereof.
- 2.3.4. **Payment conditions:** Normal payment terms acceptable to the Institute shall be 90% payment within 30 days of satisfactory installation, testing, commissioning & integration of the equipment and the rest balance 10% of

the total order value will be retained with institute in the form of Bank Guarantee and will be release at the end of the warranty period.

**2.4. AWARD CRITERIA**

2.4.1. The contract may be awarded to the Tenderer/ Bidder whose technical proposal is responsive, cost-effective, and meeting all the requirements of IIM Amritsar and whose price bid has been determined to be lowest. After the opening of the price bids of the short-listed Bidders, if there is a discrepancy between words and figures, the amount indicated in words will prevail. However, the Institute reserves the right to accept or reject any offer without assigning any particular reason whatsoever, and no communication will be entertained in this regard. IIM Amritsar also reserves the right to accept or reject any or all tenders either in whole or in part or to invite revised price bids or to annul the bidding process at any time before finalization without incurring any liability to the affected Tenderer / Bidder. The Director, IIM Amritsar does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the Tender and the Tenderer/Bidder shall be bound to perform the same at the rates quoted.

2.4.2. Post qualification, the Contractor will sign the Agreement with all terms & conditions of this Tender with IIM Amritsar and will provide the services from the date as will be mentioned in the work order/agreement.

**2.5. DELIVERY SCHEDULE AND PENALTY FOR DELAY**

The delivery/completion period shall be within 40 (Forty) days from the date of issue of Order/Letter of Intent. Delivery schedule shall clearly be indicated in the Tender submitted by the supplier. Penalty at the rate of 2.5% or part thereof of the order value per week, subject to a maximum of 10 % will be imposed for delayed delivery and installation.

**2.6. Contact Details:** Contact details of the person for all services related queries/support.

**Name & Designation:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_

**Fax No:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**2.7. NAME ON THE CONTRACT:** The Tender submitted shall clearly mention the name of the agency/person in whose favor the contract is to be made. Any request made after submitting the Tender for changing the name of the firm in whose favor the contract is to be placed shall not ordinarily be entertained.

- 2.8. INCOME TAX:** Every Tenderer/Bidder shall furnish along with the Tender the last three years Income Tax Return / audited financial accounts or GST return for the last 6 months without which his/her Tender is liable to be rejected. The Institute will deduct the amount towards Tax Deducted at Source (TDS) as per the latest Income Tax Rules/ GST rules from all payments made to the supplier/contractor if any.
- 2.9. WARRANTY:** The solutions installations (including equipments commissioned and integrated by the vendor) shall carry three-year comprehensive on-site warranty. Deviation in warranty terms, if any, shall clearly be mentioned in the offer. During the warranty period, the vendor shall be fully responsible for the manufacturer's warranty in respect of proper design, quality and workmanship of the Printing equipment commissioned and integrated at the project. During the warranty period, the vendor shall be responsible for attending to all the reported problems of printing equipment at no extra cost. Tenderers/Bidders are required to furnish along with the Price Bid, the OEM's Warranty Letter, as per the format attached, in support of the OEM's warranty for the equipment quoted.
- 2.10. TERMINATION OF CONTRACT:** IIM Amritsar reserves its right to terminate the contract for any reason at its absolute discretion including, but not limited to the following:
- a. If the vendor is adjudicated insolvent by a Competent Court of Law or files for Insolvency or the Agency's Company is ordered to be wound up by a Competent Court. The vendor commits any material breach of the terms of this contract with IIM Amritsar or if found guilty of any malpractice in the performance of the contract.
  - b. If any charge-sheet is filed by the Competent Authority of the Government against the vendor is convicted by a criminal court on the grounds of moral turpitude.
- 2.11. CONCILIATION & ARBITRATION**
- 2.11.1. Any dispute or difference whatsoever arising between the parties relating to or arising out of the contract shall be settled first by Conciliation in accordance with the Govt. Rules and settlement so rendered between the parties in pursuance thereof shall be final and binding on the parties. Reference to Arbitration shall be made only when the Conciliation has failed.
- 2.11.2. In case of such dispute or difference, the matter would be referred to the Arbitrator whose decision shall be final and shall not be called in question. The Director of IIM Amritsar will be appointed as Arbitrator with the mutual consent of both the parties (Contractor and IIM Amritsar).
- 2.12. JURISDICTION:** This contract shall be operated within the jurisdiction of courts in Amritsar.
- 2.13. OPERATION AND MANAGEMENT (O & M):** The Vendor will be required to provide trouble free performance, service and manage to run the facilities for a period of 03 (three) years from the date of testing, commissioning and integration of all the

Printing Equipment and no extra charges will be paid during this period.

