



National Insurance Academy
25, Balewadi, Baner Road, NIA P.O., Pune 411 045
Tel: 020-27204000/4444, Fax: 020-27204555
Website: www.niapune.org.in

Through Online Mode Only
NIA E-PROCUREMENT WEBSITE IS:
<https://www.tenderwizard.com/NIA>

E-TENDER

FOR

UPGRADATION OF BOARD ROOM VC SYSTEM AT NIA, PUNE.

Last date of submission of tender 09.06.2024 up to 23.59 Hrs

INSTRUCTIONS TO THE BIDDERS

FOR USING ONLINE ELECTRONIC TENDERING SYSTEM (ETS).

Special Conditions & instructions for using online Electronic Tendering System (ETS) through portal (website) <https://www.tenderwizard.com/NIA> adopted by National Insurance Academy, Pune as given in the subsequent pages will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

Bidders are required to enrol for Vendor Registration on the NIA e-Procurement Tender wizard Portal (URL: <https://www.tenderwizard.com/NIA>) by clicking on the link “**Registration**” on the home page of e- Portal, which is chargeable. (**Rs.1000/- + GST 18%, Non-Refundable**) to be paid online through e-payment gateway). Those bidders who have enrolled recently need not register. The validity of registration is one year.

Note: The e-Payment Gateway is available on e-Procurement Portal for making the Online Vendor Registration Payment.

Note: Information about e-Procurement Portal.

More useful information for submitting online bids on the NIA e-Procurement Tender wizard Portal may be obtained at: <https://www.tenderwizard.com/NIA>.

Bidders are requested to refer to the Vendor’s manual by downloading the Vendor’s Manual by visiting on home page of <https://www.tenderwizard.com/NIA> and following KEY INSTRUCTIONS for BIDDERS by clicking on “Latest Circulars/Formats/Help Manuals/FAQs”. The complete Step by Step Vendors Help Manual For e-Procurement / e-Tendering Process, Vendors Registration Process, System Settings Requirements & JAVA Settings Manuals, e-Payment Guidelines & Digital Signature Certificate Process are available on e-Auction Website regarding the e-Auction.

Online Support / Web Support / E-Mail Support / Phone Support are also available for Bidders. Online support will be provided through “Team viewer” or “Ammy Admin” Remote software only.

For Downloading this software, the downloading software links are available on home page of e-Auction Website.

• **Registration of the Vendors / Bidders:** All the bidders intending to participate in the tenders floated online using Electronic Tendering System (ETS) are required to get registered on the e-Tender Portal (website) <http://www.tenderwizard.com/NIA>. After successful Registration on above mentioned portal, bidders will get a **User ID** and **Password** to access the website. Those bidders who have enrolled recently need not register. The validity of registration is one year.

• **Viewing of Online Tenders:** The bidders can view tenders floated on online Electronic Tendering System (ETS) hereinafter referred as “e-Tendering System” through portal (website) at

<http://www.tenderwizard.com/NIA>. They can view the details like Tender Notice, Terms and Conditions, drawing (if any) and any other information. To download the tender, they need to login on to the above portal and can download the tender documents of an e-Tender.

• **Key Dates:** The bidders can view the Online Scheduled dates of e-tendering System (time schedule) hereinafter referred as “Key Dates” for all the tenders floated using the online electronic tendering system on above mentioned portal (Website) <http://www.tenderwizard.com/NIA>

The bidders are strictly advised to follow dates and time as mentioned in Key Dates of a particular tender. The date and time will be binding on all the bidders. The bidders are required to complete the stages within the stipulated time as per the schedule (Key Dates) to continue their participation in the tender. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and time of the stage as defined. The bidder should ensure that the status of a particular stage should be shown as “**Completed**” before the expiry date and time of that particular stage and they should possess a copy of receipt of completion of each stage to be performed from their end which should match with the status with their offer on online portal. It will be the sole responsibility of the bidder if the status of a particular stage is “Pending” till the expiry date and time of that stage, and he will not be able to proceed further in the e-Tendering process. The Key dates are subject to change in case of any amendment in schedule due to any reason stated by the Department.

• **Obtaining a Digital Certificate and its Usage:** On e-Tendering System the bids should be Encrypted and Signed electronically with a Digital Signature Certificate (DSC) to establish the identity of the bidder on online Portal. The Digital Signature Certificate (DSC) has two keys i.e., Public Key and Private Key. The Public Key is used to Encrypt (code) the data and Private Key is used to decrypt (decode) the data. The Encryption means conversion of normal text into coded language whereas decryption means conversion of coded language into normal text.

Note: Digital Signature Certificates: Class III Signing + Encryption Digital Signature Certificate is required for e-Tendering. (DSCs) are issued by an approved Certifying Authority, by the Controller of Certifying Authorities (CCA India), Government of India.

• The bidders may obtain Class III digital certificate from any Certifying Authority or Sub certifying Authority authorized by the Controller of Certifying Authorities on the portal <http://cca.gov.in>. or may obtain information and application format and documents required for issue of digital certificate from our Service Provider for Electronic submission.

E-Tendering System (ETS):

E-Tender helpdesk, #24, Sudha Complex,
03rd Stage, 04th Block, Basaveshwaranagara,
Bengaluru - 560079
dscprocessingunit@yahoo.com

Help Desk Contact Details:

Tel: 080-40482000/121/133/140, Mobile: 9686115304/9686115323

E-mail: lokesh.hr@antaressystes.com / raghuprashanth@antaressystems.com

- The Bid (Online Offer) for a particular e-Tender may be submitted only using the Digital Signature Certificate (DSC), which is used to Encrypt (codified) the data and sign the Hash (Impression of your data) during the stage of Bid Preparation and Hash submission. In case, during the process of a particular e-Tender, the user loses his Digital Certificate (i.e., due to virus attack, hardware problem, operating system problem), he may not be able to submit the bid online. Hence, the users are advised to keep their Digital Signature Certificates in safe custody.

- In case of online Electronic Tendering, if the Digital Certificate issued to the authorized user of a firm is used for signing and submitting an online bid, it will be considered equivalent to a no objection certificate/power of attorney to that User. The firm has to authorize a specific individual via an authorization certificate signed by all partners to use the Digital Certificate as per Indian Information Technology Act 2000 and its amendments. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of agency for NIA Office Pune, as per Information Technology Act 2000 and its amendments. The Digital Signature of this authorized user will be binding on the firm. It shall be the responsibility of management / partners of the registered firms to inform the certifying authority or Sub Certifying Authority; in case of change of authorized user and that a fresh digital certificate is procured and issued an “Authorization Certificate” for the new user. The procedure for application of a Digital Certificate will remain the same for the new user.

- The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

- Bidders participating in e-tendering shall check his/her validity of Digital Signature Certificate before bidding in the specific work floated online at the e-Tendering Portal (website) through <http://www.tenderwizard.com/NIA>.

NOTE: -

NIA AND TENDERWIZARD will not entertain any reasons /claims of Tenderer on account of Net Connection Failure/Power Connection Failure and any issues during the submission of tender online. Tenderer shall be solely responsible for all those facts and failure of Net Connectivity, Electricity Current Connectivity etc.

For Registration and for further details on e-tendering, please visit website above mentioned portal (website) or below mentioned address: -

E-Procurement Helpdesk Officials details.

