

# REQUEST FOR PROPOSAL FOR Conference Units

NIT No: RFP/BSEDC/3769/10 Dated: 10/08/2010



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**BIHAR STATE ELECTRONICS DEVELOPMENT CORPORATION LTD.**

(A Bihar Government undertaking)  
Beltron Bhawan, Shastri Nagar, Patna - 800 023

Phone: 0612-2281856/2281857  
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## IMPORTANT INFORMATION

**Table 1: Important Information about the RFP**

<b>Non-Refundable Tender Cost</b>	Rs. 1000 (One Thousand) in cash or through demand draft from a scheduled bank, drawn in favour of “Bihar State Electronics Development Corporation Limited”, payable at Patna.
<b>Sale of RFP document</b>	9.00 am to 3.00 pm on all working days starts from 10/08/2010 to 19/08/2010. Also downloadable from website “www.beltron. in” and tender cost payable by DD drawn at Patna favoring “ <b>Managing Director, BSEDC Ltd</b> ”.
<b>EMD</b>	Rs. 20,000 (Twenty Thousand) in the form of Demand Draft in favour of Bihar State Electronics Development Corporation Limited payable at Patna from any scheduled bank.
<b>Last Date of Submission of written queries on Bid document</b>	Any clarification and queries relating to tender document. Bidders have to submit their written clarifications & queries on before 13/08/2010. Any clarification or query received after the due time and date will not be entertained.
<b>Pre bid Conference</b>	16/08/2010 (15:00 hrs). BELTRON Bhawan, Shastri Nagar, Patna
<b>Last date for submission of Bids</b>	Up 15:00 hrs on 20/08/2010
<b>Opening of General Bids</b>	16:00 hrs on 20/08/2010.
<b>Opening of Financial Bids</b>	15:00 hrs on 24/08/2010.



**BIHAR STATE ELECTRONICS DEVELOPMENT CORPORATION LTD.  
(A Government of Bihar Undertaking)**

**Short Tender Notice**

Tenders are invited from the vendors/agencies/companies by Bihar State Electronics Development Corporation Ltd. for **Supply, Configuration and Maintenance of Conference Unit**. The details of the tender document are available on the website: [www.beltron.in](http://www.beltron.in). Last date for submission of Tender **20/08/2010 (upto 15:00hrs)** **Pre-bid Meeting: 16/08/2010 (15:00hrs)**. The submission of tender will only be allowed after amendments if any, as a result of Pre-Bid Meeting i.e. after **16/08/2010**.

General Manager



## 1. Preface

BSEDC is considering the appointment of an agency / Bidder (here in after referred to as “bidder”) for **supply, configuration and maintenance of Conference Unit**. Bidder has to quote for the above activities in accordance with the various provisions of this RFP document.

BSEDC invites sealed pre-qualification and financial proposals from eligible Bidders for selection as bidder, to **supply, configuration and maintenance of Conference Unit**. The bidder shall be selected as per the procedures described in this Request for Proposal (RFP).

Bidder shall submit sealed envelope containing:

- Part I: One hard copy of the General Bid.
- Part II: One hard copy of the Commercial Bid.

Please note that a Pre-bid conference would be held at the office of Managing Director, BSEDC Ltd. BELTRON Bhawan, Shastri Nagar, Patna. Purchase of tender document is mandatory for attending the pre-bid conference. Only those questions, which are submitted in writing, will be taken up for discussion in this conference.

The proposals shall be submitted in two parts, viz.,

1. **Envelope - 1:** Pre - qualification and proposal documents super scribed as “**Envelope 1- General Bid Documents**” containing EMD, Pre- qualification documents complete with all details and proposal. There should not be any indication about the prices of any of the services offered.
2. **Envelope-2:** Commercial Proposal containing Price Schedule super scribed as “**Envelope 2 – Commercial Proposal**”.

Both sealed envelopes should again be placed in a single sealed envelop super scribed as “**Tender No: RFP/BSEDC/3769/10 dated: 10.08.10, Bid from: \_\_\_\_\_)**” “**NOT TO BE OPENED BEFORE** \_\_\_\_\_, which will be received in the office of

**Managing Director**  
BSEDC Ltd  
Beltron Bhawan, Shastri Nagar  
Patna, Bihar - 800023  
Tel No: - 0612-2281856, 0612-2281857  
Fax No: - 0612-2281857  
E-mail:- bsedc@beltron.in Web Site: - www.beltron.in



### 1.1. General Bid

- a. A letter from the bidder
  - i. Describing the qualifying technical competence and experience of the bidder,
  - ii. Certifying that the period of validity of bid is 90 days from the last date of submission of bid, and
- b. The profile of the bidder
- c. Audited annual financial results (balance sheet and profit & loss statement) of the bidder for the last three financial years.
- d. The bid security in the form of a Demand draft issued by any Nationalized / Scheduled Bank, in favour of Bihar State Electronics Development Corporation Limited, payable at Patna.
- e. Previous executed works completion certificate from the respective clients.
- f. Permanent Account Number (PAN) from INCOME TAX authorities of area of operation of the bidder.
- g. Company registration certificate issued by registrar of companies.
- h. Features and capabilities of Proposed Equipments and peripherals (will be used for evaluation)
- i. Proposed Schedule of delivery.(will be used for evaluation)
- j. Warranty Services and support.(will be used for evaluation)

