

No.Y-11011/8/2008/NASA-Trg
Government of India
Ministry of Statistics and Programme Implementation
National Academy of Statistical Administration

Plot No. 22, Knowledge Park – II,
Greater Noida – 201308
Uttar Pradesh
Dated:-9.11.2012

NOTICE INVITING TENDER

To
M/s _____

Sealed tenders/ Quotations are invited under **Two Bid system** from reputed and experienced and financially sound firms for awarding **Comprehensive Annual Maintenance Contract (CAMC) of Audio-Visual Equipments** installed at **National Academy of Statistical Administration (NASA)**, Knowledge Park – II, Greater Noida, UP – 201308. The last date for receipt of tenders is fixed for **18th December 2012 up to 15:00 Hrs.**

2. The Technical Bid and the Financial Bids duly filled in specified Proforma in two separate sealed envelopes should be submitted in one sealed envelope superscripted as "**Tender/Quotation for Comprehensive Annual Maintenance Contract (CAMC) of Audio-Visual Equipments installed at National Academy of Statistical Administration (NASA)**" by post to reach NASA before due date or can alternatively be dropped in the **Tender Box** placed at the Reception area of NASA, Knowledge Park-II, Gr. Noida (UP) for five working days during office working hours latest by 3.00 PM on 18.12.2012. Technical Bids must accompany the EMD of Rs. 50,000/- (Rupees fifty thousand only).
3. The Technical bids shall be opened at 3.30 PM on 18.12.2012 (Tuesday) in Administration Block of NASA in the presence of a Committee constituted for this purpose and the authorized representatives of the renderers who may wish to be present.
4. A copy of NIT containing terms and conditions to be observed is enclosed. However same can also be downloaded from **website: www.tenders.gov.in, www.mospi.gov.in, www.nasa.gov.in**
5. Successful tenderer will be informed suitably to execute the work within specified time.
6. Tender received after the closing date and time shall not be considered under any circumstances.
7. The competent authority in NASA reserves the right to accept or reject any/all tenders without assigning any reason thereof.


(Vishwajeet Kumar)
Deputy Director & Head of Office NASA
Ph: 0120-2328910(O)

Copy to:-

1. DDG Computer Center, MOSPI, R.K. Puram, New Delhi with the request to upload the tender on the Ministry's website.
2. Notice Boards- NASA, / JP Building/ Patel Bhaven, New Delhi.
3. The Director (IT) with the request to upload on NASA's website.

No.Y.11011/8/2008/NASA-Trg
GOVERNMENT OF INDIA
MINISTRY OF STATITICS & PROGRAMME IMPLEMENTATION
NATIONAL ACADEMY OF STATISTICAL ADMINISTRATION
CENTRAL STATITICAL OFFICE

Academic Block, Plot No. 22
Knowledge Park-II, Institutional Area
Greater Noida-201308
Dated: 09/11/2012

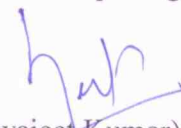
TENDER NOTICE

1. Sealed Tenders are invited under two bids system from reputed, experienced and financially sound Firms/Companies for award of Comprehensive Annual Maintenance Contract (CAMC) of Audio Visual equipments installed at National Academy of Statistical Administration (NASA), Plot No. 22, Knowledge Park –II, Institutional Area, Greater Noida-201308.
2. The sealed quotations should contain two separate bids namely “**Technical Bid**” & “**Financial Bid**”, filled in specified Proforma. The sealed envelope containing duly filled in **Technical** and **Financial bids** should be addressed and forwarded to the following authority latest by **3.00 PM on 18th December, 2012**.

Head of the Department
National Academy of Statistical Administration (NASA)
Plot No. 22, Knowledge Park-II
Greater Noida-201308
Uttar Pradesh

The sealed quotations should either be sent by post to the above mentioned address or dropped in the Tender Box placed at the reception area in the Academic Block of the academy. The bids received after the closing date shall not be entertained in any case.