Office Address: - E-Tender helpdesk, # 24, Sudha Complex, 03rd Stage, 04th block, Basaveshwaranagara, Bangalore-560079

Help Desk Contact Details: -

- 1) **Mr. Sanjay K. Chandak, (Pune & Mumbai Maharashtra) (E-mail: sanjay.kc@antaressystems.com) Or sanjay.kc@etenderwizard.com Ph: 9665721619.**
- 2) **Mr. Lokesh, (E-mail: lokesh.hr@antaressystems.com) Ph: 09686115304 & 080-40482140**

TENDER SCHEDULE:

E-Tender for Upgradation of Board Room VC System at NIA, Pune.

Sl. No.	Items	Date & Time
1	Tender No.	NIA/ENGG/BR-VCAV-010 dated 25.05.2024
2	Tender Type	Open
3	Availability of Tender Document on the website (https://www.niapune.org.in) and for online participation visit the https://www.tenderwizard.com/NIA only.	From 27/05/2024, 10.01 hrs. to 09/06/2024, 14.59 hrs.
4	Date and Time of Pre-bid Conference	03/06/2024 at 12.00 hrs.
5	Inspection of Site / Location	From 27/05/2024 to 09/06/2024 during office hours 10.00 hrs. to 17.00 hrs. except Saturday / Sunday and Public Holidays
8	Last Date and Time for Submission of Bid Document	09/06/2024 up to 23.59 hrs.
9	Date and Time of opening of Technical Bids	10/06/2024 at 11.00 hrs.
10	Opening of Commercial Bid (CB) of qualified bidders.	To be informed later.
11	Tender Fee Applicable	NIL
12	EMD Applicable	Rs.5,000.00

1. Fact Sheet:

Clause Reference	Topic
Commercial Bid Evaluation	The method of selection: The Least Cost Based Selection (LCBS) method will be used to select the Agency for Supply and Installation of required AV equipment for Board Room VC for NIA. Pune. The bidder has to apply the bid in a two-part system , Technical bid & Financial bid. The financial bid of those bidders who qualifies in the Technical bid shall be opened. The bidder with lowest- priced conforming (LPC) offer will be the most responsive bidder and will win the bid. Consortium is not allowed for participation in the tender.
Downloading RFP Document	e-Tender can be download from https://niapune.org.in and https://www.tenderwizard.com/NIA
Tender Processing fee	Tender Processing fee: To participate in the bid, bidders are requested to pay the tender processing fee of Rs. ₹1000/-+ GST through online mode on https://www.tenderwizard.com/NIA portal.
Scope of work	Upgradation of Board Room VC System
Language	The Proposal should be filled up by the Bidder in English language only.
Taxes	Taxes: The bidder must quote price in Indian Rupees only. The bid price to be offered by the bidders must be inclusive of all taxes and levies excluding GST .
Proposal Validity	Proposals must remain valid till 60 days after the last date of submission of the bids.
Submission of Responses	Bidders must submit all required documents online on the website. https://www.tenderwizard.com/NIA
Online Proposal	This is an online proposal; interested bidders/parties are required to submit bids online only on the website mentioned in above clause. All required documents are to be uploaded and no hard copies will be entertained from the bidders.
Last Date of Submission	Proposals must be submitted not later than the following date and time: 09/06/2024 up to 23.59 hrs. or else the bid will be auto rejected by the portal/system.
Submission of Document fee through Electronic Mode	All payments of proposal will be done only through the tender wizard portal with multiple enabled payment options / modes. i.e., https://www.tenderwizard.com/NIA

2. About the Institute:

National Insurance Academy, Balewadi, Pune is an Apex Educational, Training and Research Institute in the field of Insurance, Pension and Management established under the aegis of Ministry of Finance, Government. of India and Public Sector Insurance Companies. The Director, NIA has requested **RFP** for Supply and Installation of integrated solution of LED Display, Interactive Touch Monitor, Sound System, Customized Podium and other Allied Equipment for various Classrooms.

3. Instructions to the Bidders:

3.1 General:

- i. All information to be supplied by Bidders will be treated as contractually binding on the Bidders, on successful award of the assignment by NIA on the basis of this e-Tender.
- ii. NIA reserves the rights to cancel this public procurement at any time without any notice and reason.
- iii. This e-Tender supersedes and replaces any previous public documentation & communications in this regard and Bidders should place no reliance on such communications.

3.2 Compliant Tenders / Completeness of Response:

- i. Bidders are advised to study all instructions, forms, requirements, appendices, and other information in the Tender documents carefully. Submission of the bid / proposal shall be deemed to have been done after careful study and examination of the Tender document with full understanding of its implications.
- ii. Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal will be rejected.

Bidders must:

- a. Comply with all requirements as set out within this Tender.
- b. Submit the forms as specified in this Tender and respond to each element in the order as set out in this Tender.
- c. Include all supporting documentations specified in this Tender.

3.3 Pre-Bid Meeting & Clarifications:

3.3.1 Bidders Queries:

- i. A pre-bid conference will be scheduled by NIA on 03/06/2024 at 12.00 hrs to clarify doubts of potential bidders in respect of the procurement and the records of such conference shall be published on the respective websites as Pre-bid clarifications.

3.3.2 Responses to Pre-Bid Queries and Issue of Corrigendum:

- i. NIA will endeavour to provide timely response to all valid queries. However, NIA makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does NIA undertake to answer all the queries that have been posed by the bidders.
- ii. At any time prior to the last date for receipt of bids, NIA may, for any reason, modify the RFP Document by a corrigendum.
- iii. The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on the websites: <https://www.niapune.org.in> and <https://www.tenderwizard.com/NIA> on 05/06/2024.

3.4 Key Requirements of the Bid:

3.4.1 Right to Terminate the Process:

- i. NIA may terminate the RFP process at any time and without assigning any reason. NIA makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- ii. The bidder's participation in this process may result in NIA selecting the bidder to engage towards execution of the contract.

- iii. NIA reserves the right to consider dropping any of the items asked for quotation in the Tender after evaluation of Technical Bid.

3.4.2 Bid Security (EMD):

The EMD details should be uploaded on or before the last date of submission of tender. Bids without EMD will be summarily rejected without any further reference to the bidder.

3.4.3 Submission of Responses:

- i. The bidders should submit their responses, as per the format given in this Tender, in the following manner.
 - Response to Technical Criteria: Online on the tender-wizard portal. <https://www.tenderwizard.com/NIA>
 - Commercial Proposal - Online on the tender-wizard portal. <https://www.tenderwizard.com/NIA>
- ii. All submission process will be done on the said (tender-wizard) portal only for any information or help you may refer to the Help Manuals or Dial us on, **9665721619 / 9850130100**.
- iii. Please Note that Prices should not be indicated in the Technical Proposal but should only be indicated in the Commercial Proposal. Any Bidder found to indicate prices in the Pre-Qualification – cum - Technical Proposal are liable to be rejected.
- iv. All the pages of the proposal must be sequentially numbered and must contain a list of contents with page numbers. Page references should be identified easily. If required, All the relevant parts should be highlighted in the bid documents. Any deficiency in the documentation may result in the rejection of the Bid.
- v. Bidders may modify their prices till closing/submission date & time of this RFP in the prescribed excel format available on the tender-wizard portal and upload the scanned copies in the portal.
- vi. **Manufacturer Authorization Form (MAF) should be submitted positively in original/photocopies by the bidders while submitting the Tender, failing which the bid is subject to rejection. MAF is requested for:**

4x2 matrix switcher with 02 USB-C, 02 HDMI 2.0 and USB 3.1 input ports supporting 4K signal formats (4K UHD @ 60Hz RGB 4:4:4, up to 18 Gbps) and 02 HDMI output. – Lightware - UCX-4x2-HC40

3.4.4 Authentication of Bids:

A Proposal should be accompanied by a power-of-attorney / authorization in the name of the signatory of the Proposal. Bids shall be considered only on the successful bid submission on the tender-wizard portal.

