

Dear Sir/Madam

On behalf of NPTEL, Indian Institute of Technology Madras, tenders are invited for the **“PURCHASE OF STUDIO EQUIPMENTS – OPEN TENDER”** conforming to the specifications given in Annexure-I.

Date of Floating Tender: 10/12/2019

Date of Closing Tender: 30/12/2019

Instructions to the Bidder

- Preparation of bids: The tender should be submitted in **2 bid system** i.e. Technical Bid & Financial Bid.
 - The technical bid should consist of all technical specifications mentioned in Annexure-I. The technical bid should have the compliance statement, as per the format provided below, for all the required specifications of all the items mentioned in Annexure-III and qualification criteria.
 - Financial bid should indicate price per quantity for each item as per **Annexure-II – FINANCIAL QUOTE** which should be inclusive of all taxes, transportation, delivery charges packing & forwarding etc.
- The technical and financial bid should be put in separate sealed covers.
 - The sealed envelopes should be marked (i) “Technical Bid for PURCHASE OF EQUIPMENTS–NPTEL STUDIOS” from “Vendor Name”, for technical bid sealed cover
 - (ii) “Financial Bid for PURCHASE OF EQUIPMENTS–NPTEL STUDIOS” from “Vendor Name”, for financial bid sealed cover.
 - Both the sealed covers should be put in a bigger cover.
 - The tender name “PURCHASE OF EQUIPMENTS – NPTEL STUDIOS” & ref.no. NPTEL/07/2019/EQUIPMENTS should be written on the left side of the outer bigger cover and sealed with Vendor name.

The Tender shall be sent to the below mentioned addresses either by post/speed post or by courier so as to reach the following address on or before **30/12/2019, 2.00 pm. Senior Manager, Project Purchase, 2nd floor, IC & SR Building, I.I.T.Madras-600 036.**

- EMD of Rs. 2,00,000/- has to be paid by means of DD only along with the tender. Demand Draft may be drawn in favor of **“The Registrar, IIT Madras”** payable at Chennai. **The EMD should be put in a separate cover and should be enclosed in the technical bid cover only, else the bid will be rejected due to non-enclosure of EMD.** This Earnest Money will be returned to the unsuccessful tenderers after the final disposal of the tenders. **EMD will not carry any interest.** EMD will not be waived **under any circumstances.** EMD will be forfeited in the case of non-execution of the order within the due date. **Non submission of EMD will lead to rejection of tender at the opening stage itself.**
- **Opening of the tender** – The offer/Bids will be opened by a committee duly constituted for this purpose. The technical bids will be opened first and it will be examined by a technical committee which will decide the suitability of the bid as per our specifications and requirements. **The technical bid opening is scheduled on 30/12/2019, 4.00 pm.** The venue will be intimated to the vendors. Technically qualified bidders will be invited to give “Demo”. Details of “Demo” will be intimated at the time of technical evaluation. In respect of opening of financial bid, those bidders

who are technically qualified & successful completion of Demo, as decided by the committee, only will be called for.

- **Prices-** The price should be quoted in net per unit (after breakup) and must include all packing and delivery charges as per the annexure II.
- **Agency Commission:** No agency commission will be paid
- **Terms of Delivery:** The tenderer should indicate clearly the time required for delivery of the items. The expected delivery period is 4 weeks from the date of confirmation of the contract. In case there is any deviation in the delivery schedule, liquidated damages clause will be enforced or penalty for the delayed supply period will be levied.
- The offer/bids should be sent only for the items that is commercially available in the market and supplied to a number of customers (Govt of India undertaking, PSUs etc.). A list of customers in India with details must accompany the proposals.
- Original Catalogue (not any photocopy) of the quoted model duly signed by the manufacturer must accompany the proposal in the technical bid. Technical bid should not carry any price details.
- Compliance or Conformation report with reference to the specifications and other terms & conditions should also be obtained from the manufacturer.
- The Bidder should have executed supply and integration of broadcast studio equipment for a reputed organization or an academic institution although may not be of similar make and model of equipment during the last three years. A certificate or a letter of successful supply and integration from the head of the institution/department/ organization is mandatory
- The Bidder should have a minimum yearly turnover of Five Crore Rupees during the last two financial years. Corresponding IT returns and P&L to be submitted.
- **Validity of Quotation** should be 90 days from the due date of tender.
- **Risk Purchase Clause:** In the event of failure of supply of the item/equipment within the stipulated delivery schedule, the purchaser has all the right to purchase the item/equipment from other sources on the total risk of the supplier under risk purchase clause.
- **Payment:** No advance payment will be made for the purchase. However, 70% payment against delivery and 20% after implementation and 10% after receipt of bank guarantee.
- **Warranty:** The warranty for the entire lot of equipment **should not be less than three years.** In case the OEM offers a standard warranty for one year, the bidder should submit an authorization of warranty and support for not less than three years and the bidder has to assure this in a separate letter and also for integrated devices and a separate letter from OEM for major equipment like Cameras, Recorders and switchers 3 years of warranty to be provided.
- In case of a failure of any integrated equipment, the vendor shall offer support within 12 hours of complaint and replace or integrate with a standby equipment or device within 24 hours and re-integrate the serviced equipment within seven working days.
- All the equipment supplied should reach IIT Madras in the OEMs sealed boxes with all original documents with warranty seals in place and in order. IIT Madras will reject the equipment if the warranty seal is tampered, torn, or damaged or if the component is found to be refurbished. The certificate from OEM stating serial as supplied, to be enclosed.
- **Late Offer:** The offers received after the due date and time will not be considered. The institute shall not be responsible for the late receipt of the Tender on account of postal, courier or any other delay.
- **Acceptance and Rejections:** IIT Madras has the right to accept the whole or any part of the Tender or portion of the quantity offered or reject it in full without assigning any reasons.
- Do not quote the optional items or additional items unless otherwise mentioned in the tender documents/specifications.

