

Tender No. Q.11011/Adm(G)/8/2016-17/NSSTA (pt)
Government of India
Ministry of Statistics & Programme Implementation
National Statistical Systems Training Academy
(NSSTA)

1.1 Notice Inviting Tender (NIT) for award of Comprehensive Annual Maintenance Contract (CAMC) of Audio Visual Equipments installed at National Statistical Systems Training Academy (NSSTA), Plot No. 22, Knowledge Park –II, Institutional Area, Greater Noida-201310.

1.2 “Online” bids are invited under two bid Systems from reputed, experienced and financially sound Firms/Companies for engagement for awarding the Comprehensive Annual Maintenance Contract (CAMC) of Audio Visual equipments installed at National Statistical Systems Training Academy (NSSTA), Plot No. 22, Knowledge Park –II, Institutional Area, Greater Noida-201310.

1.3 Tender documents may be downloaded from MOSPI website: <http://www.mospi.gov.in> (for reference only) and CPPP site: <http://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under:-

Published date	09.11.2016 (2:00 PM)
Bid Document Download Start Date	10.11.2016 (10:00 AM)
Bid Submission Start Date	10.11.2016 (10:00 AM)
Bid Document Download End Date	01.12.2016 (5:00 PM)
Bid Submission End Date	01.12.2016 (5:00 PM)
Bid Opening Date	02.12.2016 (10:00 AM)

1.4 Bids shall be submitted “online” only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Tenderers / Contractors are advised to follow the instructions provided in the “Instructions to the Contractors/Tenderers for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <http://eprocure.gov.in/eprocure/app>.

1.5 Tenderers who have downloaded the tender from the MOSPI website: <http://www.mospi.gov.in> and Central Public Procurement Portal (CPPP) website: <http://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> shall not tamper/modify the tender form including downloaded price bid template in any manner.

1.6 **EMD Payment:** Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty thousand only) is to be deposited at NSSTA in the form of Demand Draft in favour of “Pay and Accounts Officer, Ministry of Statistics & Programme Implementation, New Delhi. The EMD received from the tenderers will be returned without interest immediately after the process of award of contract is over. Bidders are required to submit the details of EMD payment at the time of Bid submission. The Bids received without EMD shall not be considered.

1.7 Interested tenderers are advised to visit again MOSPI website: www.mospi.gov.in and CPPP website: <http://eprocure.gov.in/eprocure/app> at least 03 days prior to closing date of submission of bid for any corrigendum/ addendum/ amendment.


(Pavan Kumar)
Deputy Director & HO (NSSTA)
Head of Office
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Ministry of Statistics & Programme Implementation
Government of India
Greater Noida-201310
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A. Eligibility Criteria: The bidder will be considered for selection, only if all the conditions laid down in the eligibility criteria are fulfilled:

1. The bidder is required to convey his acceptance to all the terms and conditions laid down by NSSTA 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.
2. The firm/ company should be registered with the appropriate registration authority. (A scanned copy in this regard must be enclosed).
3. The bidder should have at least two running Comprehensive Annual Maintenance Contracts for maintenance of Audio-Visual Systems/ equipments with Government Ministries/ Departments.
4. The bidder should not have been blacklisted by any Government Ministries/Departments. An undertaking in this regard should be attached with the technical bid.
5. The technical bid should be accompanied with an Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty thousand only) through a demand draft from any nationalised 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.