**2.14. ANY OTHER CONDITION**

- a. IIM Amritsar reserves the right to alter/revise the list of items including the quantities thereof at any point of time.
- b. wherever the term "Commercial Bid" is mentioned, it shall be construed to mean "Price Bid" and vice versa.

**Proof of executing at least three similar orders during the last two years to be provided. Agency is to abide by all the Terms and Conditions stated in the Tender Document, and authorized signatory should sign all tender pages and documents. In case these terms and conditions are not acceptable to any Tenderer/ Bidder, he/she should clearly specify the deviations in his/her Tender. IIM Amritsar reserves the right to accept or to reject them. In case of any dispute, the decision of the Director of the Institute shall be final and binding on all the parties.**

## CHAPTER-3 SCHEDULE OF REQUIREMENTS

### 3.1. NATURE AND SCOPE OF WORK

- Supply, installation, configuration, testing, commissioning and integration of Audio-Visual Equipment along with comprehensive on-site warranty for a period of 03(three) years from the date of acceptance of work.
- Implementation of control facility for audio-visual which includes supply, installation and configuration of required control equipment and other hardware components with required cabling. Installed devices such as Interactive Display, PTZ camera, Microphone with Speaker using HDMI cable user should be able to project video through the display, and play audio through the speakers inside the conference room. Users should be able to do video calling by using common software like Skype, Lync, Hangout, Cisco Webcon, Zoom, GoToMeeting, Blue jeans, etc. Items mentioned in the BoQ are tentative and if any additional item is required to meet these requirements, please include the same in your proposed BoQ
- The project has to be completed by the single vendor, who will be completely responsible for the execution of the project as a single point solution provider and will be the sole prime contractor for the entire project.

### 3.2. SPECIFICATIONS AND ALLIED TECHNICAL DETAILS

3.2.1. Tentative BOQ for class room and approved Brands: The equipment quoted should be from the following make / brand or equivalent:

S. No.	Item	Description	Approved Make	Qty Nos
1	Interactive Display	SITC of 84 Inch or above 10 Touch Interactive Display with wireless Sharing facility, Aspect Ratio of 16:9, 178 Degree Viewing Angle, Resolution of 3840 x 2160 and response time of 8 ms or below, inbuilt speaker, whiteboard pen, with at least 4mm of Toughened Anti- glare Glass complete with installation as per the site requirement with OPS of i5, 16 GB RAM and 1 TB HDD and Licensed Windows 10 Pro Operating System and MS Office 2019, Wireless Presentation Capability (Without Lagging) inbuilt or with Additional Hardware with Wall Mounting Kit complete with installation as per the site requirement.	Cloud walker / Panasonic / Newline / Evota / LG / Globus/ Samsung	1
2	PTZ USB Camera	SITC of USB 3.0 and HDMI video output interface PTZ Camera, with a 12 Megapixel Image Sensor, Panoramic 120 degree Viewing Angle, Max 3X Sensor, and 98X digital Zoom, ePTZ and 6 Pre-sets and built in TV Mount and should be compatible	Lumens, Panasonic, Clearone.	1