- All amendments, time extensions, clarifications etc., will be uploaded on the website only and will not be published in Newspapers. Bidders should regularly visit the IIT tender portal and/or CPP portal to keep themselves updated. No extension in the bid due date/time shall be considered on account of delay in receipt of any document by mail.
- Technically qualified bidders will be invited to give “DEMO” of implementation/installation of all the items mentioned in the annexure-1 to the committee. Those bidders who are recommended by the committee after the inspection of the proposed items will be considered for the financial bid.
- Bidder should have supplied any of these professional broadcast standard equipment mentioned herein, to any of IITs/IIMs/IISc/CSIR or any State/Central Universities in last 3 years for a minimum value of Rs.15 lakhs and attach corresponding work order and invoice.
- All items are to be supplied as per specification mentioned under Annexure III.
- Lowest bid will be evaluated for all the items mentioned in Annexure-II (as per specification mentioned in Annexure – III) together and corresponding bidder will be given work order /purchase order for the items.
- Although the requirement is for two studios which means double the number specified in the Annexure II, IIT Madras will decide on the number of units of equipment/accessories after the L1 bidder is chosen as per norms.
- An integrated schematic diagram need to be enclosed in the technical bid to understand a bidder's vision of integration for the proposed equipment. Bidders will be rejected in case of non-enclosure of the diagram.
- **Disputes and Jurisdiction: -**
 - **Settlement of Disputes:** Any dispute, controversy or claim arising out of or in connection with this PO including any question regarding its existence, validity, breach or termination, shall in the first instance be attempted to be resolved amicably by both the Parties. If attempts for such amicable resolution fails or no decision is reached within 30 days whichever is earlier, then such disputes shall be settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996. Unless the Parties agree on a sole arbitrator, within 30 days from the receipt of a written request by one Party from the other Party to so agree, the arbitral panel shall comprise of three arbitrators. In that event, the supplier will nominate one arbitrator and the Project Coordinator of IITM shall nominate on arbitrator. The Registrar/Director will nominate the Presiding Arbitrator of the arbitral tribunal. The arbitration proceeding shall be carried out in English language. The cost of arbitration and fees of the arbitrator(s) shall be shared equally by the Parties. The seat of arbitration shall be at IC&SR IIT Madras, Chennai.
 - **The Applicable Law:** This Purchase Order shall be construed, Interpreted and governed by the Laws of India, Court at Chennai shall have exclusive jurisdiction subject to the arbitration clause.

Yours sincerely,

The Senior Manager (Project Purchase)
IC&SR Building, I.I.T. Madras,
Chennai – 600 036.

ACKNOWLEDGEMENT

It is hereby acknowledged that I/We have gone through all the points listed under “Specification, Guidelines, Terms and Conditions” of tender document. I/We totally understand the terms and conditions and agree to abide by the same.

