



भारत सरकार/Government of India
गृह मंत्रालय/Ministry of Home Affairs
भारत के महारजिस्ट्रार का कार्यालय
Office of the Registrar General, India
२-अ, मान सिंह रोड, नई दिल्ली – 110011
2-A, Man Singh Road, New Delhi-110011

पत्र संख्या/ No. D-19016/2/2015-GS

दिनांक/ Dated:03.06.2015

To

As per list attached

Sub: Comprehensive Annual Maintenance Contract (CAMC) for Audio/Video Conferencing System installed in the Conference Hall of ORGI at West Block-I, R.K. Puram, New Delhi.

Office of the Registrar General, India (ORGI) intends to invite a Limited Tender in two bids (Technical & Financial), in prescribed tender forms for Comprehensive Annual Maintenance Contract (CAMC) of Audio/Video Conferencing System installed in the Conference Hall of ORGI at West Block-I, R.K. Puram, New Delhi. Details of the scope of work, items and terms & conditions are given in the enclosed Annexures.

2. Details of the tender are given below:-

2.1	TENDER NUMBER	D-19016/2/2015-GS
2.2	DESCRIPTION OF WORK	Comprehensive Annual Maintenance Contract (CAMC) for Audio/Video Conferencing System installed in the Conference Hall of ORGI at West Block-I, R.K. Puram, New Delhi
2.3	TYPE OF TENDER	Limited Tender
2.4	LAST DATE AND TIME OF SUBMISSION OF BID	17.06.2015 at 3.00 P.M.
2.5	DATE, TIME AND VENUE OF OPENING OF TENDER	17.06.2015 at 3.30 P.M. ORGI, Conference Hall at 2-A, Man Singh Road, New Delhi
2.6	BID VALIDITY	45 days
2.7	EMD	₹30,000/-
2.8	PERFORMANCE SECURITY	10% of the contract value
2.9	VALIDITY OF PERFORMANCE SECURITY	60 days of expiry of contract
2.10	Contract duration	One year

3. Scope of work and terms & conditions of the contract including formats of bids etc. are enclosed to this tender as per following details:-

- (i) Eligibility criteria and terms and conditions at Annexure-I
- (ii) Format of Technical Bid at Annexure-II
- (iii) Format of Financial Bid at Annexure-III

4. The entire documents including Annexures except the Financial Bid in Annexure-III will be part of the Technical Bid which also must contain the EMD and all other requisite documents called for tender. The Technical Bid (including entire tender documents and its Annexures except Financial Bid is required to be signed on each and every page by the firm otherwise the bid may be primarily treated as technically disqualified. Both the Technical and Financial Bid (in separate envelopes put in one outer envelope) are to be deposited in the tender box either on or before the scheduled time and date. Bidders shall go through the entire tender document carefully before submitting their tenders.

(Dr. Ravi Shankar)
Deputy Director

Detailed information/terms & conditions for Comprehensive Annual Maintenance Contract (CAMC) for Audio/Video Conferencing System installed in the Conference Hall of ORGI at West Block-I, R.K. Puram, New Delhi.

Period of contract:

1. The period for Comprehensive Annual Maintenance Contract (CAMC) of Audio/Video Conferencing System installed in the Conference Hall of ORGI at West Block-I, R.K. Puram, New Delhi will be normally for a period of one year from the date of award of contract which shall be extended further for one year subject to satisfactory services of the firm. The contract may be terminated at any time without assigning any reason by this Department and the decision of this office will be final in this regard.

Scope of Work:-

Conference Hall of ORGI at West Block-I, R.K. Puram, New Delhi has the following systems installed in it for which the CAMC contract is called for:-

S.No.	Description	Make	Unit	Qty.
1.	LED 55"	Samsung	No.	13
2.	Microphone	AKG	No.	26
3.	Automatic Mixer	AKG	No.	4
4.	Handheld Wireless Microphone	AKG	No.	2
5.	Lavaliere type collar wireless microphone	AKG	No.	2
6.	Daul Channel Professional power microphone	Crown	No.	2
7.	Complete Speaker management system	DBX	No.	1
8.	Professional Ceiling Ring Speaker	Bosch	No.	18
9.	DVD Recorder	Panasonic	No.	1
10.	Microphone Cable		Mtr.	600
11.	Speaker Cable		Mtr.	200
12.	Equipment Rack	Custom	No.	1
13.	PV Conduit Cable		Mtr.	600
14.	4 x 8 VGA Matrix Mixer	Extorn	No.	1
15.	Imported VGA Cable		Mtr.	300
16.	Imported VGA Cable 15 pin		No.	3
17.	Computer Presentation Point		No.	3
18.	Motorized Screen 6'x8'		No.	2
19.	Projector Lift		No.	1
20.	Projector	Sony	No.	1

2. Whenever the office reports a fault in the above systems, the engineer of Service Provider will report within 24 hours of receipt of complaint and the machine will be made operational within two working days of inspection of fault. The personnel deployed by the Service Provider shall be the employee of the Service Provider and it shall be the duty of the Service Provider to pay their wages every month. There is no Master and servant relationship between the employee of the Service Provider and the Government Department and further that the said personnel of the Service Provider shall not claim for any employment or absorption in the Government by virtue of their engagement for this work.

Validity of Bid:

3. The Bid validity will be for a period of 45 days from the date of opening of bid.

Eligibility Criteria

4. The firm should have to produce the following documents alongwith their Technical Bid:-

- (i) Copy of Registration under Service Tax;
- (ii) Copy of PAN Card;
- (iii) Two years relevant experience for having such operational contract in the offices of Government of India/State Governments/Public Sector Undertakings (Supporting documents to be attached);
- (iv) The quoting firm shall be authorized dealer/distributor of the make of abovementioned equipments installed in the Conference Hall of ORGI at West Block-I, R.K. Puram, New Delhi (The firm should have process atleast one authorization).

5. Terms & Conditions:

- (i) The quoting party should quote the comprehensive price only;
- (ii) The tenderer shall quote for the complete work for all the items which may be seen at Annexure-I. Quotation received for part of the schedule will not be considered and shall be rejected;
- (iii) The rates quoted by the tenderer against items contained in Bill of Quantity (Annexure-I) of the tender document shall be inclusive of all taxes (Income/Sales Tax, Surcharge or Octroi) such as Central/State/Local, if any;
- (iv) All spares, materials (except consumable items) required for carrying out preventive & corrective maintenance shall be brought by the contractor;
- (v) The payment shall be made on a quarterly basis;
- (vi) The repairing/replacement cost of all spares, materials (except consumable items) shall be borne by the contractor. In case of carrying out any equipment from outside of West Block-I for repairing work, the contractor should have to do any alternative arrangement. Any material damage due to power failure does not cover under CAMC;
- (vii) The Comprehensive Annual Maintenance Contract (CAMC) covers comprehensive maintenance of Audio/Video System including all/any part of the items required. No extra charges for any general wear & tear/spare parts etc. shall be made by the Ministry;
- (viii) Performance Security shall be returned only after the expiry of the contract period successfully and to the satisfaction of the Competent Authority. This office has the right to forfeit the Performance Security money, in case of non-cooperation, disobedience of the instruction, non-attending of the complaint within time or due to any damage of equipment on the part of the bidder/employee of the bidder etc;
- (ix) The department reserves the right to reject the quotation in whole or any part and decision of office in the matter will be final;
- (x) The payment will be made in four equal installments after successful completion of each quarter. The final installment will be paid on the completion of the contract;
- (xi) The firm black listed at any point of time by any Ministry/Department need not apply. In case, the fact is concealed and it will come to the notice of the office during the period of contract, the contract shall be terminated straightway and the security deposit will be forfeited. If the fact comes to notice before award of contract, his bid shall be rejected outright;

- (xii) The firm must be financially sound and possess technical requisite expertise of working the Government Ministries/Department for at least two years. The contractor has to furnish his PAN details;
- (xiii) The acceptance of the tender is subject to a written confirmation from the contractor to abide by all the terms and conditions as mentioned above;

All disputes will be subject to jurisdiction of Govt. of NCT of Delhi court

6. The Technical Bid (Annexure II) and Financial Bids (Annexure III) should be put in two separate envelopes super-scribed as 'TECHNICAL BID' and 'FINANCIAL BID' respectively, and sealed separately. Both these envelopes should be put in a bigger envelope superscribed as "CAMC of Audio/Video System installed in the Conference Hall of ORGI at West Block-I, R.K. Puram, New Delhi.

7. The sealed quotations duly suprescribed "CAMC of Audio/Video System installed in the Conference Hall of ORGI at West Block-I, R.K. Puram, New Delhi " addressed to the undersigned may be deposited in the Tender Box kept near Room No. 20 in General Section of ORGI at 2-A, Man Singh Road, New Delhi not later than 3.00 P.M. on 17.06.2015. The quotations received after stipulated time and date shall not be entertained. The quotations will be opened on the same day at 3.30 PM in the Conference Hall of ORGI at 2-A, Man Singh Road, New Delhi in the presence of the bidders or their representative who may like to be present.

8. The Financial Bid in separate envelope should be in strictly as per the format given in the Annexure-II. The rates quoted in the Financial Bids should be both in words and figures and quotations with any cutting or overwriting in figures will not be considered, unless corrections are countersigned. The financial bid should be properly sealed and signed.

9. Financial bids of only those firms will be opened, who are short listed on the basis of the Technical Bid. The past experience of the Department with the participating firms shall also be considered before qualifying technical bids of bidders.

(Dr. Ravi Shankar)
Deputy Director

TECHNICAL BID

S.No.	Description	Details to be given by bidder
1.	Name of the Firm/Company/Agency	
2.	Name of representative of firm and his Telephone/Mobile No.	
3.	E-mail id	
4.	Firms details (corporate body, company, proprietorship, partnership etc.	
5.	Service Tax Registration No.	
6.	Details of two years experience	
7.	Whether authorized/dealer/distributor. If yes, whether copy of atleast one authorization is enclosed.	
8.	EMD	

It is confirmed that we have fully understood the scope of work and all other requirements for the operational contract for system (including Audio/Video System installed in the Conference Hall of ORGI at West Block-I, R.K. Puram, New Delhi. We hereby agree to the General as well as Special Terms & Conditions of the contract as detailed in the tender document. We undertake that the documents enclosed herewith are genuine and no material/facts have been concealed or suppressed. We are not debarred by any Government organization. We also understand the contract is liable to be cancelled if found to be obtained through fraudulent means or by concealment of information facts.

(Signature of the Authorized person)

Name

Business Address

Seal

FINANCIAL BID

S.No.	Name of the Work	All inclusive rate per month (in Rs.) (Both in figure and words)
1.	Consolidated amount for operational contract for systems installed in the Conference Hall of ORGI at West Block-I, R.K. Puram, New Delhi	

(Signature of Authorized Signatory)

Name of the bidder:_____

Complete Address:_____

Seal:_____

Contact No._____