		with Windows, Lunex, MAC OSX and Chrome OS and should be compitable with Skype, Lunc, Hangout, Cisco Webex, Zoom, GoToMeeting, Blue jeans, Facetime etc. complete with installation as per the site requirement.		
3	Speaker	SITC of Two Way Indoor, surface mounted speaker, 60 W (rms) continuous pink noise or higher at 8 ohm, Nominal sensitivity - 87 dB SPL, 1 W, 1 m, full space, Impedance of 8 ohm, coverage angles of 115 Degree (H) and 55 Degree (V) with built in 6.5" woofer and Tweeter of 1 inch complete with installation as per the site requirement.	Bose/ Extron / JBL/WORK PRO	2
4	Amplifier	SITC of Rack Mountable Amplifier System with two channels of 2 x 60 watts @ 4 or 8 ohms, 100 dB or better signal-to-noise ratio with 0.1% THD+N, S/N - 105 dB or better, Frequency Response: 20 Hz to 19 KHz or better complete with installation as per the site requirement.	Crown/ BOSE/ Extron/Work Pro	1
5	Digital Signal Processor	SITC of Digital Signal Processor with 4 or more, mic/line, balanced/ unbalanced input and 4 or more, balanced/ unbalanced line level output, with built in AEC Frequency Response: 20 Hz to 20 KHz or better, S/N Ratio: >102dB or better, phantom power on all the Input channels. Should also have other features like Feedback suppression, level control, dynamics, mixers, delay and control on RS232/Ethernet complete with installation as per the site requirement.	Extron / BIAMP/ Crestron/DANAC OID	1
6	Boundary Layer Microphone	SITC of Boundary microphone having Semi-cardioid polar pattern, RFI-proof due to Scudio™ technology, ON/OFF, Push-To-Talk and Push-To-Mute function, Silent membrane key with braille inscription, High-quality non-glare design, Linear frequency response with high bandwidth, LED indicator, Switchable bass roll-off filter in two stages, Frequency response - 45 - 20,000 Hz, Open circuit voltage -13.3 mV/Pa = -37.5 dBV, Nominal impedance - < 200 Ω, Nominal output impedance - ≥ 1 kΩ, Max. SPL at 1 kHz- 114.2 dB, Dynamic	Beyerdynamic / Sennheiser / Clock Audio	2

		range- 84 dB, Signal-to-noise ratio -63.8 dB dBA complete with installation as per the site requirement.		
7	Switcher	SITC of Video scaler that shall support up to three inputs and one output for processing and switching of HDMI, RGB, HDTV, and composite video sources. Rack-mountable scaler and switcher for HDMI, RGB, HDTV, and composite video sources and associated digital and analog audio, Video input connections- One HDMI, One 15-pin HD, One BNC , video output connection- HDMI with selectable video output rates from 640x480 to 1920x1200, including HDTV 1080p/60 and 2048x1080p/60 complete with installation as per the site requirement.	Crestron/ Extron/ AMX	1
8	Cable Manager	SITC of Cable Manager/ Cable Cubby with 1 Power, with 4 pass through holes for HDMI, VGA, and 2 LAN Cable complete as per site requirement.	Kramer/ EIS/ Besnet	1
9	Rack, Cables and Accessories	SITC of Rack for above said equipment with all accessories, HDMI, VGA Cable for Various length for the project complete with installation as per the site requirement.	MTS/ Comrack/ AMX/ Extron/ Kramer/Linetek	APA
10	Service	Installation Testing & Commissioning complete as per the site requirement.	Service	APA

**Items mentioned in the BoQ are tentative and if any additional item is required to meet the Institute requirements, please include the same in your proposed BoQ.**

**Chapter-4: - Bid Format (to be utilized by the bidders for quoting their solution and prices)**

**FORMAT FOR SUBMITTING TECHNICAL BID**

**4.1 Technical Bid/Details of Items/equipment to be quoted:**

Sr. No.	Name of the Item	Technical Specifications of the Item	Brand Quoted	Model Quoted	Quantity (Nos.)	Compliance with Tendered Specifications	Deviations in technical specifications, if any
1	Display				1	YES/NO	
2	USB & HDMI Camera				1	YES/NO	
3	Speaker				2	YES/NO	
4	Amplifier				1	YES/NO	
5	Digital Signal Processor				1	YES/NO	
6	Boundary Layer Microphone				2	YES/NO	
7	Switcher				1	YES/NO	
8	Cable Manager				1	YES/NO	
9	Rack, Cables and Accessories				APA	YES/NO	
10	Service				APA	YES/NO	

## FORMAT FOR COMMERCIAL/ FINANCIAL BID

### COST OF SUPPLY, INSTALLATION, TESTING, COMMISSIONING and INTEGRATION EQUIPMENT FOR CONFERENCE ROOM

Sr. No.	Type of the Item	Brief Technical Specifications of the Item	Brand Quoted	Model Quoted	Qty. (Nos.)	Unit Cost (in Rs)	GST @	Total Cost (in Rs.)
1	Display				1			
2	USB & HDMI Camera				1			
3	Speaker				2			
4	Amplifier				1			
5	Digital Signal Processor				1			
6	Boundary Layer Microphone				2			
7	Switcher				1			
8	Cable Manager				1			
9	Rack, Cables and Accessories				APA			
10	Service				APA			
<b>Total</b>								