B. Instructions to Tenderers:

- a) **Submission of Tender:** The tender shall be submitted online in Two Parts, viz. Technical bid and Financial bid as detailed in Para 1.4 to 1.6. All pages of bid being submitted must be signed and sequentially numbered by bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/ Fax/ e-mail shall not be considered. No correspondence will be entertained in this matter.
- b) **Technical bid:** The following documents should invariably be furnished by the bidders along with the Technical bid as per Annexure-II of the tender document:
 1. Signed and scanned copy of Registration Certificate issued by the appropriate authority.
 2. Signed and scanned copy of valid Service Tax Registration Certificate.
 3. Signed and scanned copy of PAN/TAN.
 4. Proof of 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

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with Government Ministries/ Departments. Signed & scanned Copies of work orders should be enclosed

5. Scanned and signed copy of the undertaking (Annexure-IV)

C. 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 (A & B)** of the Tender Document.
3. The Tenders shall be submitted "online" in Two parts, viz., Technical Bid and Financial Bid. Technical bids should be submitted as per the eligibility criteria specified in the tender documents while the Price bid should be submitted on the prescribed proforma at **Annexure-III**.
4. **EMD Payment:** Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty Thousand Only) is to be deposited at NSSTA in the form of Demand Draft from any scheduled bank in Delhi/Noida/Greater Noida drawn in favour of "Pay and Accounts Officer, Ministry of Statistics & Programme Implementation, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001. The EMD received from the tenderers will be returned without interest immediately after the process of award of contract is over. Bidders are required to submit the details of EMD payment at the time of online Bid submission. Bid received without Earnest Money Deposit (EMD) shall not be considered for Technical Evaluation. The EMD deposit is liable to be forfeited, if the tenderer withdraws, amends, impair or derogates from the tender in any respect.
5. **Security Deposit:** Successful tenderer shall submit a performance guarantee or security deposit of Rs.1,70,000/- (Rupees One Lakh Seventy Thousand Only) in the form of demand draft/ FDR/ Banker's cheque/ Bank Guarantee from 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. 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.
7. 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 entire 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.
8. The firm shall maintain the equipment as per manufacturer's' guidelines and shall use standard components for replacement, as far as possible, on site.

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9. The firm will be required to depute **one full time technically certified and trained personnel** 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 on all working days. He would observe office timings applicable in the Academy and mark the attendance every day.
10. In emergent cases he may be required to work beyond office hours and also on holidays for which no additional payment will be made.
11. 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 by NSSTA.
12. No equipment/ items or parts thereof will be taken out of the NSSTA campus without prior approval of the Competent Authority of the NSSTA.
13. 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 in the Academy and the Academy will be having no liability in this regard.
14. During the period of contract, if any mishap occurs due to electrocution or faulty fittings, it will be the responsibility of the firm/ contractor to compensate the loss on account of injury to any person/ property without any liability on part of the Academy.
15. 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.
16. The firm applying for this contract 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.
17. The firm should produce the self-attested scanned copies of the documents related to allocation of Registration Number, PAN number, Service Tax number etc.
18. The rate for audio equipments, video equipments and manpower should be quoted separately.
19. It may also be noted that in case the firm/ contractor backs out in middle of the contract period his security deposit will be forfeited.
20. The above act of backing out would automatically debar the firm from any further dealing with this Academy and NSSTA may move for blacklisting of the company/ firm/ contractor.

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21. 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/equipments of the Academy is found, compensation, which would be determined by the Academy, will have to be paid by the firm.
22. 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.
23. Payment will be made on quarterly basis (at the end of every quarter) on production of a bill after satisfying the NSSTA that the services provided have been of the desired level and that the preventive maintenance checks were fully performed.
24. 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.
25. 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.
26. 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.
27. The Academy reserves the right to accept or reject any or all tenders without assigning any reasons.
28. **A firm will be decided on the basis of total value L-1 for all Audio and Video Equipments along with manpower.**
29. **Penalty Clause:** 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/- per equipment in a month.
30. **ARBITRATION CLAUSE:-** In case of any disputes between the parties viz. National Statistical Systems Training Academy (NSSTA) on one hand and the agency/ firm awarded the Contract on the other hand, arising out on account of mandatory liabilities/ conditions as stated in the Tender document/ Contract Agreement, the dispute shall be referred to an Arbitrator as per **Arbitration and Reconciliation Act 1996, in Delhi/ Noida jurisdiction.**

ANNEXURE- I

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	4
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
21	DLP Projector	Sharp/ Netvision	1