3.5 Preparation and Submission of Proposal:

3.5.1 Late Bids:

- i. The bids submitted by telex/telegram/ fax/e-mail/post etc. shall not be considered. No correspondence will be entertained on this matter.

- ii. NIA reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities and need.

3.6 Evaluation process:

- i. A Committee constituted by NIA shall evaluate the responses to the Tender and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence may lead to rejection of bid.
- ii. The decision of the Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.
- iii. The above-mentioned Committee may ask for meetings with the Bidders to seek clarifications on their proposals.
- iv. The Committee reserves the right to reject any or all proposals on the basis of any deviations.
- v. Each of the responses shall be evaluated as per the criterion and requirements specified in the Tender.
- vi. Clarification (if any) sought has to be submitted by the bidder within specified timeline, failing which the Bid is liable to be rejected.

3.6.1 Tender Opening:

The tenders submitted up to **09.06.2024, 23.59 PM** will be opened at **12:00 AM on 10/06.2024** online.

3.6.2 Tender Validity:

The offer submitted by the Bidders shall be valid for minimum period of **60 days** from the last date of submission of Tender.

3.6.3 Tender Evaluation:

- i. Incomplete details as given below will be treated as non-responsive. If Proposals:
 - Are not submitted in as specified in the RFP document
 - Received without the Letter of Authorization/Power of Attorney
 - Are found with suppression of details
 - With incomplete information, subjective, conditional offers and partial offers submitted
 - Submitted without the documents requested in the checklist
 - Have non-compliance of any of the clauses stipulated in the RFP
 - With lesser validity period
- ii. All responsive Bids will be considered for further processing as below.
 - NIA will prepare a list of responsive/eligible bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by the Committee according to the Evaluation process defined in this RFP document. The decision of the Committee will be final in ~~its~~ regard.

4. Criteria for Evaluation

4.1. Technical Criteria

All bids will primarily be evaluated on the basis of Technical Bid. The Committee will carry out a detailed evaluation of the Proposals. Only those bidders who qualify all Technical criteria, are eligible for Financial Bid.

Sl. No.	Basic Requirement	Specific Requirements	Documents Required
1.	Legal Entity	The bidder should be a Company registered under the Companies Act, 1956 / Proprietary Firm / Partnership Firm under the Partnership Act 1932. The company offices must have been Registered in Maharashtra, Registered with Valid GST No and have PAN, & IT Returns up to 31 st March 2024.	– Certificates of incorporation. – Registration Certificates, – PANcopy & other necessary supporting documents
2	Average Sales Turnover in AV Hardware and Software Sales & Maintenance Services.	Annual Average Turnover of Minimum of ₹ 50 Lakhs generated from Supply and Installation of Projectors / Interactive / LED Displays / Video Conferencing System / Videowalls / Sound Systems and associated maintenance services during any three last financial years i.e.: FY 2023-24, FY 22-23, FY 21-22, FY 20-21	Extracts from the audited Balancesheet and Profit & Loss: OR Certificate from the statutory auditor
3.	Net Worth	The net worth of the bidder in the last three financial years should be positive.	CA Certificate with CA's Registration Number / Seal indicating net worth of the firm.

4.	i. Technical Capability	<p>The Bidder must be in the field of providing Audio Visual Solutions and should be in operations in India for at least Five Years as on 31-Mar-2024. Past experience certificate or Orders would be required for the same.</p> <p>Bidder must have successfully undertaken / completed at least the following numbers of Audio-Visual installations and associated maintenance services specified herein during the last five financial years, ending on the last date of submission of the bid:</p> <ul style="list-style-type: none"> - One project of similar nature not less than the amount Rs. 5.60 Lakhs; OR - Two projects of a similar nature, each of which not less than the amount Rs. 4.20 Lakh; OR - Three projects of similar nature, each of which not less than the amount Rs. 2.80 Lakh. <p>'Similar Nature' is defined as, Supply, installation, and maintenance of video conferencing products. Conference Cameras, Accessories, Docking Stations, Webcams, Headsets, Conference Room Solutions, collaboration tools, and accessories. etc. for government / public / private sector enterprises in India and Government and Private Institutes.</p>	<p>Technical Capability: Work order along with Completion Certificates from the client / duly signed, Delivery Challan and Installation Report need to be submitted. Project should be complete in all respect.</p>
8	Blacklisting	<p>The bidder must not have been blacklisted by any Department of Government of Maharashtra or Government of India. The bidder must also disclose full details of any blacklisting by Central or State PSUs / Undertakings / Autonomous Organizations or under a declaration of ineligibility for corrupt or fraudulent practices in last two years 'as on' 31/03/2023.</p>	<p>A Self certified letter by an authorized signatory.</p>

4.2. Commercial Bid Evaluation

- The Financial Bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder representatives Online.

- The Bidder who submits the lowest Commercial bid, shall be selected as the L1 bidder, and shall be called for further process leading to the award of the assignment.
- The rates quoted must be FOR destination / site where the AV/VC Hardware and peripherals are to be delivered and should include all incidental charges.
- Only fixed price financial bids indicating total prices for all the deliverables and services specified in this bid document will be considered.
- The bid price will include all taxes and levies excluding GST and shall be in Indian Rupees.
- Prices quoted in the bid must be firm and final and shall not be subject to any modifications, on any account whatsoever.
- Evaluation will be made on the basis of the total bid price inclusive of all taxes. The bidder has to quote Tax(s) as applicable in the Tax Columns of Financial Bid Format. Evaluation will be done on the basis of Grand Total cost [Total cost = (Unit cost + Taxes as applicable)].
- In case of a Tie of the bid price for L1, both the bidders shall be called for further negotiations, then whose ever price becomes L1 will be awarded the contract.
- Any conditional commercial bid would be rejected.
- Errors & Rectification: Arithmetical errors will be rectified on the following basis: “If there is a discrepancy between the unit price and the total price of any item that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected accordingly. In case of multiple items, grand total price shall be corrected adding the sub-total costs of each item. If there is a discrepancy between words and figures in respect of unit price, the amount in words will prevail”.

5. Appointment of Bidder

5.1 Award Criteria

NIA will award the Contract to the successful bidder whose proposal is determined to be substantially responsive as per the process outlined above.

5.2 Right to Accept Any Proposal and To Reject Any or All Proposal(s)

NIA reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for NIA action.

5.3 Notification of Award

Prior to the expiration of the validity period, NIA will notify the successful bidder through tender-wizard portal as also through e-mail, that its proposal has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, NIA may like to request the bidders to extend the validity period of the bid.

The notification of award will constitute the formation of the contract. Upon the successful bidder furnishing Performance Bank Guarantee, NIA will notify each unsuccessful bidder.

5.4 Failure to Agree with the Terms and Conditions of the RFP

Failure of the successful bidder to agree with the Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event NIA may award the contract to the next best value bidder or call for new proposals from the interested bidders. In such a case, NIA shall invoke the PBG of the bidder.