Supplier Signature and Seal

# **CHAPTER-5-UNDERTAKING AND AGREEMENT FORM**

## **DECLARATION**

**Form 1**

I..... sole proprietor/Director/Partner), the authorized signatory of **M/S**..... having its registered office/principal office at.....do hereby solemnly affirm and declare as under: -

That I/We also undertake to execute the Agreement as presented by the Institute (IIM Amritsar) and abide by the terms and conditions of the Tender which have been perused and understood by me/us. I/We have gone through the terms and conditions of the Tender and agree and undertake to abide by the same during the term of the contract.

Supplier Signature and Seal

## **AGREEMENT**

**Form 2**

This agreement is made on this << Date on which the agreement is done >> between IIM Amritsar (herein after called "first party") of the one part and \_\_\_\_\_ (As per Document Signing Authorization Letter submitted by M/s \_\_\_\_\_ of M/s \_\_\_\_\_ (hereinafter called "the Contractor") of the other part.

Whereas FIRST PARTY is desirous that the Contractor SUPPLY, INSTALLATION, TESTING, COMMISSIONING and INTEGRATION EQUIPMENT FOR CONFERENCE ROOM in IIM Amritsar vide "TENDER NOTICE No: - FIRST PARTY/IIMASR/NIT/--2020" dated \_\_\_\_\_. FIRST PARTY has accepted the Tender by the CONTRACTOR for the execution and completion of such Works of quality and specifications as detailed in the Standard Bid Documents, Specifications, at a negotiated contract price of INR \_\_\_\_\_ (Rupees \_\_\_\_\_)

NOW THIS AGREEMENT WITNESSED as follows:

1. In this Agreement, words and expression shall have the same meanings as are respectively assigned to them in the Conditions of Contract herein after referred to.
2. In consideration of the payments to be made by the FIRST PARTY to the Contractor as the price money quoted hereinafter mentioned, the Contractor hereby covenants with FIRST PARTY to execute and complete the Works and remedy any defects therein in conformity in all aspects with the provisions of the Contract.
3. As mentioned in the LOI the security deposit bank guarantee has been issued by M/s \_\_\_\_\_ in time, based on that the Agreement is signed on the above-mentioned date.
4. The following documents shall be deemed to form and be read and construed as part of this Agreement viz:

- a. Letter of Acceptance (LOA);
- b. Authorization Letter for signing, amending and executing the Agreement and other documents incidental to complete the contract.

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. The Contractor shall be paid an amount of INR \_\_\_\_\_ (Rupees \_\_\_\_\_) by the FIRST PARTY in accordance with the Schedule specified hereinafter.
2. **Payment Terms:**  
FIRST PARTY's payment terms are: 90% on final commissioning and handover of the solution after acceptance of FIRST PARTY. -10% (Bank Guarantee) on completion of warranty period.
3. The Contractor shall complete the work in 40 days from the date of Agreement. In case of delay in completion of contract, a penalty equal to 2.5 % of the contract price per week beyond the days of grace subject to a maximum of 10 % of the contract value will be imposed and shall be recovered from the performance guarantee.
4. Apart from the printing management solution of the units as per the specifications laid down the Contractor shall provide handholding support and maintenance of the solution subjected under the contract for Three years from the date of commissioning of and handover of the solution after acceptance of First Party.
5. The Computer Centre, FIRST PARTY, will monitor the progress of works including the quality and specifications as per SBD from time to time. It is the obligation of the contractor to complete the work as per the given schedule below by observing the terms and conditions of the Agreement. If Director / Chief Administrative Officer / Computer Center, FIRST PARTY, notices that the work is not progressing as per the schedule and there are violations of the terms and conditions of the Agreement, he has every right to give stop memo and terminate the contract without prior notice. This is not prejudice to his any right as per the Agreement.
6. Contractor will provide maintenance support for 3 years from the date of acceptance by first party.
7. The Director on the recommendations of the PURCHASE Committee of FIRST PARTY will approve the settlement of the final bill after successful completion of the work as per the tender contract.
8. All direct and indirect taxes arising in connection with the execution of works and the cost of all seen and unseen expenditure relating to the works shall be borne exclusively by the Contractor.
9. The contractor has submitted Security deposit via Bank Guarantee of 10 % of the Order value as per clause mentioned in letter of acceptance valid up to the warranty period plus 60 days.
10. All the term and conditions mentioned in the tender Document will be applied on the supplier on execution on the contract.
11. That under the circumstances given below, the Institute shall have the right to terminate the contract without notice, in addition to other remedies as available under the law.
  - a. For committing a breach of any of the terms and conditions of this Agreement by the Contractor, he will further be liable to pay the damages as assessed by the arbitrator.
  - b. Contractor shall in no case lease, transfer, sublet, assign/pledge or sub-contract its rights and liabilities under this contract to any other agency.