**SIGNATURE OF
TENDERER ALONG WITH
SEAL OF THE COMPANY
WITH DATE**

QUALIFICATION CRITERIA:

- Yearly Annual financial turnover during the last 2 years, ending 31st March of the financial year 2018-2019 shall be at least minimum of 5 Crores.
- Work Experience: Experience of having successfully completed supply and installation of equipment of similar requirement during last 3 years. Proof of completion of one similar work costing not less than Rs. 1 crore or two similar work with value of 75 lakhs plus each.
- The bidders shall submit the work order/purchase order copies of supplying similar items. The bidders shall also submit the documentary evidence in respect of satisfactory execution of each of those work orders/purchase orders, in the form of copies of any of the documents (indicating respective work order/ purchase orders and supply of the items).
- Copy of satisfactory completion / performance certificates declared by central government undertakings, public sector units and/or corporates.
- In case the bidder is a dealer or authorized channel partner, the bidder should submit the authorization certificate from the manufacturer.
- The bidder must possess the valid certification of ISO-9001 for quality process. The bidder should submit the proof of documentation for the same.
- Warranty: Three years comprehensive and spares support should be for 10 years.
- The bids of the bidders who are blacklisted by PSU or Government Department/Agency or Government Authority will be rejected. Attach self-certified letter.
- An integrated schematic diagram to understand a bidder's vision of integration for the proposed equipment.
- Proof to supply of professional broadcast standard equipment to IITs/IIMs/IISc/CSIR/State/Central Universities for minimum value of Rs. 15 Lakhs.



CENTRE FOR INDUSTRIAL CONSULTANCY & SPONSORED RESEARCH (IC&SR)
INDIAN INSTITUTE OF TECHNOLOGY MADRAS
CHENNAI 600 036



**ELECTRONIC CLEARING SERVICE (Credit Clearing)/ REAL TIME
GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS**

A. Details of Account Holder

Name of the Institution	Indian Institute of Technology - Madras
Complete Contact Address	Industrial Consultancy and Sponsored Research Indian Institute of Technology-Madras, IIT- Madras Campus Post Office, Sardar Patel Road, Guindy, CHENNAI - 600 036
Telephone No./ Fax No.	Tel - 044-22578355 / Fax - 044-22570545
E- mail ID of the FO/AO/REG/DIR	dricrs@iitm.ac.in

B. Bank Account Details:

Institution Account Name (As per Bank Record)	The Registrar, Indian Institute of Technology - Madras
Account No.	2722101001741
Account Print Name	IIT F A/C , The Registrar IIT Madras
IFSC CODE	CNRB0002722
Bank Name (in full)	Canara Bank
Branch Name	IIT-Madras Branch
Complete Branch Address	Canara Bank, IIT-Madras Branch, IIT- Madras Campus Post Office, Sardar Patel Road, Guindy, CHENNAI - 600 036
MICR No.	600015085
Account Type	Savings Account

Certified that the Institute's account is in an RTGS enabled branch.

I hereby declare that the particulars given above are correct and complete.

Date:

Signature of the Competent Authority
of the Institution with seal.

K. M. Srinivasan
DEPUTY REGISTRAR (IC&SR) (IC)
IC & SR, I.I.T. MADRAS
CHENNAI - 600 036

Certified that the particulars furnished above are correct as per our records.

Date:



FOR CANARA BANK
B. Sekar
SENIOR MANAGER
I.I.T. CHENNAI-600 036.

Signature of the Authorized
Bank Official with Bank Seal.

B. SEKAR
Senior Manager
SP No. 39312



CENTRE FOR INDUSTRIAL CONSULTANCY & SPONSORED RESEARCH (IC&SR)
INDIAN INSTITUTE OF TECHNOLOGY MADRAS
CHENNAI 600 036



K VIJAYALAKSHMI
DEPUTY REGISTRAR (IC&SR) ி

Project Accounts
July 5, 2019

TO WHOMSOEVER IT MAY CONCERN

In connection with project, US currency may be transferred to CANARA BANK, IIT – MADRAS
Branch In connection with the following details.

FOR TRANSFER OF CURRENCY US DOLLAR

Please Credit in USD

(THROUGH)

JP MORGAN CHASE, NEW YORK
SWIFT CODE: CHASUS33

For credit to

USD ACCOUNT No: 001 – 1395969, of CANARA BANK INTERNATIONAL DIVISION MUMBAI

For Further Credit to

ACCOUNT NO: 2722101001741 of IIT Chennai – Swift Code: CNRBINBBIT OF THE
REGISTRAR, IIT, MADRAS

KVijaya
DEPUTY REGISTRAR(IC & SR) i/c

This is to certify that particulars furnished are correct.

[Signature]
Senior Manager
Canara Bank – IIT Madras branch

B. SEKAR
Senior Manager
SP No. 39312



DEPUTY REGISTRAR (IC&SR) (i/c)
IC & SR, I.I.T. MADRAS
CHENNAI - 600 036