3. Tender details/document may be downloaded from the website of NASA (<http://www.nasa.gov.in>) or from the Ministry’s website (<http://www.mospi.gov.in>)/ Govt. tenders website: www.tenders.gov.in. A copy of the Tender document may also be obtained in person from the reception of the Academic Block of NASA on or before 11th December, 2012.
4. The technical bids shall be opened at **3.30 PM on the same day i.e. on 18th December, 2012** at the reception of the Academic Block in the presence of all the Tenderers or their authorised representatives whosoever wish to be present.
5. Those firms whose technical bids are accepted will be informed about the date of opening of financial bids.


(Vishwajeet Kumar)
Deputy Director and Head of Office, NASA
Tel: 0120-2324952

TERMS AND CONDITIONS

1. The bidder should be presently having at least two (2) running Comprehensive Annual Maintenance Contracts (CMAC) for maintenance and operation of Audio -Visual and Video Conferencing Systems and all such related systems/equipments with Government Ministries/Departments. Copies of work orders should be enclosed with the Technical Bids.
2. The details/specifications of various equipments/devices to be covered under Comprehensive Annual Maintenance Contract (CAMC) are given at **Annexure-I** of the Tender Document.
3. The Tenderers are required to submit two separate bids – Technical and Financial, as per the Proforma given in the Tender Document, in two separately sealed envelopes both super-scribed “Technical Bid” and “Financial Bid” respectively. Both sealed envelopes should be further placed in third envelope super-scribed “Tender for Comprehensive Annual Maintenance Contract for Audio- Visual Systems”.
4. The technical bid should be accompanied with an Earnest Money Deposit (EMD) of Rs. 50, 000/- (Rupees fifty thousand only) through a demand draft/FDR/Banker’s cheque/Bank Guarantee drawn on any scheduled bank in Delhi/Noida/Greater Noida drawn in favour of **“Pay and Accounts Officer”, Ministry of Statistics and Programme Implementation, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001**. Quotation received without earnest money deposit (EMD) shall not be considered.
5. Successful tenderer shall submit a performance guarantee or security deposit of Rs. 1,50, 000/- (Rupees One Lakh fifty thousand only) in the form of demand draft/FDR/Banker’s cheque/Bank Guarantee drawn on any scheduled bank in Delhi/Noida/Greater Noida drawn in favour of **“Pay and Accounts Officer”, Ministry of Statistics and Programme Implementation, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001**.
6. The closing date and time for receipt of Tenders shall be **3.00 PM on 18th December, 2012**. Tenders received after this date and time shall not be entrained under any circumstances.
7. No bidder will be allowed to withdraw after submission of bids. In case a bidder withdraws after submission of bids, the EMD submitted by the bidder would stand forfeited. In case the successful bidder declines the offer of contract, for whatsoever reason(s), his/her EMD shall be forfeited.
8. The contract awarded to the successful bidder will be valid for a period of one year from the date of award of the contract. The rates (excluding taxes) quoted will remain in force for the full period of contract. No demand for revision of rate on any account shall be entertained during the contract period. The contract may be extended for one or more years on rendering satisfactory services and completion of the present work.
9. The firm shall maintain the equipment as per manufacturer’s’ guidelines and shall use standard components for replacement, as far as possible, onsite. In-case of failure of lamps, bulbs, fuses etc., firm shall replace the items with standard items with no extra cost.