- c. The Contractor being declared insolvent by a competent court of law.
12. **Arbitration:** In the event of any question or dispute or difference arising under this Agreement or in connection therewith, the same **would be referred to the Arbitrator whose decision shall be final and shall not be called in question. The Director of IIM Amritsar will be appointed as Arbitrator with the mutual consent of both the parties (Contractor and IIM Amritsar).**
  13. The arbitrator may from time to time with the consent of all the parties extend the time for giving and publishing the award.
  14. Subject to the aforesaid provisions, the Arbitration and Conciliation Act, 1996 and the rules made thereunder and any modification/amendments (2015,2019) thereof from the time being in force shall be deemed to apply to the arbitration proceedings under this clause.
  15. All disputes and arbitration under this Agreement shall be subject to the jurisdiction of the Court of Law (Amritsar, Punjab).

IN WITNESS WHEREOF we set our hands on

FOR & ON BEHALF OF THE PROPRIETOR

FOR & ON BEHALF OF THE INDIAN  
INSTITUTE MANAGEMENT,  
AMRITSAR

**(CONTRACTOR)**

**(Authorized Signatory)**

Witness

1.

2.

Witness

1.

2.

Address:

## **CHAPTER 6 – OTHER STANDARD FORMS**

FORM-3

Ref: -

Dear Sir,

The following UTR of transactions made to IIM Amritsar are enclosed herewith towards Tender Fee & EMD

<b>Detail of DD</b>	<b>Amount</b>	<b>UTR No. &amp; Date</b>	<b>Bank Name</b>
Tender Fee (Including Tax)	Rs.		
EMD	Rs.		

## Details of the Company

Tender No.: \_\_\_\_\_

Sl. No	Clarification sought	Details to be furnished	
1.	<ul style="list-style-type: none"> <li>• Name of the authorized signatory</li> <li>• Contact Address</li> <li>• Email Address</li> <li>• Telephone No.</li> <li>• Mobile No.</li> <li>• Fax No.</li> </ul>		
2.	Type of company/organization (please tick)	<input type="checkbox"/> Private Limited Company <input type="checkbox"/> Public Limited Company <input type="checkbox"/> Others (specify)	
3.	Year of Incorporation:		
4.	Has the company/organization ever been blacklisted by Govt. of India, <b>if No</b> , please attach a self-declaration		
5.	Annual turnover during the last 3 financial years:	<b>Year</b>	<b>Amount (in lakhs)</b>
6.	Total number of similar projects executed during the last 3 financial years and the total value of these services	No. of services:  Value :	

[Note: Please attach documentary proof in support of the information furnished above, wherever necessary, duly signed by the authorized signatory]

Date:

(Signature of Authorized Signatory)

**CERTIFICATE**  
**(To be provided on the letterhead of the firm)**

I hereby certify that the above firm neither blacklisted by any Central/State Government/ Public Undertaking/Institute nor is any criminal case registered/ pending against the firm or its owner/ partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case, at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

**Authorized Signatory**

**Date:**

**Name: Place:**

**Designation:**

**Contact No.:**

**Seal**

**Annual Turnover & Income Tax Return Details:**

	Financial Year	Turnover in Rs.	Net Taxable Income	-
Bidder's Annual turnover for last three Financial years & Income Tax Returns for the last three financial years				<i>Supporting Documents are to be attached along with the Balance Sheet approved by the CA and the IT clearance certificate, profit loss account</i>

**Date:**

**Authorized signatory**

**ORIGINAL EQUIPMENT MANUFACTURER’S AUTHORIZATION LETTER**

(in Original Letter Head of OEM)

To

Date:

**The Director,  
Indian Institute of Management, Amritsar  
Punjab Institute of Technology Building,  
Inside Government Polytechnic Campus,  
Polytechnic Road, PO: Chheharta, G.T. Road  
Amritsar - 143105**

Dear Sir,

Subject: Direct Manufacturers Authorization

**Tender Ref No:**

We .....an established and reputable manufacturer of professional ..... system ..... (Product) having factories ..... and offices at.....do hereby authorize M/S ....., to submit an above requirement and subsequently negotiate and sign the contract with you for the supply of goods manufactured by us.