B. List of Audio Equipments:

S. No	Equipment Name	Make/Model	Qty
1	Gooseneck Microphone	AKG	12
2	PODIUM	KSL	4
3	Ceiling Speaker	JBL Control Series	49
4	Professional Quality Audio Amplifier	Crown / XLS 202	9
5	Cordless Collar Microphone	AKG / SR-40	4
6	Cordless Handheld Microphone	AKG / SR-40	4
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	No make	7
11.	Automatic Audio Mixer	AKG/AS8TC	1
12.	Feedback Suppressor	DBG/APS224	1
13.	Digital Signage box	Rairak	1

PROFORMA FOR TECHNICAL BID

The agencies are requested to furnish the following information/documents for Technical evaluation. The documentary proof is required for each information:

1.	Name of the Agency	
2	Office Address with Tele no. E-Mail	
3.	Documents	Whether uploaded (Yes/No). Page no may also be indicated.
	Scanned and Signed copy of the registration certificate issued by the appropriate registration authority.	
	Scanned and Signed copy of the valid Service Tax registration certificate	
	Scanned and signed copy of the PAN/TAN Card	
	Proof of 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. Signed & scanned Copies of work orders should be enclosed	
	Scanned and signed copy of the undertaking (As per Annexure-IV)	
	Scanned and signed copy of Declaration for acceptance of terms & conditions (As per Annexure- V)	
4.	Details of EMD DD No with date: Name of the issuing Bank:	

(Signature of the authorised person of the Agency with seal)

**Place:
Date:**

PROFORMA FOR FINACIAL BID

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

S No.	Description	AMC amount in Rs (Lump sum for whole contract period) inclusive all taxes etc.
(I)	Video Equipments	
(II)	Audio Equipments	
	TOTAL (I + II)	
(III)	Manpower	Rate Per Month
	(a) Basic Salary	
	(b) ESI (mention %)	
	(c) EPF (mention %)	
	(d) Service charge (mention % of Basic)	
	(e) Total	
	(f) Total Expenditure on Salary (e x 12)	
	GRAND TOTAL (I), (II), (III)	

*Details of the Audio and Visual equipments are mentioned in Annexure-I (A and B separately

(Signature of the authorised person of the Agency with seal)

Place:
Date:

Annexure-IV

UNDERTAKING BY THE AGENCY

I, _____, on behalf of (Name of the firm/ agency) hereby declare that there is no legal suit / criminal case pending or contemplated or legal notice having been served to this effect against the Proprietor of the Agency or any of its Directors (in case of Pvt. Ltd. Company) on grounds of moral turpitude or for violation of any of the laws in force and company is not black listed by any Government Organisation.

I, _____, on behalf of _____ (Name of the firm/ agency) hereby declare that our organization & the staff to be provided has no business or direct family relationship with member(s) of NSSTA's and/or NSSTA employees or persons positioned in or on the Board of these two organizations by whatever process.

I, _____ on behalf of _____ (Name of the firm/agency) hereby undertake that all relevant statutory requirements will be complied with.

I, _____, on behalf of _____ (Name of the firm/agency) understand that if the above declaration is found incorrect, the present engagement would be terminated and _____ (name of the firm/ agency) would be debarred from any further engagement by NSSTA ever.

Signature:

Name:

Address:

Date:
Place:

DECLARATION

I,.....Son/ Daughter/ Wife of Shri.....Proprietor/ Director/ authorized signatory of the Agency mentioned above, is competent to sign this declaration and execute this tender document;

2. It is certify that I/ we have carefully read the entire terms & conditions of the tender documents of the contract agreement and shall abide hereby the terms & conditions/ clauses contained therein.

3. I/ We, am/are not involved in any major litigation that may have impact of affecting or compromising the delivery of the services as required under this tender.

4. The information/documents furnished along with the above are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature(s)
(Name & Address of the Tenderer(s)
With Official Seal)

Place:

Date: