



Pondicherry University

TENDER DOCUMENT

FOR

Supply, Installation, Testing and Commissioning of Audio/ Video equipment

AT

EDUCATIONAL MULTIMEDIA RESEARCH CENTRE

**PONDICHERRY UNIVERSITY
RV NAGAR, SILVER JUBILEE CAMPUS, KALAPET
PUDUCHERRY-605014,
Website: www.pondiuni.edu.in**

REF.No.: PU/PS4/Ele.Media Resear./2018-19/82

Dated:.11.03.2019



Pondicherry University,
Bharat Ratna Dr. B.R.Ambedkar Administrative Building,
R.V.Nagar, Kalapet,
Puducherry – 605014.

REF.No.: PU/PS4/Ele.Media Resear./2018-19/82

Date: 11.03.2019

Sub: Supply of Audio Visual Equipment for EMRC - Reg.

**SHORT TENDER NOTIFICATION FOR SUPPLY, INSTALLATION, TESTING &
COMMISSIONING OF EQUIPMENT FOR EMRC, PONDICHERRY UNIVERSITY.**

On behalf of EMRC, Pondicherry University, sealed tenders are invited from the OEMs, reputed authorized dealers/ specialized Supplier for Supply, Installation, Testing and Commissioning of Audio Visual Equipment recommended by the Purchase Committee of EMRC, Pondicherry University, Puducherry. The quotations duly signed and sealed should be sent by Post (Speed / Registered / Courier) to The Head i/c, Educational Multimedia Centre, Silver Jubilee Campus, Pondicherry University, Puducherry 605014. The price quoted should include all the costs such as delivery, installation, testing and training etc., and also inclusive of all taxes. Warranty terms should be explicitly specified in your quotation. Last date for receiving quotations is 04.04.2019 at 3.00 PM.

REGISTRAR (i/c)
PONDICHERRY UNIVERSITY



PONDICHERRY UNIVERSITY
EDUCATIONAL MULTIMEDIA RESEARCH CENTRE

TERMS AND CONDITIONS

I. General Information:

- a). Last date and time of receipt of the Tenders: 04.04.2019, 3.00 PM.
- b). Date and Time of Opening of the Quotations: 04.04.2019, 3:30 PM.
- c). Tender Document fee Rs. 500/-
- d). EMD rates: 2.5% of the quoted price.
- e). Two bid system have to be strictly followed.
- f). The tender document fee and EMD as specified above should be remitted by each firm / bidder, collectively for all their bids advertised under this tender.
- g). Quoting merely the lowest price does not confer any right to any bidder for award of supply order. The Pondicherry University, reserves the right to select the equipment any bid under the grounds of specification compliance, technologically advanced quality, proven performance track record, reputation, service backup support & training, offer of additional / special features, compatibility with the existing System, etc.
- h). The Tenders Document Fee and EMD should be submitted along with your quotations.
- i). The tenders must be submitted along with the stipulated Tender document fee and EMD in the sealed cover, super-scribing the name of the Department/Centre for whose equipment's the tender is quoted for. The name and address of the bidder should also be mentioned at the from address space.
- j). The Tenders should be addressed and posted to the following address by speed or registered post or by courier to The Head i/c, Educational Multimedia Research Centre, Silver Jubilee Campus, Pondicherry University, Puducherry 605 014.
- k). Tenders will not be accepted through fax / e-mail.

II. Common Conditions (Import or Indigenous)

1. Purchase of Tenders Document: The Tender document can be downloaded from the University website (www.pondiuni.edu.in). The downloaded application should be accompanied with the quotation document fee, in the form of a Demand Draft.
2. Price Schedule: The rates should be quoted for a single unit and also for the total quantity required by the University. The price should include the delivery, installation, training charges, etc. at the EMRC, Pondicherry University. The prices quoted shall remain firm until the equipment is supplied to the EMRC, Pondicherry University.
3. Quoting the Core price & Tax, Duties, Discount etc. The taxes / duties / discounts, if applicable, are to be explicitly and separately shown in the bid.
4. Eligibility: The firm must have the requisite domain expertise with regard to supply, installation and post-service of the items they are quoting. The firm should have been in existence for at least six years as on the date of this quotation and must have executed at least three orders for this kind of equipment during the last three years.

5. Duty Exemption: The University has been granted the benefit of exemption from the payment of the Central Excise Duty and Customs Duty by the Department of Scientific and Industrial Research (DSIR), India, vide their Notification No.10/97 dt. 01-03-1997 and 51/96 dated 23.07.96 respectively, in respect of
- a) Scientific and technical instruments, apparatus, equipment, Software including computers.
 - b) Accessories and spare parts of goods specified in (a) above and consumables.
 - c) Computer software, compact disks, CD ROM, Recording magnetic tapes, microfilms, microchips etc.
 - d) Prototypes. Customs duties at Indian port, if any, will be to the account of the University
6. Technical Specifications:

- i. **WARRANTY:** The equipments covered under the purchase order, when installed, shall be warranted for the quality, workmanship, trouble free operation and performance for a period of at least 36 months (preferably 5 years) from the date of putting the system into operation at the Educational Multimedia Research Centre, Pondicherry University, or at least 42 months from the date of receipt of the last lot of the consignment in India.
- ii. If any item covered under warranty fails, the same shall be replaced free of cost including all the applicable charges including shipping cost both ways.
- iii. Complete technical specifications to be included in the Technical bid.
- iv. The necessary service support should be provided by Bidder during the agreement period.
- v. The training should be provided by the supplying companies for a minimum period of two days from the date of installation with an expert team.
- vi. Technical post sale support by email and telephone will be provided during the period.
- vii. Operating Manual should be provided in English.
- viii. A clear statement regarding availability of after-sales service and availability of spare-parts for next 5 to 10 years should be included.
- ix. A recent customer list (within last five years) with contact details including email address is to be submitted with technical bids.
- x. If the equipment is a proprietary product certificate should be enclosed.
- xi. The information pertaining to infrastructural, power and any other requirement for satisfactory installation and commissioning of the whole system must be provided by the bidder, at least 30 days in advance of the installation to be commenced if purchase order is issued.
- xii. The equipment must operate at 230V / 50 Hz single phase and / or equivalent three phase electrical power.
- xiii. If the bidder is an authorized representative in India, they are requested to inform their technical ability to take care of the problems in the system, if developed later within the warranty and outside the warranty period. The responsibility of the Indian agent must be clearly specified.
- xiv. The bidder from abroad shall obtain, if required, export permission from the appropriate authorities in his country or the country of origin for items to be shipped to India in case of items to be imported. The University shall provide necessary information if required for this purpose.
- xv. The validity of each tender should be at least for **THREE MONTHS** from closing date.
- xvi. The offers will not be considered if received after the bid closing date and time.

- xvii. The offers received through telex / telefax / e-mail will not be accepted by the University under any circumstances.
- xviii. The University shall not be responsible for any delay / loss or non-receipt of tender by post / courier service.
- xix. No unsolicited correspondence shall be entertained after the submission of the offer.
- xx. If an order is placed with the firm, the purchase shall be governed by an agreement as per the University rules in force at the time.
- xxi. Additional terms and conditions will be incorporated in the purchase order, if needed, to safe guard the interests of the University.
- xxii. Tender is not transferable.
- xxiii. In case of any dispute in respect of the tender, all legal matters shall be instituted within the jurisdiction of the place where the purchaser ordinarily resides.

7. Power to reject the offer:

- i. Pondicherry University reserves the right to accept / reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection.
- ii. No Agency commission will be paid to any authorized agent in India.
- iii. Liquidated damages: Timely supply of the ordered items, installation, commissioning (wherever is applicable) and training etc. is the essence of the contract. In case of failure to supply within the time specified in the Purchase order, a penalty / LD of 0.5% of the total value per week or a part thereof shall be levied subject to a maximum of 7.5% in respect of items which are not supplied. The decision of Pondicherry University shall be final in this regard.
- iv. Bidder(s) must be authorized business partners of Global / National service providers of the respective equipment.
- v. The Bidders must enclose authorization letter from the respective global / national service providers of the above equipments particularly mentioning an undertaking that in case of default by the Bidder, they (Global Service Provider) shall take over all the responsibilities of the Bidder.
- vi. The Bidder should not be involved in any Bankruptcy filing for protection from it.

III. Specific Conditions for Imported Equipments

1. Payment of EMD: The Tender must be accompanied by EMD as stated above, by means of a Demand Draft, drawn in favor of The Finance Officer, Pondicherry University, payable at Puducherry. The Small Scale units are exempted from payment of EMD provided they enclose the proof of their exemption Certificate issued by the competent authority.

2. Payments terms: Normally a payment of 90% will be released after the installation & training. However, 100% payment will be released if the supplier provides Bank Guarantee towards performance Security for the 10 % of the total cost of the equipment to cover the warranty period. Bank charges in India shall be borne by the purchaser and outside India shall be borne by the contractor / supplier. The offer must be in English. The rates should be indicated both in figures and words against item specified in the given table. It is preferable that the price be quoted in Indian currency.

IV Compliance: A point-by-point compliance statement from the principal manufacturer in respect of all the points laid down in this specification is to be enclosed along with the offer

in the format given below. Mere signature on the copy of our specification shall not be accepted as a compliance statement. Compliance statement in the format mentioned below shall only be accepted. The manufacturer should also record the performance figures of their equipment offered in the quote for which the compliance statement is enclosed. The figures so mentioned should be supported by record of these in the technical literature enclosed with the tender and reference to the page number of enclosed literature for all features and technical specifications should be mentioned in the relevant column. Offers without the compliance statement or incomplete compliance statement will be rejected with the sole responsibility of the tenderer. Any deviation from the specification detailed in the compliance statement is to be highlighted separately.

Sl. No of EMRC PU. Specs	EMRC-PU. Specs.	Compliance (Yes/No)	Performance Fig. of eqpt. Offered	Reference to the Page Number of enclosed literature	Deviations, in case of noncompliance	Optional items if any Reqd. to make the sys. Compliance to EMRC-PU. Specs	Features in the Sys. Offered Which exceed EMRC-PU. Specs.

V. CHECKLIST FOR TERMS AND CONDITIONS

A.: To be filled by the bidder and submitted along with the Technical Bid

Sl. No.	Terms & Conditions as per Bidding Document	Attached (Yes/No)	Page No.	Remarks
1	Status of Bidder: <ul style="list-style-type: none"> • Manufacturer or Authorized Agent of the Manufacturer • Whether Public Undertaking, Public Ltd., Private Ltd. Company or Proprietary Firm 			
2	Power of Attorney as per Annexure – V in favour of person to sign, submit and negotiate the bid			
3	Certificate towards market standing of minimum 03 (three) years in the area of supply and maintenance of audio visual equipment			
4	Certificate for sole ownership / partnership/ Certificate of Incorporation			
5	Statements of turnover per year for last three successive years duly certified by the Chartered Accountants.			
6	User List (List of Govt. / Semi Govt. Private/Media Centres, EMRCs) where quoted model of the items has been supplied and installed			
7	Supply order copy (Minimum three nos. or more) issued by Govt./Semi Govt./Reputed Pvt. Hospitals/organization for the quoted items. (preferably same model).			
8	Performance certificate of the same supplied machine (of quoted make and Model) issued by Head of the Department. Or Institution after a minimum period of six months of installation			
9	Prerequisite (if any) for installation of the Machine, if any, to be provided by the Institute.			
10	Whether rates quoted are inclusive of all taxes or not.			
11	Whether rates are quoted as per format mentioned in the Bidding Document or not			
12	Enclose an affidavit duly certified by (enclosed/ Not enclosed) the notary at the location of the Agencies that the bidder has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending against either bidder legal entity or against individual Directors of the company or partners etc. of the firm etc..			

