



निविदा/फाईलसंख्या TENDER/File NO: 4(AMC)/01/21-22/PUR/T-08

दिनांक Date: 28.09.2021

## निविदाप्रपत्र TENDER DOCUMENT

For Comprehensive Annual Maintenance Contract Of

### Audio Visual System

सीएसआईआर- उत्तरपूर्वविज्ञानएवंप्रौद्योगिकीसंस्थान  
जोरहाट- 785 006 (असम), भारत

CSIR- North East Institute of Science and Technology  
Jorhat – 785 006 (Assam), INDIA

दूरभाष Tel: 0376- 2372710  
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ईमेल Email: spo@neist.res.in

## INSTRUCTION TO BIDDERS

<b>01</b>	<b>Quotation has to be submitted online only on <a href="https://etenders.gov.in">https://etenders.gov.in</a></b>
<b>02</b>	<b>Quotation has to be submitted in INR only</b>
<b>03</b>	<b>EMD/Bid Securing Declaration:</b> All the bidders have to submit Bid Securing Declaration in the given format [ <b>Annexure – C</b> ] in place of EMD/Bid Security.
<b>04</b>	Only <b>Relevant</b> Documents (Technical Brochures/Leaflets Etc.) Required In Support Of The Quoted Item Have Been attached. <b>No</b> Irrelevant Papers like ITCC, User Recommendations etc. Have Been Enclosed Unless Specifically Asked For.
<b>05</b>	The following Documents/information attached/mentioned with/in technical bid : GST Certificate/GST No., RTGS/Bank details, Latest Partial User List
<b>06</b>	Single Combined Offer Has Not Been Submitted OR 'Price Bid' Has Not Been attached In The 'Technical Bid'. If it is done, it will be accepted at bidders' risk.
<b>07</b>	<b>Performance Security:</b> Performance Security will be required @3% of Order/Contract value valid for a period of contract period plus two months (i.e. 1 year + 2 months) [ <b>format as per 'Annexure-D', if given in the form of BG</b> ]  The Performance security shall be in one of the following forms: (a) A Bank guarantee or stand-by Letter of Credit issued by a Nationalized/ Scheduled bank located in India in the form provided in the bidding documents. Or (b) A Banker's cheque or Account Payee demand draft in favour of the purchaser. Or, (c) A Fixed Deposit Receipt pledged in favour of the Purchaser.

# सीएसआईआर- उत्तरपूर्वविज्ञान एवं प्रौद्योगिकी संस्थान



CSIR – NORTH-EAST INSTITUTE OF SCIENCE AND TECHNOLOGY  
(Council of Scientific & Industrial Research)



जोरहाट: JORHAT: असम: ASSAM

Web: [www.neist.res.in](http://www.neist.res.in) E-mail: [spo@neist.res.in](mailto:spo@neist.res.in)

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## खुली निविदा आमंत्रण सूचना / NOTICE INVITING OPEN TENDER

महोदय / महोदया  
Sirs / Madam

निदेशक, सीएसआईआर - एनईआईएसटी, सीएसआईआर की ओर से सेवा प्रदाताओं से निम्नलिखित सेवा के व्यापक वार्षिक रखरखाव अनुबंध के लिए दो बोली प्रणाली के तहत निविदाएं आमंत्रित करता है।

Director, CSIR – NEIST, on behalf of CSIR, invites Tenders under **Two Bid System** for Comprehensive Annual Maintenance Contract of the following service from Service Providers.

क्र.सं Sl. No.	टेंडर सं Tender No.	वस्तुविवरण Description of Service	Quantity	Single/Two bid
1.	4(AMC)/01/21-22/PUR/T-08	Comprehensive Annual Maintenance Contract of Audio Visual System at CSIR-NEIST, Jorhat for a period of 1(one) year	As per annexure - A	Two Bid

Last Date and Time for Submission of Bids: **20.10.2021 at 11:00 A.M.**  
Date and Time of Opening of (Technical) Bids: **21.10.2021 at 11:00 A.M.**

2. इच्छुक निविदाकर्ता विस्तृत जानकारी एवं निविदा प्रपत्र सी पी पी वेबसाइट <https://eprocure.gov.in/cppp> एवं <https://etenders.gov.in/eprocure/app> और कार्यालयी वेबसाइट <https://www.neist.res.in> से नि:शुल्क प्राप्त और डाउनलोड कर सकते हैं।

Interested Bidders may obtain further information and download Tender document from the CPP Portals <https://eprocure.gov.in/cppp> & <https://etenders.gov.in/eprocure/app> and our website <https://www.neist.res.in> free of cost.

