



F.N. AUD/Admin/1-10(139)/Audio-Visual /2014-15

12 November, 2014

To,

Sub.: Notice Inviting Tender/ Quotation for Supply & Installation of Visual Equipments for School of Design.

Sealed quotations are invited from OEM/ Authorized suppliers/ distributors/ Channel Partners for supply and installation of **visual equipments** to Ambedkar University Delhi (AUD). The quotation is required to be submitted in a sealed cover to the Registrar, Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi- 110 006 on or before 19-11-2014 duly superscribing "**Tender/ Quotation for Supply & Installation of Visual Equipments**" on top of the cover.

Last Date of submission of tender / quotation - 19-11-2014 at 02.00 PM

Date of Opening of tender / quotation - 19-11-2014 at 03.00 PM

Tenderers should read the tender document carefully as enclosed and comply strictly while sending their bids.


Deputy Registrar (Admin)

Copy forwarded for information to:-

- 1- Office of the Dean- School of Design
- 2- Office of the Controller of Finance
- 3- Office of the Registrar

TERMS & CONDITIONS

1. Sealed Tenders (**Technical and Financial bids separately**) should be clearly superscribed as "**Technical Bid of Purchase/Installation of Visual Equipments**" and "**Financial Bid of Purchase/Installation of Visual Equipments**" should reach the Registrar, Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi- 110 006 up to 02.00 PM on 19-11-2014 and it will be opened on the same day at 03.00 PM.
2. Late receipt of bids (i.e. after due date and time) will not be considered. Authorized representatives of the tenderers may participate in the tender opening committee meeting, in case they wish to do so.
3. Rates must be quoted in figures & words in INR with all levies and taxes i.e. Sales Tax, VAT, Service Tax, etc as per schedule given in the financial bid. Rates must be quoted for **all the items**.
4. **Earnest Money Deposit (EMD)** of Rs. 10,000/- (Rupees Ten thousand only) in the form of crossed demand draft/ pay order drawn in favour of **Registrar, Ambedkar University Delhi** shall be enclosed with the technical bid of the tender document. The EMD of unsuccessful tenderer will be returned after completion of the tender process. Technical bid received without EMD shall summarily be rejected.
5. AUD reserves the right of the accepting the tender in whole lot or distinct part of it or the supply can be distributed between more than one bidders.
6. Technical details, literature, catalogue etc. must be attached along with the quotation.
7. The financial bid of those bidders will be opened **who technically qualify in the technical bid**. The date and time for financial bid opening will be intimated to the successful bidders subsequently.
8. **Performance Security Deposit:** The successful bidder shall be required to deposit a sum equivalent to **10% (Ten per cent)** of the total cost of the supply before commencement of supply in the form of Bank Guarantee/demand draft drawn in favour of Registrar, Ambedkar University Delhi payable at New Delhi. No interest shall accrue on this amount. The validity of the Performance Security Deposit shall continue for a period of three months even after termination of the contract.
9. The bid would be valid for 90 days from the date of opening of the tender. In the case of successful tenderer, rates quoted shall be valid till the supplies are completed unless there is downward revision, in such case the benefit shall be *suo moto* transferred to this University.
10. In case the successful bidder fails to deliver the items within the stipulated period, a sum equal to 0.5% of the contract value of the indented items shall be deducted per week till the actual delivery, subject to maximum of 10% of the value of the supply order.
11. **Penalties:** In the event of the supplier failing, declining, neglecting or delaying the supply or in the event of any damage occurring or being caused by supplier, AUD shall

without prejudice to any other party remedy available to it under the law for the time being in force in the Delhi state:

- a. Terminate the supply order at the risk and cost of the bidder whose quotation has been accepted and
 - b. Recover the amount of loss caused by the damage, failure or default (including the consequential damage).
 - c. Impose a penalty up to 10% of the total value of the order and confiscate earnest money.
 - d. The delay in the supply and imposition of penalty shall be subject to "Force Majeure" and "Arbitration" clauses of the contract.
12. Installation and satisfactory operation of the items will be the responsibility of the supplier.
 13. The payment will be released only after successful completion of entire supply & installation. No advance payment will be released. The delivery will be made as per the supply order and deviation, if any, may attract penalty as in clause 10 above. In addition to that, the EMD & Performance Security Deposit shall also be forfeited.
 14. The warranty/guarantee period shall commence from the date of satisfactory installation of equipments at the project site of Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi- 110 006.
 15. The representatives of the firm should be available on telephone and also on mobile to enable this university to call them in emergency situation. Therefore, telephone as well as mobile number(s) may also be given.
 16. The University reserves the right to accept or reject any tender or part thereof without assigning any reasons.
 17. No tender shall be taken into consideration unless it satisfies all the requirements prescribed above and is presented within prescribed time limit. AUD, however, reserves the right to give any relaxation in this connection.
 18. Each page of the technical bid/ financial bid is to be **signed by the tenderers and duly stamped.**
 19. All disputes arising out of this contract shall be referred to the sole arbitration of the Vice Chancellor, Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi- 110 006; The venue of arbitration shall be New Delhi (India).
 20. AUD reserves the right to reject any or all tender(s) without assigning any reason. The decision of AUD in this regard shall be final. No enquiries in this regard shall be entertained. Correspondence during tendering process may invite disqualification.
 21. The bidder shall be a company registered with the Registrar of Companies and registered with Sales Tax Deptt for Works/ Service contract tax. It should possess PAN & TIN (VAT) No, copies of which may be enclosed.