13	Affidavit, to the effect that the bidder is not supplying the quoted item(s) to any other Govt. / Pvt. Organizations / Institutions at the rate lower than the rate quoted against this tender.			
14	Quality Assurance Certificate As per technical specification			
15	Bid Security amount deposited is enclosed or not. If yes, please mention the details.			
16	Original Technical Catalogue of the quoted model			
17	Certificate, to the effect that bidder will maintain the quoted item(s) during Warranty period of 5 (five) years including all spares, accessories, consumables etc., (Please mention the name of the item / items with price, which are not supplied by the bidder free of cost with frequency of replacement)			
18	Certificate, to the effect that bidder have quoted their rates for Comprehensive Annual Maintenance Contract inclusive of labour, spares, consumables, accessories etc. on per year basis for a further period of 5 (five) years after expiry of warranty period of 5 (five) years in the price bid. (Please mention the name of the item / items with price, which are not supplied by the bidder free of cost with frequency of replacement during Comprehensive Annual Maintenance Contract period in the price bid)			
19	Acceptance of all terms / conditions towards after sales / services as mentioned in the bidding document.			
20	Compliance Statement with relation to the technical specification as mentioned in the bidding document duly supported by the original catalogue			
21	Compliance Statement with relation to the terms & conditions as mentioned in the document			
22	PAN and copies of Income Tax Returns for the last three years			
23	Duly attested copy of GST registration certificate			
24	Installation/Performance certificate Manufacturer/Authorized representative as per clause 3(a) and 3(b) of eligibility criteria			

B: To be filled by the Bidder and submitted along with Price Bid

Sl. No.	Terms & Conditions as per Bidding Document	Attached (Yes/No)	Page No.	Remarks
1	Item wise price for the item(s) as mentioned in the Bidding Document.			
2	Rate for Comprehensive Annual Maintenance Contract as per terms & conditions mentioned in the Bidding Document.			

Note: If the above-mentioned details are not mentioned and required documents are not attached at appropriate places, the offer of the bidder(s) shall be summarily rejected. Hence, bidder(s) are advised to go through the bidding document carefully and be prepared with all the required documents to avoid rejection of offer.

(Name of the Bidder with signature & seal)

TENDER FORM
(TO BE FILLED UP BY THE TENDERER)

1. NAME & FULL ADDRESS OF THE FIRM :
2. ADDRESS OF THE REGISTERED OFFICE :
3. INCOME TAX PAN NO. :
4. (A) SALES TAX REGISTRATION NO. :
(B) YEAR OF CLEARANCE CERTIFICATE :
(Attach Certificate)
5. WHETHER PVT. FIRM/LIMITED COMPANY:
PRIVATE LTD / PARTNERSHIP
6. IF SINGLE PROPRIETOR, NAME & :
ADDRESS OF THE PROPRIETOR
7. IF PARTNERSHIP FIRM, NAME & :
ADDRESSES OF THE PARTNERS
8. WHETHER YOU HAVE ANY SHOP OR :
ESTABLISHMENT IN INDIA, IF SO
DETAIL ADDRESS OF THE SAME
9. NAME & ADDRESS OF THE PERSON WHO :
WILL REPRESENT THE FIRM WHILE DEALING
WITH PONDICHERY UNIVERSITY