3. समस्त निविदाएं केवल [etenders.gov.in](https://etenders.gov.in) वेबसाइट के माध्यम से ही जमा की जानी हैं।  
All bids to be submitted online through [etenders.gov.in](https://etenders.gov.in) only.

4. यदि क्रेता के कार्यालय द्वारा निविदा खुलने का दिन छुट्टी का दिन घोषित हो जाता है तो निविदाएं अगले कार्यदिवस पर पूर्वनिश्चित समय पर रखे जाएंगी।

In the event of the date specified for opening being declared as a closed holiday for purchaser's office, the due date for opening of bids will be the following working day at the appointed time.

5. कोटेशन क्रेता द्वारा दिये गए प्रपत्रमे ही होना चाहिए और शोधन और कांट-छांट से मुक्त होना चाहिए।

The quotation must be in the form furnished by the Purchaser and should be free from corrections/erasures.

6. कोट करते समय सम्पूर्ण विनिर्देश के साथ निर्माता का नाम व पता दिया जाना चाहिए। जहाँ भी लागू हो साहित्य / ब्रोशर / पेम्फलेट / तकनीकी डाटाशीट / ड्राइंग संलग्न होने चाहिए।

Complete specifications with manufacturer's Name and address should be given while quoting. Literature / brochures / pamphlets / technical data sheets / drawings must be enclosed with the quotation wherever applicable.

7. यदि आपूर्ति समय पर न हो और इस वजह से विक्रेता के जोखिम पर क्रेता अन्य कहीं से सामग्री खरीदने के लिए बाध्य होता है, तो जो हानि और नुकसान होगा, उसे दोषी विक्रेता से बरामद किया जाएगा।

If the deliveries are not maintained and due to that account the purchaser is forced to buy the material at your risk and cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting supplier.

8. लागू नियम / अधिनियम / कानून के प्रावधान अनुसार स्रोत पर कर कटौती वसूला जाएगा।  
IT / GST TDS would be recovered as per applicable rule / regulations / provisions of law.

9. क्रेता भारत सरकार के क्रय नीति के अनुसार मूल्य अधिमान देने को तैयार है। ये सम्बंधित नीतियाँ हैं – एम एस ई आदेश 2012 (समय समय पर परिवर्तित ) के अनुसार सूक्ष्म एवं लघु उद्यम को अधिमान

The purchaser intends to give price preference on submission of required documents in line with the government of India Procurement Policy related to **Preference to Micro and Small Enterprises** as per MSE order 2012 amended time to time and.

10. उद्धृत मूल्य, इंकवायरी में उल्लिखित इकाई में ही होनी चाहिए। कोटेशन अन्य इकाई में दी जाने पर, दोनो इकाईयों के बीच के संबंध भी बतायें। मात्रात्मक छूट, यदि हो तो उल्लिखित करें। मर्दों को हमारे कोटेशन के लिए निवेदनानुसार क्रमांकित कर उद्धृत करें।

Prices are required to be quoted in units indicated in the enquiry. When quotations are given in terms of other units, relationship between two sets of units should be furnished. Quantity discounts, if any should also be indicated. The items should be quoted indicating the serial No. of our RFQ.

11. निविदा की शर्तें (अधोमुख पर मुद्रित), यदि कोई हो, या निविदा के संग भेजी गई हो तो, हम पर बाध्य नहीं होगा।

Tender conditions (printed on the reverse), if any, or otherwise sent along with the tender shall not be binding on us.

12. उपरोक्त सभी अनुदेश और हमारे सामान्य निबंधन और शर्तों का अनुपालन करना होगा जिसके न होने पर आपका प्रस्ताव अस्वीकार किया जा सकता है।

All the above instructions and our standard terms and conditions must be complied failing which your offer may be liable for rejection.

13. निदेशक, सीएसआईआर- निस्ट, जोरहाट को बिना कोई कारण बताये किसी भी निविदा के एक भाग अथवा सम्पूर्ण रूप से स्वीकृत अथवा अस्वीकृत करने अथवा आपूर्ति आदेश को विभाजित करने अथवा निविदा प्रक्रिया को रद्द करने का अधिकार है।

The Director, CSIR-NEIST, Jorhat reserves the right to accept or reject any or all bid(s) either in part or in full or to split the order, or to annul the bidding process without assigning any reason.

14. क्रेता विज्ञान एवं प्रौद्योगिकी विभाग , भारत सरकार में रजिस्टर्ड है . अतः नोटिफिकेशन संख्या 47/2017- एकीकृत कर (दर ) एवं नोटिफिकेशन संख्या 45/2017- केंद्रीय कर (दर ) एवं समान राज्य कर (दर ) द्वारा लागू जी एस टी उपयुक्त माल पर रियायती दर पर देय है।

The Purchaser is registered with Dept. of Scientific & Industrial Research, Govt. of India and hence concessional GST are leviable vide Notification No.47/2017-Integrated Tax (Rate) and Notification No.45/2017-Central Tax (Rate) both dated 14th November, 2017 and similar State Tax (Rate) notifications on the applicable goods.

**भण्डार एवं क्रय अधिकारी**  
**Stores & Purchase Officer**

## ANNEXURE – A

Tender No.: 4(AMC)/01/21-22/PUR/T-08

Date: 28.09.2021

Sl. No.	Description of Item / Material.	Qty.
1.	<b>Comprehensive Annual Maintenance Contract of Audio Visual System installed at following locations at CSIR-NEIST, Jorhat for a period of One year for the following:</b>  A) Natural Product Chemistry Division B) Bio-Technology Division C) Director conference Hall D) Auditorium E) MS Iyenger Conference Hall	As per tender document
<ul style="list-style-type: none"><li>➤ The period of AMC will be for one year from the date of award of order/taking over the job.</li><li>➤ The payment will be made on quarterly basis.</li><li>➤ The Cost of spares will be borne by the Service Provider.</li><li>➤ Price comparison will be done on overall basis.</li></ul>		
<b>Note: Terms and conditions of CAMC and list of equipments in various Conference halls attached as per Annexure A and B</b>		

### NATURAL PRODUCT CHEMISTRY:

Sl. No	Name of the Equipment	Quantity
01.	Projector infocus	1 No.
02.	Motorized Projector Screen size 5'x7'	1 No.
03.	Audio track power podium	1 No.
04.	Ahuja Amp 200 Watt	1 No.
05.	Studio master wireless tipen	1 No.
06.	Studio master cordless	1 No.

### BIO-TECHNOLOGY:

Sl. No	Name of the Equipment	Quantity
01.	Sanyo Projector	1 No.
02.	Motorized Projector Screen size 5'x7'	1 No.
03.	Audio track power podium	1 No.
04.	Ahuja Amp 150 Watt	1 No.

### DIRECTOR CONFERENCE HALL:

Sl. No	Name of the Equipment	Quantity
01.	Sanyo projector	1 No.
02.	Motorized projector screen size 5'x7'	1 No.
03.	Ahuja central Amp with 21 nos. of delegate table Mic.	1 No.
04.	Studio master wireless Tipen	1 No.
05.	Ahuja amplifier 75 watt	1 No.

### AUDITORIUM:

Sl. No	Name of the Equipment	Quantity
01.	Projector – Hitachi	2 No.
02.	Motorized projector screen size 10'x8'	1 No.
03.	Mixer 16 channel	1 No.
04.	Audio track wireless tipen	1 No.
05.	Audio track wireless microphone	7 Nos.
06.	AKG Wireless microphone Tipen	1 No.
07.	Ahuja amp 500 watt	2 Nos.
08.	Ahuja amp 300 watt	3 Nos.
09.	Studio-master mixer 24 channel	1 No.
10.	Ahuja amp 400 watt	1 No.

**MS. IYENGER CONFERENCE HALL:**

<b>Sl. No</b>	<b>Name of the Equipment</b>	<b>Quantity</b>
01.	Sanyo projector	4 Nos.
02.	Motorized projector screen	4 Nos.
03.	Wireless attachment for computer & projector connectivity	1 No.
04.	1 in 4 out VGA Splitter	1 No.
05.	AKG wireless microphone PRO(dual)	4 Nos.
06.	AKG wireless microphone PRO(single)	1 No.
07.	AKG wireless microphone PRO tipen	1 No.
08.	CRAGE wireless microphone (dual)	1 No.
09.	AKG mixer	3 Nos.
10.	Crown Power Amplifier	1 No.
11.	DBX feedback suppressor	1 No.

S/d.

**भंडार एवं क्रय अधिकारी**  
**Stores & Purchase Officer**

## ANNEXURE – B

Tender No.: 4(AMC)/01/21-22/PUR/T-08

Date: 28.09.2021

### TERMS AND CONDITIONS OF COMPREHENSIVE AMC FOR AUDIO VISUAL SYSTEM AND ITS PERIPHERALS

This Comprehensive Annual Maintenance Contract is for the period of one year from the date of acceptance/acknowledgement of Order and award letter/taking over the job. However, it may be extended for a further period on approval of the competent authority.