We would like to bring to your kind notice that M/S \_\_\_\_\_ has a full-fledged team bases out at \_\_\_\_\_ who can provide the best local implementation & after sales support and their local Engineers are trained and certified by our team. I take the privilege to inform you that their local engineers can integrate and program the system as per to the design requirements and can provide the best support.

Yours faithfully,

for .....

**Signature of Officer Authorized to sign this Document on behalf of the OEM.**

**ORIGINAL EQUIPMENT MANUFACTURER'S WARRANTY LETTER**

(in Original Letter Head of OEM)

To

Date:

**The Director,  
Indian Institute of Management, Amritsar  
Punjab Institute of Technology Building,  
Inside Government Polytechnic Campus,  
Polytechnic Road, PO: Chheharta, G.T. Road  
Amritsar - 143105**

Dear Sir,

Subject: Direct Manufacturers Authorization

**Tender Ref No:**

We .....an established and reputable manufacturer of professional.....system .....  
(Product) having factories ..... and offices at ..... do hereby authorize  
M/S....., to provide the warranty support for the supply of goods manufactured by us.

We hereby confirm and extend our full warranty of 03 years as per the Tender for the products offered by  
the above firm against and duly authorize the said firm to act on our behalf in fulfilling any or all installation,  
technical support and maintenance obligation as required by the contract.

Yours faithfully,

for .....

**Signature of Officer Authorized to sign this Document on behalf of the OEM.**

**Bidder's work Order Details:**

S. No.	Evaluation Criteria	Name of the Client with Order No. & date
List of major clients where the similar type of Work executed by you during the last 3 financial years.		
1	Project details that are executed during last 03 financial years and the total value of these projects	

Date:

Authorized Signatory

## GENERAL CONDITION COMPLIANCE FORM

SL No	Item	Technical Specifications of the Item	Brand / Model Quoted	Compliance (Yes/No)	Deviations in technical specifications, if any
1	Display				
2	USB & HDMI Camera				
3	Speaker				
4	Amplifier				
5	Digital Signal Processor				
6	Boundary Layer Microphone				
7	Switcher				
8	Cable Manager				
9	Rack, Cables and Accessories				
10	Service				

Authorized Signatory

**LETTER OF TRANSMITTAL**

Date:

To:

**The Director,  
Indian Institute of Management, Amritsar  
Punjab Institute of Technology Building,  
Inside Government Polytechnic Campus,  
Polytechnic Road, PO: Chheharta, G.T. Road  
Amritsar - 143105**

Sub: Tender for supply, installation, testing, commissioning and integration of audio-visual equipment's for conference room at IIM Amritsar

Sir,

Having examined the details given in notice inviting Tender for the above work, I / we hereby submit the qualification application documents (Technical Bid) and the Tender (Financial Bid) for the work duly filed.

1. I / we hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I /we have furnished all information and details necessary for deciding our eligibility to be qualified for taking part in the tendering process for the work. We have no further information to supply.
3. I / we submit the following certificates in support of our suitability, technical knowhow and capability for having successfully completed following works.

I am / we are aware that the tender documents (Financial bid) will not be opened if I am / we are not qualified to take part in the tendering process.

Seal of the Applicant

Date of submission

Signature(s) of the applicant(s)

**Certificate for Tender Documents Downloaded from  
Indian Institute of Management Amritsar Website**

"I..... (Authorized Signatory) hereby declare that the Tender Document submitted has been downloaded from the website <http://www.iimamritsar.ac.in> and no addition/deletion/correction has been made in the Tender Form (Tender No.....) downloaded. I also declare that I have enclosed a DD/Bankers Cheque No. ....dated ..... for `..... towards the cost of Tender Form along with Tender document".

In case at any stage, it is found that the information given above is false / incorrect, IIM Amritsar shall have the absolute right to take any action as deemed fit/without any prior intimation.

**Signature of the Tenderer with Seal**