



Indian Council of World Affairs
Sapru House, Barakhamba Road
New Delhi

ICWA/IT/885/VC/2016

Dated 6-1-2017

Tender/Quotation for Supply and Installation of Video Conferencing system and Integration with Existing Network.

Indian Council of World Affairs (ICWA) is an Autonomous Body and Institute of National Importance under the Ministry of External Affairs widely known for research and conferences on current and relevant international issues with institutional partners world-wide. Council intends to invite tender quotations under TWO-BID system for Supply and Installation of Videoconferencing and Integration with Existing Network, in sealed envelope from Reputed and authorized vendors/agencies having Authorizations from OEM for supply and Installation of VC Equipments.

The Bidders are advised to follow the following instructions.

As **two bid systems** is to be followed, three envelopes duly sealed should be used for submission of tender as detailed below:-

- (i) **Envelope No. 1: Technical Bid** (Annexure -A, B, C & D) duly completed and signed should be put in this envelope, also each page of this Notice inviting Tender Quotation along with Terms & Conditions should be signed by the authorized person of the firm and placed in this envelope. The envelope should be sealed properly and super scribed as **"TECHNICAL BID: SUPPLYING OF VIDEO CONFERENCING EQUIPMENTS TO ICWA"**. Firm's name and address should be written on the envelope. The DD for EMD should be enclosed separately with the technical bid only.
- (ii) **Envelope No. 2: Financial Bid** (Annexure -E) duly completed and signed should be put in this envelope. The envelope should be sealed properly and super scribed as **"FINANCIAL BID: SUPPLYING OF VIDEO CONFERENCING EQUIPMENTS TO ICWA"**. Firm's name and address should be written on the envelope. Annexure- C should be duly filled with net rates inclusive of all taxes and charges.

- (iii) **Envelope No. 3:** Containing an Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty thousand only) through a Demand Draft on any scheduled bank in Delhi drawn in favor of “Indian Council of World Affairs” payable at New Delhi. The envelope should be sealed properly and super-scribed as "**EMD: SUPPLYING OF VIDEO CONFERENCING EQUIPMENTS TO ICWA**". The name of firm should be mentioned on the envelope. The firms who are registered with the Central Purchase Organization, National Small Industries Cooperation (NSIC) are exempted from submitting EMD. A copy of certificate to this effect should be enclosed.
- (iv) **Envelope No. 4:** All three envelope No. 1, 2 & 3 as mentioned above, are to be put into this envelope. The envelope should be sealed properly and super-scribed as "**TENDER FOR SUPPLYING OF VIDEO CONFERENCING EQUIPMENTS TO ICWA**". The name of firm should be mentioned on the envelope.

Each page of all the Annexure- A, B & C should be duly signed and stamped.

The sealed tender envelope should reach us on or before **13.1.2017 by 1100hrs** addressed to

**Deputy Director General
Indian Council of World Affairs
Sapru House, Barakhamba Road
New Delhi-110001**

The tender received after the stipulated time and date will not be entertained.

Terms & Conditions:

1. The last date & time for submission of quotations/tenders shall be 13-1-2017 till 11.00AM. ICWA may in exceptional circumstances and at its sole discretion may extend the last date & time of submission of quotation/tenders by issuing an appropriate notice. Such extension, if any, shall be notified on ICWA website and shall be applicable to all.
2. Tender/Quotation may be submitted by Registered Post/ Courier service or in person, so as to reach ICWA on or before the last date & time set.
3. Technical bids are to be opened and evaluated first. Financial bids will be opened only of bidders shortlisted on basis of technical bids.

4. Firms will supply and install the VC equipments within stipulated time frame after receipt of supply order.
 5. Penalty shall be levied @ 10% of the Total value of that supply, if the firm fails to supply the material within stipulated period of time.
 6. Full & final payment will be released after satisfactory installation of VC equipments in good condition.
 7. Tender quotation received without earnest money will not be considered. Earnest money received from other unsuccessful tenderers will be returned without interest on demand after the successful completion of tendering process and award to the firm.
 8. No advance payment in any case would be made.
 9. The Council's reserves the right :
 - a. To reject any or all tender quotations without assigning any reason whatsoever and is not bound to accept the lowest (L1) rate.
 - b. To change any clauses/items/condition on the tender quotation document.
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TECHNICAL BID

(Technical Bid shall be prepared and sealed in separate envelope.)
Technical Bid for the Supply and Implementation of Based Videoconferencing and
Integration with Existing Network

