



सत्यमेव जयते

**Tender Document for
Supply, Installation and Commissioning of
Video Conferencing System and Bio-metric System
(As per NMC Requirement)**

At

Nalbari Medical College & Hospital, Nalbari

NIT No. Nalbari MC/CCTV/173/2023/

NIT Issue Date: 02/01/2024

Last Date of Submission :12.00 pm on 24/01/2024

Date of Opening : 2.00 pm on 24/01/2024

Nalbari Medical College & Hospital, Nalbari

Dakhingaon, Nalbari-781350

Email. nalbarimch@gmail.com ,Web site: nalbarimcassam.org

1. Introduction:

The Authority of Nalbari Medical College & Hospital, Nalbari , Assam invites sealed techno-financial bids from reputed companies/firms/suppliers for the supply, installation and commission of Video Conferencing Sysytem (VCS) for MEU Department and Face Based Bio-metric System (FBBS), for Students of NMC&H, Nalbari.

1.1. Scope of Work:

- a) The Bidder is required to supply, install and commission the VC System (PTZ Camera, Interactive Display, Mice and Speaker) and Face Based Bio-Metric Machine (FBBS) at Medical Education Unit, NMC&H, Nalbari as per NMC guideline.
- b) The bidders are advised to survey the mentioned sites before quoting bid in the tender.
- c) The successful bidder shall give comprehensive hands on Training to concerned / designated staff of Nalbari Medical College & Hospital, Nalbari, Assam on operation, preventive maintenance, recording and retrieval of the VC system.
- d) Workmanship and material used should be of ISI quality and cameras with 4K resolution.
- e) Bids shall be considered only in those cases where the bidder has quoted for the entire scope of the works.

2. Eligibility Criteria for Bidders:

2.1 Minimum Eligibility Criteria :

- a) The Company/Firm/Supplier must submit the certificate of incorporation / registration or Declaration as Proprietorship (as Annexure-II) as a part of technical bid.
- b) The bidding company/firm must be with a minimum consolidation turnover of Rs. 5 lakh each in the last three financial years i.e 2020-21, 2021-22 & 2022-23. Certificate of Chartered Accountant about Annual Turnover of the bidder during past three financial years (as Annexure -III).
- c) The Company must have execution /experience of works related to VC System in Govt. Sector (order copies /performance certificate is to be attached).
- d) The bidders must have at least one registered office in the state of Assam. Documentary proof of having one registered office in the state of Assam must be submitted.
- e) GST Registration Certificate & up-to-date GST Return.
- f) Up-to-date Trade License from competent authority.
- g) Copy of PAN Card.

h) The bidder should have valid authorization from the principal manufacturer/distributor.

2.2 The bidder must not be debarred or blacklisted by any state or central Govt. Department to do business with state or central Department or its Autonomous bodies. The bidder must enclose undertaking to this effect (as annexure-II)

2.3 Warranty on products should be of 1 year or more.

2.4 Complaint should be attended within 24 hours after service call.

3. Bid Procedures:

3.1 Instructions to bidders:

The Tender Document can be downloaded from the website i.e nalbarimcassam.org and the bidders are required to submit the tender fee of Rs. 1000/- (Rupees One thousand) only through Demand draft along with the Tender Documents. Tenders Submitted without cost of tender form and EMD shall be rejected.

Submission of Bids:

Sealed offers prepared in accordance with the procedures enumerated should be submitted to the Principal cum Chief Superintendent, Nalbari Medical College & Hospital, Nalbari , Assam on or before the last date i.e upto 12.00pm on 20/01/2024.

Opening of Technical Bids:

At 2.00 pm on 20/01/2024

Address: Office of the Principal cum Chief Superintendent, Nalbari Medical College & Hospital , Nalbari , Assam

The bidders or their authorized representatives may be present if they so desire.

Advice to the Bidders:

Bidders are advised to study this Tender documents carefully before participating. It shall be deemed that submission of Bid by the bidder have been done after their careful study and examination of the Tender documents with full understanding to its implications.

Earnest Money Deposit (EMD):

All bidders are required to deposit EARNEST MONEY of Rs. 15,000/- (Rupees Fifteen thousand) only in the form of Demand Draft/ Banker Cheque, in favour of "HMS Nalbari Medical College and Hospital," Nalbari with the bid. Exemption from EMD is allowable as per Govt. instruction. However, appropriate document to be submitted.

The bids received without required Earnest Money or without exemption document shall be rejected without further reference. No interest shall be payable by Nalbari Medical College & Hospital, Nalbari, Assam on the Earnest Money Deposited by Bidder.



