



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
Indian Institute of Technology
Kharagpur

No. IIT/S&P/ENQ/NWP/Nalanda/2011-12

Date : 28.12.2011

Sub : Sound, Audio-Visual and Projection Requirements at Nalanda Classroom Complex- reg.

Tender Notice No. : 10/2011-12, Dated : 28.12.2011

Indian Institute of Technology Kharagpur, an Institute of National Importance, invites sealed bids from firms with proven track record and having capabilities in supply, installation, commissioning and maintenance as a turnkey project of Audio-Visual, Sound and Projection System requirement in Nalanda Classroom Complex, located in the main campus at Kharagpur, West Bengal.

Interested parties may submit their sealed bids under Two-cover system as per **Technical Specifications** given at **Annexure I**, and **General Terms & Conditions** given at **Annexure II**. Bidders are required to submit their **Details** in the format given at **Annexure III** along with their technical bids. They are also required to submit a signed **Declaration** in the format given at **Annexure IV**. A **Checklist** and **Compliance statement** against each item of Annexure I & III thereon severally & individually shall also be submitted. Kindly refer to the Institute website www.iitkgp.ac.in [link : tenders and quotations] for complete tender details. Parties who are not enlisted with the Institute are also required to submit Form R1 along with the tender.

The tender is to be sent in a sealed packet, containing two separate sealed envelopes (one each for Technical Bid and Price Bid) along with prescribed tender fee and Earnest Money Deposit (EMD), duly superscribed with **Tender Notice No. 10/2011-12 dated 28.12.2011**, to the **Office of the Deputy Registrar (Stores & Purchase), IIT Kharagpur, P.O.- Kharagpur Technology, Pin: 721 302 on or before 07.02.2012 upto 02.30 p.m.**

For any query pertaining to this bid document, communication be addressed to Chairman, Central Workshop & Instrument Service Section, Indian Institute of Technology, Kharagpur – 721302 [Ph.: 03222-282501, 282916]

The technical bid will be evaluated first and price bids will be opened only in respect of those OEM/Vendor, who are found technically qualified after evaluation of Technical bids.

The Technical bids will be opened on 07.02.2012 at 03.30 p.m.. in the Office of the Chairman, Central Workshop & Instrument Service Section,, IIT Kharagpur.

Copy to :

1. Institute website
2. Notice Board

Deputy Registrar (S&P)
for Director, IIT Kharagpur

Sound, Audio-Visual and Projection Requirements at Nalanda Classroom ComplexClass room configuration of Nalanda Classroom Complex, IIT Kharagpur

- Type A 08 Nos of 240 seats Rectangular classrooms
Type B 08 Nos of 120 seats Rectangular Classrooms
Type C 14 Nos of 120 seats Circular Classrooms

All the classrooms are to be installed with the following system given in Annexure. Following objectives have to be met

1. The classrooms must have provisions for giving instructions to students using glass chalk boards, power point and multi-media projections with full audio-video capability.
2. There should be an uniform sound level at all seats in the class room
3. The amplification system should be DSP based to adapt for feedback suppression, room acoustical mode suppression and provide digital effects
4. The amplification system should be able to deliver sound 30 dB higher than the ambient classroom noise with all the ceiling fans on
5. The video projection system should be able to interface with a laptop, document reader, and a tablet through a digital switcher
6. All the units other than the loudspeakers, video projectors and screens must be placed in a single lectern/podium which can easily be operated by the teacher.
7. Electrical power connections will be made available for the lectern, motorized screen and ceiling mounted video projector
8. Two speakers will be installed in each classroom type B & C and four speakers in each class room type A on either side of the podium after the entry doors.
9. Provisions will be made in the classroom to draw the signal wires from the speakers and video projector to the lectern in consultation with the architect/site engineer.
10. Video projectors are to be mounted on the ceiling at appropriate place so that the image is projected in the largest area on the motorized screen without losing the aspect ratio.