10. The firm will be required to depute one full time technically certified and trained personal with mobile phone facility at his own cost at the premises of the Academy on all working days for **preventive maintenance, operation and also to attend to complaints immediately**. The deputed person will report to the Administration Section of the Academy. He would observe office timings applicable in the Academy and mark the attendance every day.
11. In emergent cases he may be required to work beyond office hours and also on holidays for which no additional payment will be made.
12. If at any point of time, the services of the technical person, being provided by the firm are noticed to be unsatisfactory or not of the expected level in any manner, the firm will be responsible to change him/her immediately soon after such inadequacies are brought to the notice of the firm verbally/in writing.
13. No equipment/items or parts thereof will be taken out of the NASA campus without prior approval of the Competent Authority of the NASA.
14. The firm will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance etc. in respect of the person deployed by it in the Academy and the Academy will be having no liability in this regard.
15. During the period of contract, if any mishap occurs due to electrocution or faulty fittings, it will be the responsibility of the contractor to compensate the loss on account of injury to any person/property without any liability on part of the Academy.
16. The Competent Authority reserves the right to conduct performance review of the contracting firm at any time during the contract period and deficiencies, if any noticed may result in termination of the contract. It further reserves the right to suo-moto terminate the contract by giving one month notice at any point of time without assigning any reasons.
17. The firm applying for this tender would produce certificates for the previous financial year from the concerned authorities about the payment of service tax, income tax, works contract tax and any other tax applicable.
18. The firm should produce the self attested photocopies of documents related to allocation of Registration Number, PAN number, Service Tax number etc..
19. The rate for audio equipments, video equipments and manpower should be quoted separately.
20. It may also be noted that in case the contractor backs out in middle of the year his security deposit will be forfeited.
21. The above act of backing out would automatically debar the firm from any further dealing with this Academy and NASA may move for blacklisting of the company.
22. For any downtime of Audio-Visual equipments for more than one hour per week, on an average, 5% of the total amount payable would be deducted on a proportionate basis

and subsequently, every one hour additional 2% of the total amount would be deducted subject to maximum amount of Rs. 5000/- in a month.

23. Immediately on award of the contract, the contractor would give a report of taking over all equipment (giving their configuration) in working condition. It shall be the responsibility of the firm to keep all the equipments satisfactorily throughout the contract period and also to hand over the equipments/systems to the Academy in working condition on the expiry of the contract. In case any damage to the systems of the Academy is found, compensation, which would be determined by the Academy, will have to be paid by the firm.
24. The Firm shall not engage any sub-contractor or transfer the contract to any other person in any manner. The contractor shall not be permitted to transfer their rights and obligations under the contract to any other organizations or otherwise.
25. Payment will be made on quarterly basis (at the end of every quarter) on production of a bill after satisfying that the services provided have been of the desired level and that the preventive maintenance checks were fully performed.
26. The bill raised by the firm should have all Tax Registration numbers printed in the bill. Copy of PAN and Registration of Service Tax should be enclosed. Validity of the Tax Registration shall be the sole responsibility of the firm.
27. Corrections and over-writing in the tender document is not permissible. Every sheet of the tender document and the terms and conditions shall be signed and stamped by the authorized signatory of the firm.
28. In case, violation of any terms and conditions is noticed and if the services are found unsatisfactory, performance security is liable to be forfeited at the discretion of the Competent Authority and Service Contract may be terminated.
29. The Academy reserves the right to accept or reject any or all tenders without assigning any reasons.
30. In case of any dispute between NASA and the firm on the terms and conditions of AMC contract matter shall be referred to Arbitrators and the decision of the Arbitrators shall be final and binding on the parties.
31. **A firm will be decided L-1 on the basis of total value for all Audio and Video Equipments along with manpower.**

Eligibility Criteria:

1. The bidder will be considered for selection, only if all the conditions laid down in the eligibility criteria are fulfilled.
2. The bidder is required to convey his acceptance to all the terms and conditions laid down by NASA in the Tender Document. A copy of the Terms and Conditions duly signed and having company's seal on each page is to be submitted as acceptance of all the Terms and Conditions.
3. The firm/company should be registered with the appropriate registration authority. (A proof in this regard must be enclosed).