The successful bidder will have to deposit 2% of the final order value as the Performance guarantee at the Nalbari Medical College & Hospital, Nalbari, Assam for the warranty period.

Period of Validity of Offer:

Offer should remain valid for 365 days after the date of opening of the Pre Qualification –cum- Technical bid as prescribed by Nalbari Medical College , Nalbari if validity of the offer is required to be extended , the validity of EMD will also have to be extended . An offer valid for a shorter period may be rejected by the authority of Nalbari Medicinal College & Hospital, Nalbari ,Assam as non – responsive.

3.2. Procedure for Submission of Bid:

The Bids should be submitted in two Parts i.e Technical Bid and Financial Bid.

Technical Bid: The Technical Bid should be put in a single sealed cover super scribing the wordings “Technical Bid” for the supply, installation and commissioning of VC System (as per NMC requirement) at MEU Department of Nalbari Medical College & Hospital, Nalbari, Assam, The EMD (Demand Draft or Banker Cheque) must be enclosed with the technical bid.

Please note that prices should not be indicated in the Technical Bid and if price found quoted , the bid will be summarily rejected.

Financial Bid: Financial Bid should be put in a single sealed cover super scribing the wording “Financial Bid” the supply , installation and commissioning of VC system (as power NMC requirement) at MEU Department of Nalbari Medical College & Hospital, Nalbari, Assam.

Financial Bid should only indicate prices filled as per BOQ provide in the Tender Document.

The Technical Bid Cover and Financial Bid Cover prepared as above are to be kept in a single sealed cover superscribed with the wording “Technical and Financial Bids” for the supply , installation and commission of VCS and FBBS (Face Based Bio-metric System), NMC&H, Nalbari.

Only authorized person should sign the tender/quotation . His name, designation and address should be given in capital letters.

No tender will be considered unless and until all the documents are properly signed and all correction must also be signed by the renderer(s)

Name and Mobile No. of the person to be contacted for any clarification during the tendering process: Mr. Homen Kakati, Secretary, NMC&H, Nalbari (M.No: 7002034918)

Evaluation of Bids:

An Evaluation Committee consisting of Officers from Nalbari Medical College & Hospital, Nalbari, Assam will evaluate the bids of all the bidders, both technically and commercially as per the following schedule/ pattern.

1. Only Technical Bid shall be opened on the day of opening of the bids at 2.00 pm on 24/01/2024 in the presence of bidder's representative who which to attend at their cost. The bidder's representatives who are present will be required to put their sign in attendance register/document study statement of technical bids.
2. Conditional bids shall be summarily rejected.
3. The technical Bid documents shall be evaluated as per the following:
 - i. The documentation furnished by the bidder will be examined to see whether the qualifications and specific requirements including technical mentioned in the documents are fulfilled.
 - ii. The bidders, if required shall make a presentation/ demonstration of the VC system, if required, to the evaluation committee.
 - iii. The Authority of Nalbari Medical College & Hospital, Nalbari, Assam may ask bidders to arrange visits of Evaluation Committee to the departments/ organization where the bidder has already executed such order as claimed in their bid.
 - iv. The Evaluation Committee reserves the right to reject any tender bid without assigning any specific reason to the bidders.

The Financial Bid of those bidders who satisfy the parameters laid out in the Technical Bid will only be opened. The place, date and time of the opening of the Financial Bid shall be notified separately.

The bidder is expected to examine all the instructions, forms, terms & conditions and specifications in the Tender documents. Further to furnish all the information required in the tender document or submission of a bid in every respect will be at bidders risk and may result in rejection of the bid.

4. 01 (one) year onsite comprehensive warranty/guarantee including service shall be applicable to the supplied goods.
5. Payment shall be made after satisfactory installation of systems and proper functioning.

6. In case of malfunctioning of equipments, the same will be replaced by the successful bidder at his own cost.
7. Subletting will not be permitted.
8. Bids once submitted cannot be withdrawn/altered or modified. The bids shall remain valid and open for acceptance for a period of 365 days from the date of opening of the Technical Bids or for a period as mutually agreed upon. The EMD of any bidder, who fails to abide by the above conditions will be forfeited.
9. The authority of Nalbari Medical College & Hospital, Nalbari, Assam reserves the rights to demand any supporting documents from the bidder in the interest of the Institute after the opening of Technical bid. In case bidder has failed to submit the requisite documents, the price bid of that bidder will not be opened & rejected summarily.