Other Technical and Commercial Requirements:

1. Supply, installation and commissioning of all the above hardware/equipment has to be done by a single vendor.
2. Complete system integration has to be done by the same vendor as a turnkey project.
3. Instructions for its operation and maintenance must be provided.
4. Training for its use must be provided.
5. Dedicated on-site manpower for its use, day-to-day maintenance and on-site trouble shooting must be provided for a period of 3 years from the date of installation.
6. Inventory of essential spares like lamps, cables, connectors, batteries, laptops must be maintained.
7. Warranty for all hardware must be provided for 3 years.
8. Appropriate amount of bank guarantee be provided for next 3 years.
9. Protection against lightning and electrical surges/shocks be provided.
10. Equipment be able to withstand the high humidity and dust level at Kharagpur, since no air-conditioning arrangement has been made in the classroom at present.

Item No.	Item Name	Specification/model	Type A: Rectangular Class rooms 240 seats		Type B: Rectangular Class rooms 120 seats		Type C: Circular Class rooms 120 seats		Total Quantity	Rate	Amount
			No. of class rooms	Quantity in each class room	No. of class rooms	Quantity in each class room	No. of class rooms	Quantity in each class room			
1	2	3	4	5	6	7	8	9	10	11	12
Display System											
1.	LCD Projector	LCD Projector Resolution: WXGA (1280x800) Native aspect ratio: 16:10 White & Colour Light Output (brightness) minimum: normal / eco mode: 4500 lm / 3600 lm Contrast Ratio: minimum 2000:1 Video Inputs (Minimum(:RCA (Yellow) x 1, 1-BNC x 1, S-Video x 1, Dsub 15pin (Blue molding) x 2 Computer Inputs: D-Sub 15pin (Blue molding) x 2, 5-BNC x1 Digital Input Minimum: HDMI x 1 Control Input: RS232C x 1 Start-up Period: Around 10 seconds, warm-up period 30 seconds. Cool-down Period: Instant off or 0 second Fan noise (Normal/Eco): Maximum 38 dB / 32 dB	08	1	08	1	14	01			
2.	Motorised Screen	Motorised Hi-Gain Screen 180" diagonal (9' x 12')	08	01							
		120" diagonal (8' x 6')			08	01	14	01			
3.	Electronic Document Reader	Document Visualiser Pick-up device: 1/4-inch CMOS sensor Effective pixels: 5 megapixels Max Frame rate: 30fps Output analog: SXGA / XGA / WXGA Output USB: QVGA / VGA / SVGA / XGA / SXGA / UXGA White balance: Automatic, Exposure: Automatic, Brightness: Automatic, Lens: F=2.8 Shooting area: 297x420mm (A3 size paper) Zoom 10x digital zoom (including 2x no loss zoom) 3x mechanical zoom, Focus: Automatic Input D-sub 15-pin Built-in MIC Output: D-sub 15-pin, USB type B, Composite Video	08	01	08	01	14	01			

1	2	3	4	5	6	7	8	9	10	11	12
4.	Ceiling Mount Kit	Ceiling Mounting Kit for Projector	08	01	08	01	14	01			
A/V switching & Control											
5.	Flush-Mount Control Panel	<p>Flush-Mountable Control Panel</p> <p>At least 8 buttons, allowing for A/V source selection, volume control, and projector power.</p> <p>LED status indication</p> <p>Software configurable for multiple control options</p> <p>RJ45 connection</p> <p>Fixed LED brightness or ambient light sensing</p> <p>Dip switch addressing</p>	08	02	08	02	14	02			
6.	Video Switcher / Projector Controller / Projector Screen Controller	<p>DSP AV Controller (Switcher/Mixer)</p> <p>Minimum of 4 XLR microphone/line and RCA inputs</p> <p>Minimum of 2 x DVD inputs featuring VGA (component), composite video and 5.1 RCA audio</p> <p>Minimum of 2 x AUX inputs featuring composite video and stereo RCA audio</p> <p>Minimum of 2 x PC inputs featuring VGA video and stereo RCA audio</p> <p>Minimum of 6 balanced XLR outputs (5.1 out)</p> <p>Minimum of 7x "Select" buttons on front panel for 6 sources and "Off" (LED indication of selected source) - RS485 and front panel control</p> <p>Sub output with feature of 24dB/Oct LPF at 120Hz</p> <p>Minimum of 1x composite video and 1x VGA video output</p> <p>Projector RS232 control to allow for switching between 2 or more sources, plus ON/OFF</p> <p>Projector POWER ON/OFF control from front panel</p> <p>Screen up and screen down external logic control</p> <p>RS485 control</p>	08	01	08	01	14	01			