S.No	Information sought	Information Provided
1.	Name of the Firm (In Block Letters)	
2.	Date of Establishment / Incorporation	
3.	Registration no. for registration under Companies Act, 1956. (Please enclose photocopy of certificate)	
4.	Correspondence address and telephone no. with email id	
5.	Address of Head Office (If separate) and Telephone no.	
6.	Status Proprietary/ Partnership/ Private Limited Company/ Public Limited Company	
7.	Name of the Partners/ Directors	
8.	Name of Representative (s) with Designation who would be calling on us and attending to our jobs and his Contact numbers.	
9.	Details of Demand Draft payable at New Delhi to be enclosed if the forms downloaded from web site.	
10.	Name of Bankers with address & telephone nos. IFSC Code & A/C No.	
11.	PAN No. of the Firm (copy	

	enclose)	
12.	Sales Tax/VAT Registration Certificate/TIN No (copy enclose)	
13.	Service Tax Registration Certificate (copy enclose)	
14.	Certification/Authorization Letter from OEM for supply and installation of VC Equipments	
15.	Brochure/ Product Catalogue (copy atatched)	
16.	Previous, if any, Supply Order copies received from Government offices/Autonomous Bodies and their Completion Certificate (Copy attached).	
17.	Number of similar VC equipments installed during last two FY.	

NON-SUBMISSION OF ANY ONE OF THE ABOVE DOCUMENTS IN THE TECHNICAL BID SHALL RENDER THE BID DISQUALIFIED AND THE REMAINING COMPONENTS OF THE BID FOR THE DISQUALIFIED BIDDER SHALL NOT BE OPENED.

Dated at.....this.....day.....2016

(Signature with Seal)

Name:

Designation:

Note: The Council reserves the right to accept or cancel tender/bids of any/ of the agencies at their absolute discretion without assigning any reason thereof. Applications received with incomplete information or alteration not authenticated with proper seal and signature will not be considered.

For official use only

TECHNICAL BID ACCEPTED / REJECTED

If rejected, then the reason thereof:-----

(Signature)

UNDERTAKING

Sir,

I/We hereby declare that:

1. I/We am/are the manufacturers/authorized agents/distributors of Supply of Based Video conferencing equipments/system.
2. I/We I hereby offer to supply the Videoconferencing at the prices and rates mentioned in the price Bid.
3. I/We agree to abide by my/our offer for a period of 01 year from the date of opening of the tender.
4. I/We agree for the all clauses and payment terms and conditions of this tender enquiry.
5. I/We have necessary infrastructure for the maintenance of the offered items against this tender and will provide accessories/spares as and when necessary.
6. I/We undertake to deliver/supply of necessary equipments for Based Videoconferencing system and will integrate it with existing Council's Network at ICWA's premises.
7. I/We have carefully read and understood all the terms and conditions of the tender and technical specifications. We shall abide by them.
8. We hereby confirm that we have not been blacklisted by Organization/ Government / Semi Government / Quasi Govt. Departments in India as on date of submission of bid.
9. We also agree with your terms and conditions quoted in tender.

(Signature with Seal of Authorized Signatory)

DATE:

NAME:

DESIGNATION:

ADDITIONAL INFORMATION

1. Offer is open for acceptance till
2. Brand of Videoconferencing/Display offered -
3. Name & Address of the manufacturer:
4. Station of manufacturer:
5. Name & address of Tenderer:
6. Name & address of the Location where Support is Provided:
7. What is your permanent Income Tax A/c No.:
8. Confirm whether you have attached your latest VAT Clearance Certificate/copy VAT Assessment Order/ TIN No.: Yes/No
9. Service Tax Registration & (attested photocopy thereof): Yes/No
10. Name & address of your banker
11. Whether the tendering firm is/are
 - i. Manufacturer
 - ii. Manufacturers Authorized agent

Note: if manufacturer's agent, please enclose a copy of manufacturer's authorization, with the (technical bid) tender.

12. Do you agree to sole arbitration by an officer to be appointed as Arbitrator by the ICWA, New Delhi? (Your acceptance or non-acceptance of this clause will not influence the decision of the tender. It should, however be noted an omission to answer the above question will be deemed as an acceptance of the clause)

State whether business dealing with you has been banned by any Central/State Government Organizations or any inquiry by Vigilance Deptt. Or CBI is pending or held?

Please confirm that you have read all the instructions carefully and have complied with accordingly?

Signature of witness

Full name and address of witness person signing (in BLOCK LETTER)

Signature of Bidder

Full name & address of the Bidder (in BLOCK LETTERS)

Whether signing as Proprietor/Partner/ Constituted Attorney/duly authorized by company

Dated

Seal of the firm

FINANCIAL BID

1. Financial bids shall be opened at a later date only for those bidders who are found eligible after evaluation of their products by a duly constituted Purchase Committee of the ICWA. Date for opening of the Financial Bid shall be intimated to the eligible bidders accordingly.
2. Financial Bids shall contain price for each item separately as per given format.
3. In case more than one price has inadvertently been quoted for the same item, the lowest offered price shall only be considered and it shall be binding upon the supplier.
4. The final rates of the approved products shall remain frozen till one year from the date of finalization of the tender, however, if the firm officially reduces the cost of any product during this period then the benefit of the same from the date of such reduction, shall be passed on to ICWA and all subsequent supplies shall be made at the revised reduced rate. If any special package/schemes are available at the time of supplies, the benefits of such schemes shall also be passed on to ICWA.