6. Fraudulent and Corrupt Practices

- i. The Bidders and their respective officers, employees, agents, and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, NIA shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process. In such an event, NIA shall, without prejudice to its any other rights or remedies, forfeit and appropriate Performance Security or suspend the bidder for a specific time period, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to the RFP, including consideration and evaluation of such Bidder’s Proposal.
- ii. Without prejudice to the rights of NIA under Clause above and the rights and remedies which NIA may have under the LOI or the Agreement, if a Bidder is found by NIA to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the Work Order or the execution of the Agreement, such Bidder shall not be eligible to participate in any tender or RFP issued by NIA during a period of 2 (two) years from the date of such Bid.
- iii. For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:
 - a. “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of NIA who is or has been associated in any manner, directly or indirectly with the Selection Process.
 - b. “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process.
 - c. “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process.
 - d. “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by NIA with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of

Interest; and

- e. "Restrictive Practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

7. Conflict of Interest:

The bidder shall disclose to NIA in writing, all actual and potential conflicts of interest that exist, arise or may arise in the course of performing the Service(s) as soon as practical after it becomes aware of that conflict.

- i. NIA considers a conflict of interest to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations. In pursuance of NIA's Procurement Ethics requirement that bidders, suppliers, and contractors under contracts, observe the highest standard of ethics, NIA will take appropriate actions against the bidder(s), if it determines that a conflict of interest has flawed the integrity of any procurement process. Consequently, all bidders found to have a conflict of interest shall be disqualified.
- ii. A bidder may be considered to be in a conflict of interest if the bidder or any of its affiliates participated as a consultant in the preparation of the solicitation documents/RFP for the procurement of the goods and services that are the subject matter of the bid.
- iii. It may be considered to be in a conflict of interest with one or more parties in the bidding process if
 - a. they have controlling shareholders in common; or
 - b. it receives or have received any direct or indirect subsidy from any of them; or
 - c. they have the same legal representative for purposes of the Bid; or
 - d. they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder or influence the decisions of the tendering authority regarding this bidding process.

8. Terms and Conditions: Applicable Post Award of Contract

8.1 Termination Clause

8.1.1 Right to Terminate the Process

NIA reserves the right to cancel the contract placed on the selected bidder and recover expenditure incurred by NIA under the following circumstances:

- i. The selected bidder commits a breach of any of the terms and conditions of the bid.
- ii. The bidder goes into liquidation, voluntarily or otherwise.

If the selected bidder fails to complete the assignment as per the timelines prescribed in the RFP and the extension if any allowed, it will be a breach of contract. NIA reserves the right to cancel the order in the event of delay and forfeit the bid security as liquidated damages for the delay.
- iii. In case the selected bidder fails to deliver the quantity as stipulated in the delivery schedule, NIA reserves the right to procure the same or similar product from alternate sources at the risk, cost, and responsibility of the selected bidder, after 2 weeks of cure period.

- iv. NIA reserves the right to recover any dues payable by the selected Bidder from any amount outstanding to the credit of the selected bidder, including the pending bills and/or invoking the bank guarantee under this contract.

8.1.2 Consequences of Termination

- i. In the event of termination of the Contract due to any cause whatsoever, whether consequent to the stipulated term of the Contract or otherwise, NIA shall be entitled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective business continuity of the Service(s) which the Vendor shall be obliged to comply with and take all available steps to minimize loss resulting from that termination/breach, and further allow the next successor Vendor to take over the obligations of the erstwhile Vendor in relation to the execution/continued execution of the scope of the Contract.
- ii. Nothing herein shall restrict the right of NIA to invoke Performance Bank Guarantee and other guarantees, securities furnished, enforce the Deed of Indemnity, and pursue such other rights and/or remedies that may be available to NIA under law or otherwise.
- iii. The termination hereof shall not affect any accrued right or liability of either Party nor affect the operation of the provisions of the Contract that are expressly or by implication intended to come into or continue in force on or after such termination.

8.2 Extension in Delivery Period and Liquidated Damages (LD)

- i. Except as provided under clause “Force Majeure”, if the selected bidder fails to deliver any or all of the Goods or perform the Related Services within the period specified in the Contract, NIA may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in sub clause (iv) below for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in sub clause (iv). Once the maximum timeline is reached, the Purchaser may terminate the Contract pursuant to clause “Termination”.
- ii. The time specified for delivery in the tender form shall be deemed to be the **essence of the contract** and the selected bidder shall arrange goods supply and related services within the specified period.
- iii. The delivery and completion period may be extended with or without liquidated damages if the delay in the supply of goods or service is on account of hindrances beyond the control of the selected bidder to be determined by NIA.
 - a. The supplier / selected bidder(s) shall request in writing to NIA giving reasons for extending the delivery period of service, if he finds himself unable to complete the supply of goods or service within the stipulated delivery period or is unable to maintain prorate progress in the supply of goods or service delivery. This request shall be submitted as soon as a hindrance in delivery of goods and service occurs or within **15 days** from such occurrence but before expiry of stipulated period of completion of delivery of goods and service after which such request shall not be entertained.
 - b. NIA shall examine the justification of causes of hindrance in the delivery of goods and service and the period of delay occurred due to that and recommend the competent authority on the period of extension which should be granted with or without liquidated damages.
 - c. If the competent authority agrees to extend the delivery period / schedule, an amendment to the contract with suitable denial clauses and with or without liquidated damages shall be issued. The amendment letter shall mention that no extra price or additional cost for any reason

whatsoever beyond the contracted cost shall be paid for the delayed supply of goods and service.

- d. It shall be at the discretion of the competent authority to accept or not to accept the supply of goods and/ or services rendered by the contractor after the expiry of the stipulated delivery period, if no formal extension in delivery period has been applied and granted. The competent authority shall have the right to cancel the contract with respect to undelivered goods and / or service.
- e. In case of extension in the delivery and / or completion period is granted with full liquidated damages, the recovery shall be made on the basis of following percentages of value of goods which the selected bidder has failed to supply or complete:

No.	Condition
1	For delay in delivery of materials beyond the delivery schedule mentioned in the work order, LD @ 0.5% per week or part thereof for the pending materials order value up to maximum 5% will be deducted.

- a. The maximum amount of liquidated damages shall be 5% of the total order value.
- b. NIA reserves the right to recover these amounts by any mode such as adjusting from any payments to be made by NIA to the bidder.

8.3 Dispute Resolution Mechanism

The Bidder and NIA shall endeavour their best to amicably settle all disputes arising out of or in connection with the Contract in the following manner:

- i. The Party raising a dispute shall address to the other Party a notice requesting an amicable settlement of the dispute within **seven (7) days** of receipt of the notice.
- ii. The matter will be referred for negotiation between NIA and the Authorized Official of the Bidder. The matter shall then be resolved between them, and the agreed course of action documented within a further period of 15 days.
- iii. In case, it is not resolved, it will be referred to The Director, NIA and his decision would be final and binding for both the parties.
- iv. In case any dispute between the Parties, does not settle by negotiation in the manner as mentioned above, the same may be resolved exclusively by arbitration and such dispute may be submitted by either party for arbitration within 20 days of the failure of negotiations. Arbitration shall be held in Pune and conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof. Each Party to the dispute shall appoint one arbitrator each and the two arbitrators shall jointly appoint the third or the presiding arbitrator.
- v. The "Arbitration Notice" should accurately set out the disputes between the parties, the intention of the aggrieved party to refer such disputes to arbitration as provided herein, the name of the person it seeks to appoint as an arbitrator with a request to the other party to appoint its arbitrator within 45 days from receipt of the notice. All notices by one party to the other in connection with the arbitration shall be in writing and be made as provided in this tender document.
- vi. Each Party shall bear the cost of preparing and presenting its case, and the cost of arbitration, including fees and expenses of the arbitrators, shall be shared equally by the Parties unless the award otherwise provides. The Bidder shall not be entitled to suspend the Service/s or the completion of the job, pending resolution of any dispute between the Parties and shall continue to

render the Service/s in accordance with the provisions of the Contract/Agreement notwithstanding the existence of any dispute between the Parties or the subsistence of any arbitration or other proceedings.