4. The bidder should have at least three running comprehensive Annual Maintenance Contracts for maintenance of Audio-Visual Systems/equipments with Government Ministries/Departments.
5. The bidder should not have been blacklisted by any Government Ministries/Departments. An undertaking in this regard should be attached with the technical bid.
6. The technical bid should be accompanied with an Earnest Money Deposit (EMD) of Rs. 50, 000/- (Rupees fifty thousand only) through a demand draft/FDR/Banker's cheque/Bank Guarantee drawn on any scheduled bank in Delhi/Noida/Greater Noida drawn in favour of **"Pay and Accounts Officer", Ministry of Statistics and Programme Implementation, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001**. Quotation received without earnest money deposit (EMD) shall not be considered.



A. LIST OF VIDEO EQUIPMENTS

S. No	Equipment Name	Make/Model	Qty
1	DLP Projector 3000 ANSI Lumens, native resolution of 1024 x 768 Pixels (XGA)	Vivitek/ D725MX	5
2	15" LCD Interactive Monitor with pen	EL	3
3	105" INTERACTIVE White Board with 3 Marker pen and software	E-Learn	6
4	Computer with Intel® Pentium® Dual Core Processor E2160 ,1.80 GHz, 1 MB Advanced Transfer Cache, 800 MHz Standard memory 1024 MB , Internal hard disk drive 250 GB , with pre-loaded windows software and key Board & Mouse	HCL	7
5	3 chip DLP Projector with 10000 ANSI Lumens, native resolution of 1920 x 1080 Pixels (HD)	Panasonic / PT-DW 1000E	1
6	Long Throw	Panasonic	1
7	1 chip DLP Projector with 5000 ANSI Lumens, native resolution of 1920 x 1080 Pixels (HD)	Barco / iD H500	1
8	Projector lens	Barco	1
9	Motorised projection screen with White Matt fabric size 16'(W) x 9'(H)	DRAPER	1
10	Motorised Projector Screen with White Matt fabric size 8'.9" (w) x 5' (h)	DRAPER	1
11	17" wired touch Control Panel system and 6" Cordless Touch Panel with processor.	CRESTRON	1
12	Data -video switcher	Kramer /VP-719XL	2
13	VGA Distribution Amplifier	Kramer / VP-400N	2
14	Video Distribution Amplifier	Kramer / 105 VP	2
15	50" Plasma Display Panel	HITACHI	7
16	42" Plasma Display Panel	HITACHI	1
17	Screen interface	Creative / Si -2002	2
18	6" Cordless Touch Panel with processor	Crestorn	1
19	Video Conferencing system with One camera and one Mike	AETHRA / Vega X7	1
20	Cable Cubby	Crestron	5

B **LIST OF AUDIO EQUIPMENTS**

S. No	Equipment Name	Make/Model	Qty
1	Gooseneck Microphone	AKG	12
2	PODIUM	KSL	3
3	Ceiling Speaker	JBL Control Series	49
4	Professional Quality Audio Amplifier	Crown / XLS 202	9
5	Cordless Collar Microphone	AKG / SR-40	5
6	Cordless Handheld Microphone	AKG / SR-40	5
7	4 Channel Audio Mixer	SOUNDCART/ compact - 4	6
8.	Equipment rack	WALL RACK	5
9.	DVD Recorder cum player	Panasonic / DMR - EM57	1
10.	Table microphone	AKG	7
11.	Automatic Audio Mixer	AKG/AS8TC	1
12.	Feedback Suppressor	DBG/APS224	1
13.	Digital Signage box	Rairak	1



PROFORMA FOR PRICE

The contractor is advised to visit the NASA Campus before submitting his tender.

Sl.No.	Description	AMC amount in Rs (Lump sum for whole contract period)
(i)	Video Equipments	
(ii)	Audio Equipments	
	TOTAL OF (i + ii) (Rs.)	
(iii)	Manpower	Rate Per Month
	a) Basic Salary	
	b) ESI (mention %)	
	c) EPF (mention %)	
	d) Service charge (mention % of Basic)	
	Total (
	Service Charges (mention %)	
	TOTAL OF (iii) (Rs.)	

[Details of the Audio and Visual equipments are mentioned in the Sections: **A** and **B** separately]

(Agency)

hwb