22. Bidder should be OEM/ Authorized supplier/ distributor/ Channel Partner/ Service Provider and proof to this effect has to be attached without which the bid shall not be treated as valid.
23. The bidder should have a Support Centre operating in Delhi/NCR Delhi and complete details including telephone number for the same must be provided.
24. **Special discount/ rebate admissible to Educational Institution/University may be specifically indicated in the quotation.**

TECHNICAL BID

The technical bid should be enclosed in a **separate sealed cover** super scribed "Technical Bid" and shall contain **EMD** along with the following information :

Technical Data:

| S. N | Items Description | Quantity | Warranty /Guarantee | Brand |
|-------------|--|-----------------|----------------------------|--------------|
| 1 | <u>Video camera</u> Recording format - HD MPEG-4 AVC/H.264 AVCHD 2.0 format compatible SD DV(AVI) MP4 MPEG-4 AVC/H.264 with MP4 wrapping Lens Zoom Ratio - 20X Optical Zoom Focal Length - f4.1-82 CMOS imaging sensor | 1 | | |
| 2 | <u>Still Camera and Lens kit</u> Dual Pixel CMOS AF DIGIC 5+ image processor & 20.2M APS-C CMOS sensor 19-point cross type Auto Focus & 7.0 fps Continuous Burst Shooting with 2 x Lens - EF-S18-55mm f/3.5-5.6 IS STM Standard and EF-S18-200mm f/3.5-5.6 IS Zoom lens | 1 | | |

- OEM/ Authorized supplier/ distributors/ channel partners are requested to enclose the letter/ certificate of their manufacturer appointing them as authorized for marketing their product.
- Name, address, setup and status of the organization, authorized contact person with telephone number should also be mentioned.
- TIN / CST/ VAT Number must be clearly mentioned in the bid document. Copies of the same should also be enclosed.
- Earnest Money Deposit (EMD)** of Rs. 10,000/- (Rupees Ten thousand only) in the form of crossed demand draft/ pay order drawn in favour of Registrar, Ambedkar University Delhi shall be enclosed with the technical bid of the tender document. The EMD of unsuccessful tenderer will be returned after completion of the tender process. Technical bid received without EMD shall summarily be rejected.

FINANCIAL BID

The financial bid should be enclosed in a **separate sealed cover** super scribed "Financial Bid". No escalation of prices would later be permitted on any ground. The price may be quoted with analysis. Firms must clearly indicate in their offers the different taxes and duties which they propose to charge extra, mentioning clearly the present rate(s) thereof. Vague offers like "**duties as applicable**" shall not be considered.

| S No | Items Description | Warranty / Guarantee (In Years) | Brand | Qty Reqd. (a) | Rate per qty. (b) (In Rs.) | Amount X = (axb) (In Rs.) | Taxes (c) (In Rs.) | Total (x+c) (In Rs.) |
|--|---|---|--------------|-------------------------|---|--|---|---|
| 1 | <u>Video camera</u> Recording format - HD MPEG-4 AVC/H.264 AVCHD 2.0 format compatible SD DV(AVI) MP4 MPEG-4 AVC/H.264 with MP4 wrapping Lens Zoom Ratio - 20X Optical Zoom Focal Length - f4.1-82 CMOS imaging sensor | | | 1 | | | | |
| 2 | <u>Still Camera and Lens kit</u> Dual Pixel CMOS AF DIGIC 5+ image processor & 20.2M APS-C CMOS sensor 19-point cross type Auto Focus & 7.0 fps Continuous Burst Shooting with 2 x Lens - EF-S18-55mm f/3.5-5.6 IS STM Standard and EF-S18-200mm f/3.5- 5.6 IS Zoom lens | | | 1 | | | | |
| Grand Total(Inclusive of All taxes) | | | | | | | | |