8.4 Notices

Notice or other communications given or required to be given under the contract shall be in writing and shall be faxed/e-mailed/hand-delivery with acknowledgement thereof or transmitted by pre-paid registered post or courier.

8.5 Force Majeure

Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or NIA, as the case may be, which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as:

- i. Natural phenomenon, including but not limited to floods, droughts, earthquakes, and epidemics.
- ii. Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargoes.
- iii. Terrorist attack, public unrest in work area provided either party shall within 10 days from occurrence of such a cause, notifies the other in writing of such causes. The bidder or NIA shall not be liable for the delay in performing his/her obligations resulting from any force majeure cause as referred to and/or defined above. Any delay beyond 30 days shall lead to termination of contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding this, provisions relating to indemnity and confidentiality survive termination of the contract.

8.6 Failure to agree with Terms and Conditions of the RFP

Failure of the successful bidder to agree with the Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event NIA shall invoke the PBG of the selected bidder and may award the contract to the next best value bidder or call for new proposals from the interested bidders.

9. Details on Scope of Work

9.1 Scope of Work

The existing set up of VC presently installed at NIA is as under:

NIA proposes to upgrade the VC system by adding Barco or Crestron make Wireless Presentation Device with 2 USB dongles and one Lightware Matrix Switcher and required cabling.

Description	Model/Part No.	Quantity
Logitech Rally plus System- includes 15 x zoom camera, 2 speakers ,2 microphone supports soft VC applications like zoom, teams, webex, blue jeans and may more	960-001275	1
Rally Mounting Kit	939-001644	1
Logitech RALLY Mic Pod Mount	952-000002	2
Logitech RALLY Mic Pod Extension Cable - 10 m	952-000047	1
USB interface device	Swytch	1
85” LED Display - Samsung	Samsung	1
50” Plasma Display -	LG	2

All products proposed for upgradation of the VC system should be compatible with existing VC equipment and should be offered in current production as of the date of the award. For purpose of this contract “current production” shall mean that the equipment model is being manufactured as new equipment for the Indian market. Refurbished equipment is not acceptable.

9.1.1 Supply and Delivery of Hardware & peripherals

The selected bidder is expected to carry out all activities covering Supply including delivery, installation of software and documentation, Testing, Quality Inspection in coordination with NIA Pune.

- i. Supply of all the required quantities of Hardware and peripherals having the specifications.
- ii. Conduct 100% Quality inspection and testing and ensure that each and every AV/VC Hardware and other peripherals complies to the specifications given in Form 4 and ensure that there should not be any physical damage(s) and shall contain all the required every AV/IT Hardware and other peripherals before declaring them as “Ready for delivery”.
- iii. The bidder will provide the soft copy and hard copy of both listing every Hardware and other peripherals serial nos. to NIA for better monitoring purposes.
- iv. The Delivery Challan, Inspection Report & Acceptance Note will constitute the Final Acceptance of every IT Hardware and other peripherals supplied.

9.1.2 Bill of Materials [BoM]

Sl. No.	Item Details	Qty	UoM
01	Rally Mic pod for exiting Rally system - Logitech	2	Nos
02	Wireless collaboration Device with 02 Share Button. Support 4K UHD (3840*2160) @ 30Hz. - Barco or Crestron	1	Set

03	4x2 matrix with 02 USB-C, 02 HDMI 2.0 and USB 3.1 input ports supporting 4K signal formats. - Lightware	1	No
04	Cable cubby with Pass Through - Logic	3	Nos
05	USB-C to USB-C 5 m (16,40 ft) cable. - Lightware	2	Nos
06	Premium High-Speed HDMI 2.0b cable 5 m (16,40 ft), Lightware	1	No
07	Premium High-Speed HDMI 2.0b flexy cable '2 m (6,56 ft)	1	No
08	USB A (M) to B (M) Cable - 6ft – Compatible to system	1	No
09	USB A (M) to B (M) Cable - 15ft – Compatible to system	1	No

9.1.3 Comprehensive OEM Warranty and support services

The Successful bidder shall:

- i. Provide comprehensive OEM Warranty and support services through its designated Support Service centres / Resident Engineers.
- ii. Warranty to start from the date of acceptance of installation at Site.
- iii. Be responsible for ensuring adequate and timely availability of spare parts needed for repairing the supplied goods at the service support centres / Resident Engineers during the warranty period.
- iv. The Successful bidder to provide Single Point of Contact Details (SPOC) for warranty and Support at NIA at the time of final delivery and installation of material.

9.2 Sub-contracting

- i. The bidder shall not assign or sub-let its contract or any part thereof to any other agency.
- ii. Subcontracting shall in no event relieve the Supplier/ Selected bidder(s) from any of its obligations, duties, responsibilities, or liability under the Contract.

9.3 Delivery/ Installation Schedule:

The Bidder shall ensure that all the required quantities of the ordered AV/VC Hardware and peripherals are supplied, delivered, and installed to the desired location(s) as per the schedule given below:

S.N.	Identification Lot	Quantity to be Delivered (in % age)	Delivery Schedule in Weeks
1	Complete Lot	100% of total BoM	At NIA within 2 weeks, from the Date of NIA's Purchase Order or make it available at Vendor's warehouse at Pune which will be verified by NIA Officials (if required).
			At desired location of NIA, within 2 days, after verification done by NIA. (Delivery Challan issued by NIA)

Installation

Installation of Materials at Sites/given locations to be completed preferably within Two days of delivery of material at that NIA.

The arrival of goods must be informed to NIA in advance (before 3 days minimum), so that NIA will physically verify the same in the local go-down of the selected bidder or at NIA store.

10. Right to alter Quantities

NIA reserves the right to give repeat order to the L1 bidder in Respective Package for maximum up to 25% of ordered quantity, if required, within the tender validity period of 60 days from the last date of submission of bid under same terms and conditions with same Specifications and Rate. Any decision of NIA in this regard shall be final, conclusive, and binding on the bidder. If NIA does not purchase any of the tendered articles or purchases less than the quantity indicated in the bidding document, the bidder(s) shall not be entitled to claim any compensation.

NIA reserves the right to drop any item after technical evaluation and complete the bidding, without considering that/those item(s).

11. Confidential Information

NIA and Selected bidder shall keep confidential and not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract.

12. Specifications and Standards

- All articles to be supplied shall strictly conform to the specifications, trademark laid down in the tender form and wherever articles have been required according to ISI/ ISO/ other applicable specifications / certifications / standards, those articles should conform strictly to those specifications / certifications / standards. The supply shall be of the best quality and description. The decision of the competent authority / purchase committee whether the articles supplied conform to the specifications shall be final and binding on the selected bidder.
- **Technical Specifications:**
 - i. The Selected bidder shall ensure that the goods and related services comply with the technical specifications and other provisions laid down in the RFP & the work order.
 - ii. The goods and related services supplied under this Contract shall conform to the standards mentioned in bidding document and, when no applicable standard mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the country of origin of the Goods.