#### **1) SCOPE OF AMC:**

Comprehensive AMC (with replacement of parts) of audio visual equipments including all parts and its peripherals like all types of Microphones, wireless equipments, LCD projector, switches, processor, powered speaker, Audio mixture Jacks etc. installed at CSIR-NEIST, Jorhat. (Please see Attached list for details of item).

#### **2) Preventive Maintenance (PM)**

Preventive Maintenance is to be done quarterly and reports to be submitted to the designated authority. PM Includes the following activities:

- 1) Check up In coming voltage (I/P) and earthing.
- 2) Check up UPS and its total load.
- 3) Removal of dust.
- 4) Check up individually XLR cable, Splitter joints, Banana Jacks wireless attachment VGA cable, Power adapters etc.
- 5) Check up operating software and configuration.

#### **3) Deployment of Service Engineer:**

**One** Service Engineer having expertise to cover all software and hardware problems should be stationed at CSIR-NEIST from 8.30 A.M to 05.30 P.M. on all working days and on Saturdays & Sundays whenever required. They should report to the designated authority. The Service engineer should not be changed except in special cases and in such cases it should be done in consultation with CSIR-NEIST. **The firm must ensure the compliance of Govt. rules & Regulations in the matter.** If the Service Engineer is found to be incompetent and NEIST notifies it, he should be immediately replaced.

**4) Attending regular, emergency and breakdown calls:** The Service Engineer of the firm must check these equipments on regular basis and attend calls accordingly. The Service Engineer should attend the breakdown call immediately. Any item which is not serviceable at CSIR-NEIST and is to be serviced outside CSIR-NEIST requires prior approval of the Authority. Standby should be provided show that any work should not hamper. Materials taken out for service should be returned within a week or if required more but not more than one month with permission.

**5) Stock and Spares:** The Service Engineer should make all arrangement to keep adequate spare at CSIR-NEIST.

#### **6) Record Book:**

A record notebook should be making all arrangements to keep adequate spare at CSIR-NEIST.

#### **7) Instruction to Service Engineers:**

The Service Engineers are not allowed to attend any personal calls made by NEIST Staff. Any Service call to attend a system which is not covered under AMC should be made only after approval of competent authority. The Service Engineer is also required



to comply with all other general instructions which may be issued by CSIR-NEIST from time to time.

**8) Penalty:**

If any system is not repaired/serviced within the time period stipulated in Clause No.4, 1% of monthly value (subject to maximum of 10%) will be deducted from the AMC amount on each case. Moreover, if defect is not rectified within one month it should be replaced by an equal configuration/make and the Contractor may retain the un-serviced component/part but not complete equipment. However, this period of one month could be extended by the office on genuine grounds.

**9) Payments:**

Payment will be made on quarterly basis on submission of quarterly bill duly certified by Co-ordinator after tendering satisfactory services for each quarter. The bill submitted by the firm for quarterly payment must bear or accompanied with PAN and TIN/TAN/GST/CST/ST/Registration.

**10) Others:**

It shall be the responsibility of the firm entering the contract to not only make the item under AMC work satisfactorily throughout the contract period but also to handover the item under AMC to the Institute in working condition on expiry of the contract.

Notice period for the termination of contract shall be 1(one) month by either party. However in this case, the contractor shall continue the Service on the same terms until a new Contractor is in place. In case of unwillingness of the contractor to do so, CSIR-NEIST reserves the right to execute the required services departmentally or through other sources, but at the risk cost of the said contractor.

Immediately on award of the contract, the contractor would give a report with details taking over all equipment.

**Director, CSIR-NEIST**, Jorhat, Assam shall be the sole arbitrator in case of any dispute relating to this contract.

S/d.

**भंडार एवं क्रय अधिकारी**  
**Stores & Purchase Officer**

**ANNEXURE – C**

**BID SECURING DECLARATION FORM**

Date: \_\_\_\_\_

Bid No. \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

(a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

(b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of  
(insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for and on behalf of : (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

**ANNEXURE – D**

**PERFORMANCE SECURITY FORM**

To

(Name of Purchaser)

WHEREAS \_\_\_\_\_

(Name and address of the supplier) (Hereinafter called "the Supplier") has undertaken, in pursuance of contract No. \_\_\_\_\_ dated \_\_\_\_\_ to supply (description of goods and services) ((hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of \_\_\_\_\_

\_\_\_\_\_ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature of the authorized officer of the Bank)

\_\_\_\_\_  
Name and designation of the Officer

\_\_\_\_\_  
Seal, name & address of the Bank and address of the Branch.