WARRANTY, SERVICE & PAYMENTS

5. The bidder is expected to offer most competitive prices with highest possible discounts.
6. The bidder shall commit to provide comprehensive warranty for maintenance of the goods for at TWO years from the date of supply of the same. After which Renewal of License and AMC to be Done.
7. SUPPLY: The successful bidders shall commit to supply and install the videoconferencing equipments within 4 weeks of the supply order. A penalty @ 5% shall be charged for a delay of every week or a part thereof. The supply order shall be cancelled in case the supply is delayed beyond the stipulated period.
8. Payment Terms - payment will release after successful supply and installation of VC system in the Council.
9. Prices - To be Quoted Inclusive of Tax
10. Disputes if any shall be subject to the jurisdiction of Delhi courts in New Delhi.

Dated

Signature & Seal

Financial Bid

BILL OF MATERIAL

Item Serial No.	Description of Product	Quantity	Unit Price in INR	Total Price in INR
1.	Required hardware	1		
2.	PTZ camera	1		
3.	Includes 1 personal virtual meeting room, which supports up to 23 participants with all licenses Also includes support & maintenance.	1		
4.	USB 3.0 Cable - 30 meter long, mixed fiber optic + copper wire cable	2		
5.	Installation and Commissioning	1 Job		
6.	Recording Facility should available	1		

VIDEO CONFERENCE SYSTEM SPECIFICATONS

Sr. No.	Name of Item	Required Technical Specification and Standards	Bidder's Technical Specification and Standards
2	Video Standards	H.261 , H.263, H263+, H.263++ , H.264 High Profile, H.264 Baseline Profile	
3	Video Frame Rate	Should support 60 fps with 1080p resolution from day one	
4	Video Features	Ability to send and receive two live simultaneous video sources in a single call, so that the image from the main camera and PC or document camera can be seen simultaneously.	
		Should support H.239 and BFCP protocols with 1080p resolution	
5	Multi-Point Feature	Should have 23 way SIP/H.323 in 1080p/30fps Multipoint video conference feature enabled from day one	
6	Video	Should support 2-3 monitors for Self View, Remote View and Content all in separate Monitors.	
7	Video Output	Should have at least 4 nos. of HDMI / Component (High Definition Multimedia Interface) output to connect Full High Definition display devices such as plasma and projectors for both Video and Content.	
8		Should support 2-3 monitors for Self View, Remote View and Content all in separate Monitors	
9	Video Input	Should have at least 2 HD video Input to connect full HD cameras.	

10		Should have at least one additional video Input to connect auxiliary full HD camera.	
11		Should have VGA & HDMI port to connect PC/ Laptop directly to the Video conferencing system and display resolutions upto 1080p	
12	Audio standards supported	G.711, G.722,G.722.1, 64 kbps MPEG-4 AAC-LD or equivalent standard must be supported.	
13	Other Desirable features	Noise Reduction, Automatic Gain control, Acoustic Echo Canceller,	
14	Audio Inputs	Should support 4 Microphone inputs from day one	
15	External devices	Should have USB port	
16	Network Interfaces	2 LAN /Ethernet-10/100/1000 Mbps full duplex. Should have support for IPV4 networks	
17	Bandwidth	IP at least 6 Mbps and upto 18 Mbps	
18	Security : Menu Control	Password protected system menu	
19	Encryption of video call	<ul style="list-style-type: none"> • ITU-T standards based Encryption of the video call • Call should be encrypted end-to-end on IP • Should support Standards-based: SRTP (AES 128 bit), H.235 (AES 128 bit) 	
20	Camera	12x optical zoom cameras with 1920x1080p 60 frames per second.	

21	Warranty	Mentioning manufacturer warranty part number should be quoted, minimum 3 year warranty should be provided for this unit from the date of successful commissioning	
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Soft client Application	System should support soft client application on Android, Windows & IOS with a soft key license and should support unlimited download of this Application.
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VIDEO CONFERENCE SYSTEM RECORDING SPECIFICATONS

Recorder can record input from various input source (HDMI, YpbPr and CVBS) in either digital or analog storing it directly to USB HDD or a PEN DRIVE.

Uses H.264 TS format, guarantees very efficient compression and timely delivery. Digital and analog input/output audio are supported through HDMI or RCA interface.

Recorded Videos can be played back.