1	2	3	4	5	6	7	8	9	10	11	12
Audio Processing and Amplification System											
7.	Multi In/Out DSP Amplifier	DSP Mixer Amplifier, 200 Watt Minimum of 8 mic/line inputs + 4 Stereo source inputs Stereo line output + Mono amplifier output (Constant voltage or Low impedance operation) 1 RU Class D design 60 Hz – 20 kHz frequency response amplifier output (20 Hz - 20 kHz Line level output) Low power contact closure DSP processing on board with Parametric EQ, compressor, delay and high and low pass filters Capability of third party control via serial, Software GUI or via physical control panel Remote VCA master volume control Mic/Line inputs have 34 volt phantom power	08	01	08	01	14	01			
8.	Analogue amplifier	120W booster Amplifier Power Output: minimum 120 Watts RMS Maximum Load: 80 Ohms @ 100 Volts Power Bandwidth: 60Hz - 15kHz < 0.5% THD Frequency Response: 60Hz = 15kHz (± 3dB) Total Harmonic Distortion: Maximum 0.5% @ 1kHz rated power Signal To Noise Ratio: -80dB Input Sensitivity: 700mV Outputs: 100V, 70V, 4 Ohm, 8 Ohm Indicators: At least one Power "on" LED Power Source: AC 230/240V - 50Hz; DC 24V; 110V - 60Hz Power Consumption: Maximum 300 Watts Protection: Current Limiter protection, plus AC and DC fuses Dimensions/Weight: 88mm H x 480mm W x 280mm D, 12 kg Standard rack mounting.	08	01							

1	2	3	4	5	6	7	8	9	10	11	12
Loudspeakers											
9.	Monopole Line Array Loudspeakers	<p>2 way monopole line array ENCLOSURE Extruded aluminium TRANSDUCER COMPLEMENTS 8 x 3.5" pp cone woofer, 8 x dome tweeter with wave guide PARALLEL LINK Euroblock connector SENSITIVITY (1W/ 1M) Half space 95 dB NOMINAL IMPEDANCE 4 Ohm CROSSOVER FREQUENCY 1.8 kHz FREQ. RESP (+/- 3 dB)v180 Hz ~ 20 kHz FREQ. RANGE (-10 dB) 140 Hz ~ 25 kHz COVERAGE PATTERN 110° H x 20° V CONTINUOUS POWER HANDLING (EIA RS 426) 200 watt MAXIMUM AMP POWER 300 watt CONSTANT VOLTAGE CONNECTIVITY 100 V, 100 watt DIMENSIONS (H x W x D) mm 1194 x 125 x 110 Net Weight 9.8 Kg MOUNTING OPTIONS Pole Mount, wall mount</p>	08	02	08	02	14	02			
10.	Reinforcement speakers	<p>2 way column speaker Enclosed in 3 mm extruded aluminum Perforated nylon grill 4 x 3" pp woofer, 1 x dome tweeter - Transducer Complements SENSITIVITY (1W/ 1M) half space 93 dB NOMINAL IMPEDANCE (Direct Mode) 4 Ohm CROSSOVER FREQUENCY 2.6 kHz FREQUENCY RESPONSE (-3dB) (Direct Mode) 150 Hz ~ 15 kHz FREQUENCY RANGE (-10dB) (Direct Mode) 120 Hz ~ 20 kHz PROGRAM POWER (Direct Mode) 80 W POWER TAPS @ 70 V 2.5, 5, 10, 20 watt POWER TAPS @ 100 V 5, 10, 20 watt DIMENSIONS (HxWxD)mm 579 x 125 x 110 NET WEIGHT 4 Kg MOUNTING OPTIONS Swivel bracket</p>	08	02				-			