10. No negotiation will be conducted with any of the bidders who participate in the tender.

Read and accepted on behalf of M/s.....

Signature.....

Name in full.....

Mobile /Tel No.....

E mail ID.....

ANNEXURE-I

SELF-DECLARATION FOR PROPRIETORSHIP

(to be given on the letterhead of the Firm/Company)

I, _____ S/o, D/o, W/o _____
R/o _____

Do hereby state and affirm as follows:

1. I am the sole owner/proprietor of a business operating under the name and style
“ _____ ”
operating from _____ address of the premise-
_____.
2. This business is not undertaking / operated by a partnership firm or limited liability company.
3. It is also to declare that below mentioned person is my legal nominee for said proprietorship concern-
Name: _____
Relationship with the proprietor: _____
4. That the contents of this declaration are true and correct to the best of my knowledge and belief;

Place:	Signature of the proprietor with stamp / seal Name:
Date:	Address:
Email:	Contact No:

ANNEXURE-II

NON BLACKLISTING DECLARATION
TO WHOMSOEVER IT MAY CONCERN

I/we/our organization , M/s _____

Hereby undertake and declare that neither me nor our organization including our Partners/Shareholders/Directors were ever blacklisted / prosecuted by any government department/statutory body / public sector undertaking in any State or by any court of Law.

Signature of the Bidder with date & Seal

ANNEXURE-III

**Certificate Regarding Annual Turn Over of Bidder During
The last three financial Years**

I/ We, M/s _____ the bidder for the tender of Supply, Installation and Commissioning of VC System and FBB system (As per NMC requirement) hereby confirm that the average annual turnover of the firm/company during the last three financial/assessment years, i.e. 2020-21, 2021-22 and 2022-23 is Rs. 5 (five) Lakh or more . The financial /assessment year -wise break - up is given below:

Sl No	Financial/Assessment Year	Annual Turnover for the Year
1		
2		
3		

Signature of the Bidder with Date & Seal

Certificate by chartered Accountant

I/we _____ chartered Accountants, certify that the figures regarding Annual Turnover for the Financial Years mentioned above in respect of M/s _____

Are true and found correct as per their Books of Accounts and other related records.

Signature & Seal of the Chartered Accountant

ANNEXURE-IV

BIDDER'S DETAILS FORM

Sl No	Particulars	To be filled in by the bidder
1	Name of the Firm/Company/FBO	
2	Name (S) of the owner	
3	Correspondence Address	
4	Contact Nos.	
5	e-mail ID	
6	Details of EMD	
7	Details of Tender Fee	
8	GST Registration No.	
9	PAN	
10	Annual Turnover for last three financial /assessment year (i.e 2019-20,2020-21 and 2021-22)	

Declaration

I certify that the information furnished above is full and correct to the best of my knowledge . I understand that in case any deviation is found in the above statement at any stage, the company/firm shall be blacklisted and shall not have any dealing with the Department in future besides forfeiture of EMD . Also , I undertake to abide by the stipulations/conditions of the Tender in full.

Signature of the Bidder with Date & Seal

ANNEXURE-V

List of required items with specification for Installation of VC System and FBB System:

Sl. No	Particulars	Qty	Specification
1	CAMERA	2	High definition image Capture life in style inside conference and classroom, Full HD, Wide view angle, Multiple Zoom Lens, Multiple Video Interfaces and Multiple protocols.
2	INTERACTIVE DISPLAY	01	85 inch (Wall-Mount), HDMI2.0, USB 2.0, USB 3.0, AV Out, HDMI Out, Touch Out, WIFI, Anroid Frequency, Touch technology, Pen & Remote control.
3	MICS	02	Voice pickup Range Up to 10 meters
4	SPEAKER	08	Built- In Hi Fi Speaker, Acoustic echo cancellation and noise reduction with Dynamic speech enhancement.
5	BIOMETRIC MACHINE (FBBS)	02	Face/Card/ Password

ANNEXURE-VI

Format of Price/Financial BID (BOQ) :

Sl No	Name of Item	Description/ Specification	Make & Model	Unit	Required Qty	Rate/Unit
1	CAMERA	As per Annexure VI		1 nos	02 nos	
2	INTERACTIVE DISPLAY	-Do-		1 nos	01 nos	
3	MICS	-Do-		1 nos	02 nos	
4	SPEAKER	-Do-		1 nos	08 nos	
5	FACE BASED BIOMETRIC SYSTEM (FBBS)	-Do-		1 nos	02 nos	

N.B. (Quoted rate should be inclusive of supply, installation & commissioning or any other taxes.)