### 1.2. Commercial bid

- a. Commercial Bid Letter including confirmation from bidder that he/she is quoting for all the services (including items) mentioned in the tender.
- b. Commercial Quotation ( **Appendix 1**)

### 1.3. Opening of Proposal

First, the general bid will be opened and if found that the bidder meets the eligibility criteria and has furnished all the supportive documents in the prescribed manner and **scored 75 or above marks**, then the commercial Proposal shall be opened. The timing for opening the commercial proposal will be at the sole discretion of evaluation committee. The commercial bid would be opened in presence of short listed bidders from general bid evaluation. The Evaluation Committee or its authorized representative will open the tenders. Sequence of opening shall be as follows:

1. General Bid
2. Commercial Proposals



#### 1.4. Evaluation

An evaluation committee so constituted by MD, BSEDC Ltd will evaluate the bids as per the following pattern:

1. Conditional bids shall be summarily rejected.
  2. Evaluation committee will examine the bids to determine whether they are complete, whether any computational errors have been made, and whether the bids are generally in order.
  3. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of the errors, his bid will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.
  4. The tenderer may conduct clarification meetings with each or any bidder to discuss any matters, technical or otherwise.
  5. Further, the scope of the evaluation committee also covers taking of any decision with regard to the RFP, execution/ implementation of the project including management period.
- 6. Items which will be considered for evaluation are**
- Features and capabilities of Proposed Equipments and peripherals (50 marks)
  - Proposed Schedule of delivery (25 marks)
  - Warranty Services and support (25 marks)

#### 1.5. Evaluation of Commercial Bids

Commercial bids of those qualified/short listed bidders will only be opened. All other Commercial bids will be returned un-opened. The place, date and time for the opening of the financial bids shall be announced separately.

#### 1.6. Deciding Award of Contract

**Final Selection of Bidder will be done based on commercial L1** and the contract will be awarded to the lowest quoted bidder. BSEDC / Department reserve the right to award the contract to the bidder with lowest quote, or negotiate with one or more bidders in the ascending order of commercial quote. Negotiated offer, if any, or else the original bid offer shall be treated as the final offer.



## 2. Scope of Work

To supply, configuration and maintenance of 58 No. of **Conference Unit** at Meeting Hall, Old Secretariat (Room No: 148, First Floor) which require minimum following features but not limited to:-

### 2.1. Technical Features of Equipment

S N	Name of Equipment	Features	Quantity
1	Conference Unit (CU)	<ul style="list-style-type: none"> <li>• Superb Sound and Speech quality (Signal-to-noise ratio of digital sound quality should be more than 75 db)</li> <li>• Low susceptibility to mobile phone interface</li> <li>• Pluggable microphone</li> <li>• Built in fold away flat panel loud speaker</li> <li>• Usable as delegate unit</li> <li>• Headphone facility</li> </ul>	58
2	Chairmen Unit	<ul style="list-style-type: none"> <li>• Superb Sound and Speech quality (Signal-to-noise ratio of digital sound quality should be more than 75 db)</li> <li>• Low susceptibility to mobile phone interface</li> <li>• Pluggable microphone</li> <li>• Built in fold away flat panel loud speaker</li> <li>• Usable as chairmen unit</li> <li>• Headphone facility</li> </ul>	1
3	Central Control Unit (CCU)	<ul style="list-style-type: none"> <li>• Control for up to 200 Conference Units (CU)</li> <li>• Provide power to Conference Units</li> <li>• Operate standalone to provide automatic conference control</li> <li>• Operate by an operator via a PC</li> </ul>	1
4	Cable and connector	<ul style="list-style-type: none"> <li>• Thin, flexible, twin coaxial cables</li> <li>• Twin optical fibers</li> <li>• Connectors and splitters</li> </ul>	Required quantity

**Note:** Any other equipment/peripherals etc which is required for successful running of this project should be included and quoted by the bidder.

### 2.2. Payment Terms

Bidder has to provide only consolidated figure of the project, which will include all the cost including statutory tax and charges. 50% payment will be released after supply, configuration and making system operational for use and satisfactory of BSEDC. Next 25% payment will be done after One (01) Month and rest 25% payment will be done after Six (06) Months of successful operations of the project.



### 2.3. Warranty Terms

Bidder has to provide full warranty to all the supplied software /hardware for 1 year to support the operation of **Conference Unit (CU)**.

#### Appendix 1 - Commercial Quote

Date: dd/mm/yyyy

S N	Name of Equipment	Quantity	Unit Price (INR) ( inclusive of all the taxes and expenditures etc)	Total Price (INR) ( inclusive of all the taxes and expenditures etc)
1	Conference Unit (CU)	58		
2	Chairmen Unit	1		
3	Central Control Unit (CCU)	1		
4	Cable and connector	Required quantity		
5	Any other item which vendor would like to propose for successful implementation and operation of the project	Required quantity		
Total Amount (INR) ( inclusive of all the taxes and expenditures etc)				
Total Amount (In Words)				

**Note:** *Any other equipment / peripherals etc which is required for successful running of this project should be included and quoted by the bidder.*

Name of Bidder:	
Authorized Signature of Bidder:	