1	2	3	4	5	6	7	8	9	10	11	12
Wireless Infrared Microphone Conference System											
11.	Pendant Microphone	Infrared Wireless Microphone <ul style="list-style-type: none"> ● Neck-suspended design ● An external MIC input level adjustment function for sensitivity adjustment of optionally connected external microphone with different sensitivity. ● PLL synthesized. ● Minimum of two selectable channel frequencies. ● Ability to adjust Infrared light emission intensity between 2 levels (High/Normal). ● Antibacterially treated. ● Low battery indicator. 	08	01	08	01	14	01			
12.	Handheld Microphone	IR-200M Infrared Wireless Microphone (Hand-held) <ul style="list-style-type: none"> ● Hand-held microphone for speech use. ● PLL synthesized. ● Minimum of two selectable channel frequencies. ● Ability to adjust Infrared light emission intensity between 2 levels (High/Normal). ● Antibacterially treated. ● Low battery indicator. 	08	02	08	02	14	02			
13.	Mixer Unit	Infrared Wireless Distributor <ul style="list-style-type: none"> ● Distributor dedicated to Infrared Wireless Microphone System. ● By using in conjunction with wireless tuner and small distributors, the system with up to 16 infrared receivers can be configurable. 	08	01	08	01	14	01			
14.	Wireless Tuner	Infrared Wireless Tuner Built-in 2-channel fixed-frequency tuner Accommodate up to 4 infrared light receivers per unit Signal reception light and knob for microphone volume control Minimum of 2 line outputs, one with a MIX output switch allowing output of mixed voices from channels A and B. Rack mountable with optional brackets	08	01	08	01	14	01			

1	2	3	4	5	6	7	8	9	10	11	12
15.	Rack Mount Bracks	Rack mount brackers for Wireless Mixer and Wireless Tuner units.	08	01	08	01	14	01			
16.	Ceiling-Mount Receiver	Power indicator To cover an area of approx 8m in a space without any obstacle.	08	01	08	01	14	01			
17.	Battery Charger	Battery Charger <ul style="list-style-type: none"> • Capable of charging up to 2 microphones (both hand-held and hands-free types) at time. • Equipped with protective features for safety considerations (detection of battery irregularities and temperature monitoring for protection against overcharging). • With rapid charging feature, charge up to 2 infrared microphones simultaneously charged in 3 hours (maximum). 	08	01	08	01	14	01			
18.	Battery	Ni-MH Battery for microphones <ul style="list-style-type: none"> • Ni-MH rechargeable battery • 2300mAh (min) 	08	01	08	01	14	01			
19.	Wall receiver	Wall-mount Receiver <ul style="list-style-type: none"> • Wall-mounting brackets facilitate installation. • Ability to be installed in an electric circuit box. • Ability to adjust Infrared reception angle • To cover area of approx 15m line of sight. 	08	01	08	01	14	01			
Furniture and Installations											
20.	Customised Podium	Customised movable Podium with metal castors Can accommodate 19" Rack equipment Adequate space for laptop computer, mouse and visualiser. Ducts for ventilation Lockable front doors	08	01	08	01	14	01			
21.	System Power Control	Surface Mountable Power Rocker Toggle Switch	08	01	08	01	14	01			

1	2	3	4	5	6	7	8	9	10	11	12
22.	Audio /Video/ Power Input/ Output Plate	A single gang size wall plate for projector installations. 15 Pin VGA connection, 3.5mm Jack Audio connection, Left and Right phono audio connect.	08	01	08	01	14	01			
23.	Cables and Connectors	RGB Cables, S-Video Cables, Audio and MIC Cables, Speaker Cables, RS232 Cables, Power Cables	08	01	08	01	14	01			
24.	Patch Cables	Moulded VGA Patch cord to connect external laptop. Moulded 3.5mm jack to 2 x RCA for connecting AUX Audio Source	08	01	08	01	14	01			
25.	Power Sockets	8 Power sockets on rack-mountable strip	08	01	08	01	14	01			
26	Commissioning	Complete installation including cabling, testing, commissioning , on site training and 3 year on-site maintenance.	08	01	08	01	14	01			

GENERAL TERMS AND CONDITIONS

- (1) **Last Date of Submission of Sealed Bids: 07.02.2012 upto 02.30 p.m.**

The Technical bids will be opened on 07.02.2012 at 03.30 p.m. in the Office of the Chairman, Central Workshop & Instrument Service Section, IIT Kharagpur.

- (2) **Payment Terms & Performance Guarantee:** 90% payment will be made on successful installation and commissioning duly certified by the concerned Head of the Department/Centre/School/Unit. A sum of 10% of the invoice value shall be retained as **Security Deposit** towards **Performance Guarantee**. The security deposit so retained may be refunded on submission of Bank Guarantee towards Performance Guarantee for the equivalent value of security Deposit valid for **three years warranty period plus sixty days** drawn on any commercial bank.

No advance/mobilization support, is payable against supply of stores.

In the event of failure to deliver the stores beyond the specified date, liquidated damages @ 1% per month or part thereof in respect of the value of stores will be deducted, subject to a maximum of 5%; alternately the order will be cancelled and the undelivered stores purchased from elsewhere at the risk and expense of the vendor.

- (3) **Warranty/Guarantee & On-site skill support :** 3 years onsite comprehensive OEM warranty from the date of successful installation and commissioning. 24x7 support for maintenance and on-site trouble shooting must be provided for the entire warranty period. The OEMs/Authorized Distributors and Dealers must attach certificate about their after sales and service facilities, escalation support for on-call service or station engineer etc.
- (4) **Delivery of Stores:** The store items be supplied within 30 days from the date of receipt of the Purchase Order.
- (5) **Tender Fee:** An amount of ₹ 2,500.00 (Rupees two thousand five hundred only) as tender fee (non refundable) is to be paid. The payment shall be made by Demand Draft from any Nationalized Bank and paid in favour of "Indian Institute of Technology Kharagpur", payable at Kharagpur. **Bids without Tender Fee will not be accepted. This should be enclosed separately in an envelope and stapled with the Technical Bid document superscribing Tender fee.**
- (6) **Earnest Money Deposit (EMD):** An amount of ₹ 10,00,000.00 (Rupees ten lakhs only) in the form of Demand Draft drawn in favour of "Indian Institute of Technology Kharagpur", payable at Kharagpur or Fixed Deposit Receipt or Banker's Cheque or Bank Guarantee as per format at **Annexure V. E.M.D. should be enclosed separately in an envelope and stapled with the Technical Bid document superscribing EMD.** The validity of the EMD should be 6 (six) months from the date of issue. **Any bid without EMD will summarily rejected. No interest is payable on EMD.** EMD will be refunded to the unsuccessful bidder, finalization of the tender process. The EMD of vendor awarded with the contract to be treated as part of security deposit towards Performance Guarantee. No interest is payable on Security Deposit. Security Deposit shall be forfeited if the selected vendor after award of contract, fails to execute the same.