13. Packing and Documents

- a. The Selected bidder shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and

weights shall take into consideration, where appropriate, the remoteness of the final destination of the Goods and the absence of heavy handling facilities at all points in transit.

- b. The Bidder shall be responsible for any defect in packing and any material found damaged / defective at the delivery points and those are to be replaced by the selected bidder within 2 weeks without any financial obligations to NIA.

14. Transit Insurance

- a. The Hardware and peripherals to be supplied under the Contract shall be fully insured against any loss during transit from Bidder site to NIA site.
The insurance charges will be borne by the supplier and NIA will not pay such charges.
- b. The bidder has to submit the certificate of insurance (from third party insurance agency/ self) covering all the risks mentioned above.

15. Inspection

- i. NIA or its duly authorized representative shall at all reasonable times have access to the Bidders' premises and shall have the power at all reasonable times to inspect and examine the materials and workmanship of the goods/ equipment/ machineries during manufacturing process or afterwards as may be decided.
- ii. NIA may conduct inspection for which the cost shall be borne by NIA. NIA shall undertake the inspection of the AV Hardware and peripherals in accordance with the standard procedures being followed by NIA in Quality Inspection.
- iii. The inspection team shall prepare a Report specifying satisfactory operational condition of the inspected AV Hardware, gaps identified, and necessary corrective measurements required by the Bidder.
- iv. NIA may engage any Third-Party Agency (TPA), who shall be responsible to perform the inspection of the Hardware & peripherals in accordance with Industry Standards. NIA shall bear the inspection charges of TPA.
- v. Bidder need not provide any 3rd party software required by NIA during verification. But the bidder has to demonstrate the availability / usability of all software mentioned in the Technical Specification.

16. Rejection

Articles not approved during inspection or testing shall be rejected and will have to be replaced by the selected bidder(s) at his own cost within 3 business days or the time fixed by Competent Authority.

17. Authenticity of Equipment(s)

- i. The selected bidder shall certify that the supplied goods are brand new, genuine / authentic, not refurbished, confirm the description and quality as specified in this bidding document and are free from defects in material, workmanship, and service.
- ii. If during the contract period, the said goods be discovered counterfeit/ unauthentic or not to confirm to the description and quality aforesaid or have determined (and the decision of NIA in that behalf will be final and conclusive), notwithstanding the fact that the purchaser may have inspected and/ or approved the said goods, the purchaser will be entitled to reject the

said goods or such portion thereof as may be discovered not to confirm to the said description and quality, on such rejection the goods will be at the selected bidder's risk and all the provisions relating to rejection of goods etc., shall apply.

- iii. Goods accepted by the purchaser in terms of the contract shall in no way dilute purchaser's right to reject the same later, if found deficient in terms of this clause of the contract.

18. Limitation of Liability

Except in cases of gross negligence or willful misconduct:-

- a. neither party shall be liable to the other party for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier / selected bidder to pay liquidated damages to the Purchaser; and
- b. the aggregate liability of the selected bidder to the Purchaser, whether under the Contract, in tort, or otherwise, shall not exceed the amount specified in the Contract, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier / selected bidder(s) to indemnify the Purchaser with respect to patent infringement.

19. Change in Laws & Regulations

1. Unless otherwise specified in the Contract, if after the date of the Invitation for Bids, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in Maharashtra / India, where the Site is located (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and / or the Contract Price, then such Delivery Date and /or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract.
2. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited, if the same has already been accounted for in the price adjustment provisions where applicable.

20. Payment Terms and Procedure

20.1. Paying Authority

The payments as per the Payment Schedule covered herein above shall be paid by NIA. However, Payment of the Bills would be payable, on receipt of advice / confirmation for satisfactory delivery / installation / re-installation, and inspection / service report from the authorized official of National Insurance Academy.

20.2. Payment Schedules

- a. No advance payment will be made.
- b. Payment of the 50% of the order value shall be made by NIA within 15 days of 100% of material delivery at the site in good condition and verification by NIA.
- c. Another 45% payment shall be made within 15 days after installation, testing & commissioning of products at the designated location and its acceptance by NIA. The bidder should also hand over the OEM warranty cards of equipment, Installation reports and User Manuals to NIA officials before claiming for the second payment.

- d. Remaining 5% will be paid against submission of bank guarantee of 5% of total order value for the period of warranty of 1 year. No MSME registration will be considered for availing exemption in tender fee, EMD and PBG.
- e. All payments are subject to statutory deductions, wherever applicable.
- f. The selected bidder's request for payment shall be made to NIA in writing, accompanied by invoices describing, as appropriate, the goods delivered and related services performed, and by the required documents submitted pursuant to general conditions of the contract and upon fulfillment of all the obligations stipulated in the Contract.
- g. Due Payments shall be made promptly by NIA, generally within fifteen (15) days after submission of an invoice and other supporting documents in order.
- h. The currency or currencies in which payments shall be made to the supplier / selected bidder(s) under this Contract shall be Indian Rupees (INR) only.
- i. All remittance charges will be borne by the selected bidder.
- j. In case of disputed items, disputed amount shall be withheld and will be paid only after settlement of the dispute.
- k. Any penalties/ liquidated damages, as applicable, for delay and non-performance, as mentioned in this bidding document, will be deducted from the payments for the respective milestones. Taxes, as applicable, will be deducted at source, from due payments, as per the prevalent rules and regulations.

21. Appendix I: Technical Bid

21.1. General

Sl. No.	Basic Requirement	Documents Required	Complied (Yes / No)	Reference & Page Number
2.	Bid Security / EMD	Receipt for Rs.5,000.00		
3.	Power of Attorney / Authorization Letter	Copy of Power of Attorney/ Authorization in the name of the Authorized signatory		
4.	Particulars of the Bidders	As per Form 2		
5.	Average Sales Turnover in Hardware Sales & Maintenance services in three financial years	Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor		
6.	The net worth of the bidder in the last three financial years (showing for Average Sales for AV Turnover in Hardware Sales & Maintenance Services), should be positive.	CA Certificate with CA's Registration Number / Seal indicating net worth of the firm		
7.	Technical Capability	Work Order + Completion Certificates from the client;		

8.	Local Service Centre	A Self-Certified Letter / Undertaking by an authorized signatory		
9.	Legal Entity	Copy of Certificate of Incorporation, GST registration, PAN, IT return		
10.	Blacklisting & Performance	A self-certified letter		
12.	Compliance Sheet for Technical Proposal.	As per Form - 3		

The bidders are expected to respond to the proposal using the forms given in this section and all documents supporting Technical Evaluation Criteria. Proposal shall comprise of following forms:

22. Form 1: Compliance Sheet for Technical Qualification

(The Technical proposal should comprise of the following basic requirements. The documents mentioned in this compliance sheet along with this form, needs to be a part of the Technical proposal and required to be uploaded)

22.1 Form 2: Particulars of the Bidders

INDIVIDUAL / FIRM / COMPANY PROFILE		
Sr. No.	Required Information (QUERY)	ANSWER
1	Name and registered address of the Individual/firm/company.	
2	Name, designation, and telephone nos. of the contact person / persons. Mobile Nos. Fax No. E-mail id	
3	Month and Year of commencement of service business in present name.	
4	(Photocopies of following documents to be Uploaded)	
	1. Registration number of the firm. (As per Shop and Establishment act.)	
	2. PAN No. and TIN No.	
	3. Goods and Service Tax No	
5	Name and complete postal address of bankers.	
	Name of Bank	
	Branch	
	Account No	

	Account Type	
	IFSC Code	
6	Additional Information if any.	

22.2 Form 3: Compliance Sheet for Technical Proposal

(Note: All the specifications below are minimum specifications and higher specifications shall be used wherever necessary / required. Deviations on higher side shall only be considered and no extra weightage shall be awarded for such deviations. The bidder needs to fill up and submit the technical compliance sheet in pre-qual-cum- technical proposal envelope.)

TECHNICAL SPECIFICATION / COMPLIANCE SHEET

S.N.	SPECIFICATIONS	MINIMUM REQUIREMENT	WHETHER COMPATIBLE (YES / NO). IF NO, SPECIFY
I. RALLY MIC POD FOR EXITING LOGITECH RALLY SYSTEM			
1	Make	Logitech	
2	Model	Ref Model: Rally Mic Pod – Table Mic.	
II. WIRELESS COLLABORATION & SHARE BUTTON			
1	Make	Barco / Crestron	
2	Model	CX-30 / AM-3100-WF + 02 AM-TX3-100	
III. MATRIX SWITCHER			
1	Make	Lightware	
2	Model	UCX - 4x2 - HC40	
IV. CABLE CUBBY			
1	Make	Logic	
2	Model	LC-403	
V. USB-C CABLE			
1	Make	Lightware	
2	Model	CAB-USBC-T500B	
VI. HDMI CABLE			
1	Make	Lightware	
2	Model	CAB-HDMI20-PHS500P	
VII. HDMI CABLE			
1	Make	Lightware	
2	Model	CAB-HDMI20-PHS200F	
VIII. USB CABLE			

1	Make		
2	Model		
IX. USB CABLE			
1	Make		
2	Model		

22.3 Form 4: Performance Bank Guarantee (PBG) - Template

To,

The Director
National Insurance Academy
25, Balewad I, Baner Road,
NIA Post Office,
Pune - 411045

Whereas, << name of the supplier and address >>(hereinafter called “the Bidder”) has undertaken, in pursuance of contract no. << insert contract no. >> dated. << insert date >> to provide Implementation services for << name of the assignment >> to NIA (hereinafter called “the beneficiary”)

And whereas it has been stipulated in the said contract that the Bidder shall furnish you with a bank guarantee by a recognized nationalised bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, << name of the bank >> a banking company incorporated and having its head / registered office at << address of the registered office >> and having one of its office at << address of the local office >>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 ₹.<< insert value >> (Rupees << insert value in words >> only) 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 Rs .<< insert value >> (Rupees << insert value in words >> only) 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 Bidder 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 Bidder 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 << Insert Date >>)Notwithstanding anything contained herein:

- I. Our liability under this bank guarantee shall not exceed ₹. << insert value >>(rupees

<< insert value in words >> only).

- II. This bank guarantee shall be valid up to << insert expiry date >>)
- III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before << insert expiry date >>) failing which our liability under the guarantee will automatically cease.

(Authorized Signatory of the Bank) Seal:

Date:

22.4 Form 5: Manufacturer's Authorization Form (MAF)

Letter No.

To,

The Director
National Insurance Academy
25, BalewadI, Baner Road,
NIA Post Office,
Pune - 411045

Sub: OEM Authorization Letter

Dear Sir,

We, who are established and reputable-----
-----having factories / development facilities at
(address of-----factory / facility) do hereby authorize M/s. (Name and
address of Agent) to submit a Bid and accept the Purchase Order against the above Bid Invitation.
We hereby extend our full guarantee and warranty for the Solution, Products and services offered
by the above firm against this Bid Invitation. We further undertake that we will support the supplier
will all related spares and maintenance during the entire contract period.
We duly authorize the said firm to act on our behalf in fulfilling all installations, technical support
and maintenance obligations required by the Project.

Yours faithfully,

Name

Seal

Note: This letter of authority should be on the letterhead of the OEM and should be signed by a person competent and having the power of attorney to bind the manufacturer.

22.5 Form-6: Self-Declaration

(Non-blacklisted in company Letter Head)

To,

The Director
National Insurance Academy
25, Balewadi, Baner Road,
NIA Post Office,
Pune - 411045

In response to the e-Tender No.NIA/ENGG/BR-VCAV-010 dated 25.05.2024, for Upgradation of Board Room VC System at NIA, Pune at NIA, Pune.

I/ We hereby declare that presently our Company/ firm is not under declaration of ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

I/We further declare that there is no past / ongoing legal trial in name of any of the Owner / Partner / Director of the bidding company as on the tender submission date.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Name of the Bidder: Authorized Signatory:

Signature:

Seal:

Date:

Place:

23. Instruction for Online Bid Submission

Tender wizard portal is the complete process of e-Tendering, from publishing of tenders online, inviting online bids, evaluation of bids using the system. You may keep a watch of the tenders floated under <https://www.tenderwizard.com/NIA>.

More information useful for submitting online bids on the tender-wizard portal may be obtained at: <https://www.tenderwizard.com/NIA>.

Bidders, please note that they need to upload scanned copies of all the required documents and all Forms from Form 1 to Form 6 as indicated in the RFP Document.

24. Preparation of Bids

- a. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- c. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid Original documents may be scanned with 100 dpi with colour option which helps in reducing size of the scanned document.
- d. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g., PAN card copy, GST, Annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can accordingly upload such documents.
- e. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- f. The uploaded bid documents become readable only after the tender opening by the authorized bid openers.
- g. Upon the successful and timely submission of bid click "Complete" (i.e., after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.

25. Successful Bidder who qualifies in Technical and Commercial bids should note the following:

Project Implementation by a Successful Bidder

- 1. Site Survey:** A comprehensive site survey is to be conducted to assess the Board Room's layout, size, and other physical aspects. This survey will help to identify the ideal placement for audiovisual equipment, taking into consideration factors like sightlines, acoustics, and cabling requirements.
- 2. Equipment Installation:** Bidder will be responsible for the installation of all equipment as proposed. The installation is to be carried out with precision to ensure that all elements are securely in place and properly connected.
- 3. Wiring and Connectivity:** To guarantee seamless data and audio-visual signal transmission,

cabling and connections are to be established. Proper cable management is to be maintained to ensure safety and accessibility. The bidder has to submit three sets of colored drawings showing placement of equipment with the colored wiring diagram, i.e., different colour for different cables on completion of work.

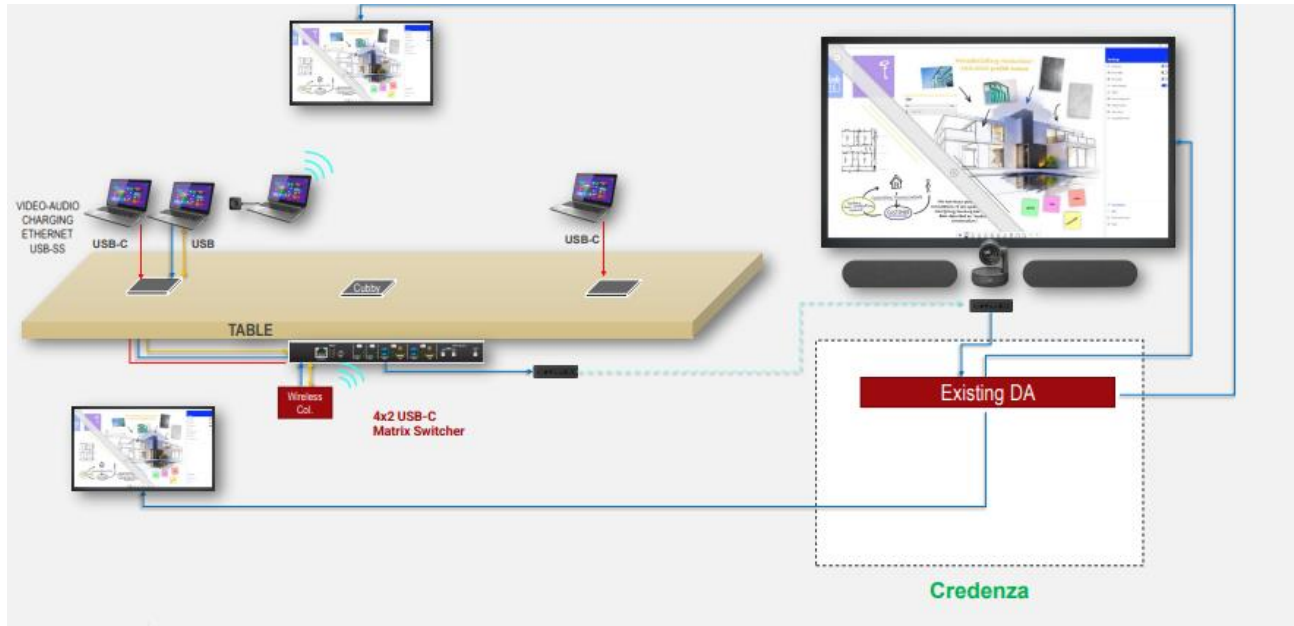
4. Configuration and Testing: The audio-visual system will undergo a detailed configuration and calibration process for fine-tuning the equipment to ensure optimal performance and Page 60 of 62 functionality. Rigorous testing is to be conducted to guarantee that the system operates flawlessly.

5. Training: The successful bidder has to ensure that end-users, can operate the integrated system effectively. For this, training sessions are to be conducted to cover equipment usage, troubleshooting, and best practices, enabling users to make the most of the audio-visual tools at their disposal.

6. Important Note: It is presumed that the rates for the BOM specified in the Commercial Bid are including Supply, and Installation with required set of hardware, software, required cabling type and length including all the sundry material, in order to complete the entire project in all respect. No additional billing would be allowed on account of any extra item, cables, and additional work except for what is mentioned in the Bill of Material.

26- Proposed Schematic Diagram of Equipment for upgradation of Board Room VC System

Board Room with Logitech BYOD with Display.



FINANCIAL BID

S.N.	Item	Quantity (a)	Unit	Unit Cost (in ₹.) (b)	GST (in ₹.) (c)	Total Cost (in ₹.) (d=b+c)	Total Amount (in ₹.) (e=a x d)
1	Rally Mic pod for exiting Rally system.	2	No				
	Make:						
	Model:						
2	Wireless collaboration Device with 02 Share Button. Support 4K UHD (3840*2160) @ 30Hz.	2	Set				
	Make:						
	Model:						

3	<p>'4x2 matrix with 02 USB-C, 02 HDMI 2.0 and USB 3.1 input ports supporting 4K signal formats (4K UHD @ 60Hz RGB 4:4:4, up to 18 Gbps) and 02 HDMI output. Passive, noiseless cooling. CEC at the HDMI outputs. Welcome screen for custom corporate logo and on-screen display warning messages. USB-C charging up to 100W (120W total)</p> <p>USB-C input connectivity for 4K Video, Audio, Data, and Power (Video, Audio, Data and Power over a single USB-C connection). Multiple USB 3.1 Gen 1 connectivity for any type of USB devices (Camera, speakerphone, touch monitor, USB-HID devices etc). USB 3.1 Gen 1, USB 2.0, USB 1.1 compliant. Separate USB 3.1 Host switching layer for multiple USB hosts and USB devices. Dedicated secure corporate and room utility Ethernet connectivity</p> <p>Multiple Ethernet network configurations fitting various corporate network topologies and IT security standards (e.g., 802.1x compliance). SSH, SSL, HTTPS for IT security</p> <p>Occupancy sensor connection (with 24V power supply)</p> <p>Splash screen for custom corporate logo and on-screen display warning messages. Audio de-embedding. GPIO control ports. Device control via Ethernet (TCP/IP)</p> <p>Supports HDMI 4K signal formats (4K UHD @60Hz RGB 4:4:4, up to 18 Gbps). Uncompressed video up to 18 Gbps datarate (600 MHz pixel clock). with mounts.</p>	1	No				
Make:							
Model:							

4	'Cable cubby with Pass Through	3	No				
	Make:						
	Model:						
5	'USB-C to USB-C 5 m (16,40 ft) cable. USB Full-Featured Type-C for USB 3.1 Gen 1. Microcoax technology. USB3.2 Gen 1x2 10Gbps (5Gbps/lane) "SuperSpeedPlus" (4K Webcam, SSD storage) 5-star USB-C cable with MicroCoax technology enables 5m extension distance Supports 4K60 Video Thin and Flexible 60Watt / 3A charging and eMarker (Fast Charging of Laptops, tablets and phones)	2	No				
	Make:						
	Model:						
6	'5 m (16,40 ft) Premium High Speed HDMI 2.0b cable Supported Dolby TrueHD, DTS-HD Master Audio and Dolby Atmos audio formats. Enables transmission of High Dynamic Range (HDR10), Dolby Vision and Hybrid log-gamma (HLG) video Enables transmission of Consumer Electronics Control (CEC), Audio Return Channel (ARC) and HDMI Ethernet Channel (HEC) Robust shield design for extra EMI protection Bandwidth up to 18Gbps	1	No				
	Make:						
	Model:						

7	'2 m (6,56 ft) Premium High-Speed HDMI 2.0b flexy cable Supported Dolby TrueHD, DTS-HD Master Audio and Dolby Atmos audio formats. Enables transmission of High Dynamic Range (HDR10), Dolby Vision and Hybrid log-gamma (HLG) video Enables transmission of Consumer Electronics Control (CEC), Audio Return Channel (ARC) and HDMI Ethernet Channel (HEC) Robust shield design for extra EMI protection Bandwidth up to 18Gbps Thin and Flexible	1	No				
	Make:						
	Model:						
8	'USB A (M) to B (M) Cable - 6ft	1	No				
	Make:						
	Model:						
9	'USB A (M) to B (M) Cable - 15ft	1	No				
	Make:						
	Model:						
	Make:						
	Model:						
	TOTAL AMOUNT						

NOTE:

1. Soft Copies of brochures / leaflets of each equipment needs to be uploaded in Technical Bid.

2. Please fill in make and model of equipment / item in respective blue cell above.

3. Please fill in unit cost and GST amount of each equipment in blue cell above.

4. Total unit Cost and Total Amount of each item will appear automatically.

5. Total Amount will appear automatically.

6. In case of any discrepancy between Unit Price & Total Price, the Unit Price will prevail.

7. Bidder shall quote for all the items. The order will be placed on turnkey basis and will not be splitted. Bidder shall quote only one option/brand for each item. Multiple options/brands quoted may disqualify the bidder