SIGNATURE OF THE TENDERER WITH SEAL

DETAILS OF TENDERER

Sl. No.	Name of Tenderer / Company	
1	Name of Tenderer/company	
2	Registration number	
3	Registration Address	
4	Name of Partners/Directors	
5	Bidder Type (Indian)	
6	City	
7	State	
8	Postal Code	
9	Company's Establishment Year	
10	Company's nature of Business	
11	Company category (Micro unit as per SME/SMALL UNIT as per MSME/Medium Unit as per MSME/Ancillary Unit/Project affected person at this Company/SSI/Other	
12	Contact Details (please provide company contact person details)	
13	Contact Name	
14	Date of birth (DD/MM/YYYY)	
15	Correspondence:	
16	Company legal status (Limited/Undertaking/Joint Venture/Partnership/Other)	
17	Designation	
18	Phone/Mobile	
19	Registration details:	
	a) PAN No./TAN No./GSTN (attach proof)	
	b) Service Tax Registration No.	
	c) Sale Tax Registration	
20	Details of Earnest Money Deposit	
	a) Amount in Rupees	
	b) DD No. and date	
	c) Drawn on Bank.	
	d) Valid up to	
21	Total Turnover of three preceding years	
	a) 2015-16	
	b) 2016-17	
	c) 2017-18	
22	The firm should have at least 5 years experience in supply of similar equipment supply, installation, testing and commission experience in Govt./Ministry/Department/Autonomous Body/PSU etc.)	
23	Whether your Agency has been blacklisted by any of the Department/Organization (Attach undertaking on the letterhead of the firm)	
24	Firm must provide customer satisfaction letter from customers from Govt. Department/PSU/Autonomous Body, while submitting the technical bids.	

This is to certify that we have carefully read the contents of the tender document and fully understood all the terms and conditions therein and undertakes myself/ourselves to abide by the same.

PLACE:

Signature of the tender:

Date:

Name of the firm/Company:

**TECHNICAL BID
TENDER FORM**

- (i) Subject: Tender for Equipment against Tender No.
for Equipment
- (ii) Name and Full Address of the firm submitting the tender)
- (iii) Address to: The Head i/c EMRC, Silver Jubilee campus Pondicherry University,
Pondicherry-605014
- (iv) Tender fee amounting Rs. 500/- has been deposited vide Demand draft No.
.....dtd..... Bank..... in favour of the
Finance officer Pondicherry University, Pondicherry-605014
- (v) We agree to abide by all the terms & conditions mentioned in attached sheets (Page
1 to 5) GENERAL TERMS AND CONDITIONS OF TENDER AND CONTRACT)
WITH tender NOTICE No.....
- (vi) Tender form and all the attached sheets of terms & conditions have been signed in the
prescribed margin by us, in token of our acceptance of the terms and conditions there in.
- (vii) Our specifications for the supply of are as under:
(Mention name of Item)
(Mention specifications in the above space and also quote Equipments (s) on letter head
of firm along-with detail specifications and attach pamphlet and literature of quoted
Equipment).
- (viii) Draft No..... Date Rs..... (In words)
.....
Bank in favour of the
Finance officer Pondicherry University, Pondicherry-605014 against earnest money as
mentioned in the advertisement, is enclosed herewith.

SEAL AND SIGNATURE OF PROPRIETOR/
MANAGER / REPRESENTATIVE OF THE FIRM
ON BEHALF OF THE FIRM GIVING TENDER

Note: Please ensure

1. The name of Tendering firm is written on the overleaf of Demand draft of EMD.
2. Enclose hard copy & CD of Tendered Specification.

**FINANCIAL BID
TENDER FORM**

- (i) Subject: Tender for Equipment No. :
- (ii) Name and full Address of the firm:
submitting the tender

- (iii) Address to : The Head i/c EMRC, Silver Jubilee campus Pondicherry University,
Pondicherry-605014

- (iv) Reference TENDER Notice No.:
and date

- (v) Our rates supply of are as under: (Mention
name of Equipment) (Mention rates in the above space and also quote Equipments (s) on
letter head of firm along-with detail specifications and attach pamphlet and literature of
quoted Equipment).

- (vi) We further agree to deliver EMRC Pondicherry University within a period of
.....days from the date of the receipt of supply order.

- (vii) We confirm the rates quoted above are valid up to

SEAL AND SIGNATURE OF
PROPRIETOR/MANAGER/
REPRESENTATIVE OF THE FIRM
ON BEHALF OF THE FIRM GIVING TENDER

Note: Please ensure

1. Letter head containing specification of the equipment is also attached with this form & the envelope has been super-scribed “**FINANCIAL BID** for”
2. The name of Tendering firm is written on the overleaf of Demand draft of EMD
3. The cost or equipment and taxes should be shown separately