- (7) **Price:** The price shall be **quoted in Indian Rupees only**, on free delivery at site basis. This shall be inclusive of all taxes, and **summary cost** of total implementation be indicated.. Excise Duty Exemption/Custom Duty Exemption Certificate and Inter-state transit Way Bill (Form-50) will be issued only in favour of the bidder and address as mentioned in the Purchase Order.
- (8) **Bid:** Technical Bid and Price Bid should be submitted in two separate sealed envelope quoting reference number on the top of the envelope. Tender Fee and EMD should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents. The OEMs may either bid directly or authorize their Country/Regional/State Distributors /Dealers/Vendors, to quote with valid authorization certificate, capability to sale and service of the products.
- (9) **Acceptance of Tender:** The Authority of IIT Kharagpur does not bind itself to accept the lowest priced bid and reserves the right to reject any or the entire tender bids received without assigning any reason thereof.
- (10) **Extra Features:** If the bidder provides any other extra features on the Hardware or Software which are not mentioned in the tender product specifications, then that shall be highlighted in clear terms, with documentary evidence/literature.
- (11) **Compliance List:** The proposal be properly indexed and a compliance list against the technical specifications should be provided.
- (12) **Service:** Response Time should be less than 1 (one) hours on the same business day. Minimum 95% annualized uptime. To ensure quality of services, the deputed Engineer from the OEM/Vendor shall have a minimum of 3 years of experience in the relevant field and must be in the payroll of the OEM/Vendor.
- (13) **Installation and Commissioning:** Free of cost at IIT, Kharagpur. The OEM must ensure timely installation of the AV system with necessary support to the indenters, as per details and lists to be made available by the Stores & Purchase Section or the indenting Departments/Centers/Schools.
- (14) **Validity of licenses:** Software like OS, compilers and other software's licensing price or policy (if any) shall be clearly mentioned.
 - (a) All licenses should be perpetual.
 - (b) All the accessories shall be from the same OEM.
- (15) The OEM should be an ISO-9000 and ISO-14001 certified company with due credits to energy conservation and green earth compliance.
- (16) **Relevant documents of the OEM shall be enclosed, along with the Technical Bid. Any explanation on this account shall be supported with documentary evidence from the principals.**

- (17) **Conditional Offer** will not be accepted.
- (18) **Period of Validity:** Bids shall remain valid for acceptance for a period of 120 days from the date of opening of the price bid.
- (19) The benefit of any downward price revision (revision on account of budget/financial policy, tax revision, EPZ etc.) is to be given to IIT Kharagpur by the selected OEM/vendor.
- (20) **Past Performance of the Vendors will be judged at the time of Technical Evaluation.**
- (21) **The Institute does not bind** itself to offer any explanation to those bidders whose technical bids have not been found acceptable by the Technical Evaluation Committee of the Institute.
- (22) **Bidders should** enclose the following documents: (i) Certificate of Registration / Trade License
- (ii) Enlistment form (R1), complete in all respect
 - (ii) Attested copy of PAN card, Service Tax, CST/VAT registration papers
 - (iii) Banker's Solvency Certificate.
 - (iv) Audited statement of accounts and IT returns for the last three years
 - (v) Authorized Distributors/Vendors must submit appropriate authorization certificate and letter from their OEMs, for participation in the said tender.
 - (v) Name and address of past satisfactory supplies or minimum three clients to whom such items/stores have been supplied should be mentioned in the technical bid.
 - (vii) Copy of mandatory test reports, national testing/reliability and endurance test reports etc., certified or conducted at the manufacturing site, granted by the bureaus/quality control departments/national testing laboratories.
 - (viii) Copy of product literature, for which the prices have been quoted.
 - (ix) A write up on service and maintenance capability, mitigation of risks or breakdown and replacement capability, with the escalation support matrix suggested for the Institute. Vendors must indicate their sales and support service centre in India and their plan to address issues about services, maintaining minimum service inventory etc.
 - (x) Signed copy of the tender document, with company seal, agreeing to the terms & conditions and declaration.
- (23) **All tenders are to** be dropped in a sealed box in the office of the Deputy Registrar (Stores & Purchase), IIT Kharagpur. The bids (technical and price bids) once submitted shall be the property of the Institute and shall not be returned to the vendor in future.
- (24) **The person/officer signing** the tender/bid documents should be delegated with an appropriate Power of Attorney (duly endorsed by a Notary Public) by the Chief Executive Office/Managing Director of the Company to sign such documents.
- (25) **Opening of Price Bids :** The Price Bid(s) of only those vendor(s) who are found technically qualified will be opened and the same will be opened before the technically qualified vendor(s). **The date for opening of price bids will be notified separately.**
- (26) Tenderer or his/her authorized representative (with proper authorization letter for attending opening of technical bids and also for opening of price bids) may choose to be present at the time of opening of Technical Bids/Price Bids.

(27) **IMPORTANT**

1. Director may accept or reject any or all the bids in part or in full without assigning any reason and does not bind himself to accept the lowest bid. The Institute at its discretion may change the quantity/upgrade the criteria/drop any item or part thereof at any time before placing the Purchase Order.
2. A bid submitted with false information will not only be rejected but also the OEM/vendor will be debarred from participation in future tendering process.
3. The OEMs/Vendors need to submit a certificate during opening of technical bids that they are not currently debarred or blacklisted in IIT Kharagpur for any supplies, products or services, or at present in any national organization or educational institute/university.
4. In case of any dispute, the decision of the Director of this Institute shall be final and binding on the bidders.
5. For any query pertaining to this bid document, correspondence be addressed to :

The Chairman, Central Workshop and Instrument Service Section,
Indian Institute of Technology, Kharagpur-721 302
[Ph. : 03222-282501, 282916; Fax : 282700, 255303]

6. In case the due date for opening tender happens to be a holiday, the same will be opened on the next working day. The timings will however remain unchanged. Please Note that the Institute remains closed on Saturday & Sunday.

Deputy Registrar (S&P)
for Director, IIT Kharagpur

TECHNICAL BID DOCUMENT

FORMAT TO BE FILLED BY THE MANUFACTURERS / INDIAN AGENTS (ON BEHALF OF THEIR FOREIGN PRINCIPLES) OR THEIR AUTHORIZED COUNTRY DISTRIBUTORS/ REPRESENTING DEALERS/ REGIONAL AGENCIES, SUBMITTING TENDER FOR SUPPLY, INSTALLATION, COMMISSIONING AND MAINTENANCE AS A TURNKEY PROJECT OF AUDIO-VISUAL, SOUND AND PROJECTION SYSTEM REQUIREMENT IN NALANDA CLASSROOM COMPLEX, LOCATED IN THE MAIN CAMPUS IIT KHARAGPUR

1. Name of the Tenderer :
2. Status of the Tenderer :
(attach documents, if registered
company/partnership/proprietorship)
3. Whether OEM/representing foreign principle :
(attach copy of certificate/authorization)
4. Details of key top official/authorized official :
(attach details)
5. Details of tie-ups for supply/services, if any :
(attach details, agreements, escalation matrix)
6. Income Tax and Service Tax returns of previous three
assessment year (copy) :
7. Financial status of bidder and/or his associates including
Annual Report & Balance Sheet/Statement of Account of past
three years with Registration of Companies (ROC) receipts
duly authenticated by
Chartered Accountant :
8. Current list/address of clients where similar material
has been supplied and successfully working :
9. Name of the vendor's three largest clients, to whom similar
products and services were extended & amount
of transaction/annual bills to such clients :
10. Name and address of Vendor's bankers and attach a
Solvency Certificate from the Bank for a
minimum amount of Rs. 20.00 Lakh. :
11. Income Tax Permanent A/c No. (attach copy) :
12. **Details of EMD/Bank Draft No., issuing branch and date :**

Certified that all above information are correct to the best of my/our information, knowledge and belief.

Dated: _____ Signature & seal of the Authorized person
of OEM/Vendor

NOTE : This is to be submitted in a separate sealed envelope super scribing "TECHNICAL BID", Notice inviting Tender No. 10/2011-12 dated 28.12.2011 and name of the bidder. All technical documents like literature, catalogues etc., are to be put in the same envelope. Price bid of that company/firm only will be opened which do technically qualify, for further consideration. **Attach all relevant documents in the same serial order as above, properly indexed, duly signed and sealed.**

DECLARATION

1. I, ----- Son /Daughter of Shri -----
----- Proprietor/Partner/CEO/MD/Director/ Authorized
Signatory of M/s. ----- am competent to sign this
declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and hereby
convey my acceptance of the same.

3. The information/ documents furnished along with the above application are true and
authentic to the best of my knowledge and belief.

4. I/ we/ am are well aware of the fact that furnishing of any false information/
fabricated document would lead to rejection of my tender at any stage besides liabilities
towards prosecution under appropriate law.

5. Each page of the tender document and papers submitted by my Company is
authenticated, sealed and signed, and I take full responsibility for the entire documents
submitted.

Signature of the Authorized Person

Date : -----

Full Name : -----

Place : -----

Company Seal : -----

To
The Deputy Registrar
Stores & Purchase Section
Indian Institute of Technology
Kharagpur – 721 302 (WB)

*Passport size
Photograph
of the Proprietor/
Partner/Authorise
d signatory.*

SUB : ENLISTMENT AS A VENDOR OF THE INSTITUTE

Sir,

Details of particulars, as per your format are given below for your consideration and necessary action for **enlistment** with your Institute, as approved vendor.

1. Name of the Firm :
2. Status of the firm & Date of establishment :
(Proprietorship/Partnership/Joint Stock Company/ Private Limited Company/Public Limited Company/ Sole Distributor/Stockist/Dealer/Agent/ Reg. Society or NGO)
3. Name of the Proprietor/ Managing Partner :
Authorised Signatory/Chief Executive
4. Present Address (Head Office/ Registered Office) :
Phone /Fax /E-mail/ website/ Mobile contact)
5. Permanent address of the firm :
6. Do you have an office in Kolkata :
(if yes, give address and contact details)
7. Nature of stores being dealt with : (range of product or category or group of items proposed to be enlisted - enclose item catalogue)
8. Are you registered with DGS&D, NCCF, NSIC, :
Kendriya Bhandar or any Govt./State Agency
9. Are you already registered with IIT Kharagpur :
(if yes, give details, Sr. No./date/year etc.)
10. Name and address of Banker / CBS Account :
(a) Name of the Bank
(b) Name/address/code of the Branch
(c) Account Number
(d) IFSC Code
(e) Enclose solvency certificate from Bank
(f) Does your Bank stands guarantee to your business

11. (a) Financial Capability (in rupees) :
(b) Annual turn over (last three years)
(c) Audited balance sheet (last three years) (d) IT returns filed (last three years)
(e) TIN / VAT / ST Reg. No's.
12. Registration/Trade License Number and date :
(attested copy to be enclosed)
13. Drug licence number (if you deal with medicine :
chemicals, alcohol, spirit, lab reagents etc.)
14. Experience, with credentials :
(documents if any, to be enclosed)
15. Whether it is a Production Unit :
(if yes, please specify location and area, number of skilled, semi-skilled & unskilled employees, number of qualified Engineer and list of machinery and facilities available, whether in EPZ, availing any tax benefit etc.)
16. Whether having a Permanent Account Number : (if yes, mention the ward number, circle and Commissioner of Income Tax under which you are registered, enclose copy of PAN card)
17. Specimen Signature of the Proprietor/ :
Authorized Partner/Chief Executive/Signatory

DECLARATION

I do hereby declare that all particulars furnished by me are true and correct to the best of my information, knowledge and belief. I understand that IIT Kharagpur can adopt any pre-qualification to identify suitable vendor(s) for a particular quotation/tender invitation and items, and conduct visit to our premises for verification. Mere submission of this registration form doesn't entitle us for any enquiry or award of work and I promise to be in the lookout for details in your website [www.iitkgp.ernet.in (link : tenders and quotations)]. I also undertake to inform you at the earliest any change in details mentioned above.

Encl:

Rubber Seal :

Name and signature of the Vendor/
Proprietor/Authorized Partner/CEO

MODEL BANK GUARANTEE FORMAT FOR FURNISHING EMD

Whereas(thereinafter called the “tenderer”) has submitted their offer dated for the supply of (hereinafter called the “tender”) against the purchaser’s tender Notice No.

KNOW ALL MEN by these presents that WE of having our registered office at are bound unto (hereinafter called the “Purchaser”) in the sum of for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this Day of 20

THE CONDITIONS OF THIS OBLIGATION ARE

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:
 - (a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
 - (b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch