



HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH

RFP No. : HIMSAR/RFP/TENDER/Lecture Theatre /01/2022/11

TENDER NOTIFICATION

RFP No. : HIMSAR/RFP/TENDER/Lecture Theatre/01/2022/11

TENDER DOCUMENT

FOR

**SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF
INTERACTIVE DISPLAY, LED DISPLAY, AUDIO DEVICES FOR
LECTURE THEATRE ROOMS**

AT

HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH

(A CONSTITUENT INSTITUTION OF JAMIA HAMDARD)

HAMDARD NAGAR,

NEW DELHI – 110062

Phone: 91-011-29901014 Website: www.himsr.org



HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH

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LIST OF DOCUMENTS COMPRISING TECHNICAL BID

TENDER DOCUMENT DULY SIGNED & STAMPED BY AUTHORIZED PERSON OF FIRM.

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| 1. | STANDARD TERMS & CONDITIONS OF TENDER | ANNEXURE-I |
| 2. | GENERAL INFORMATION ABOUT THE BIDDER | ANNEXURE-II |
| 3. | SCOPE OF WORK | ANNEXURE-III |
| 4. | TECHNICAL COMPLIANCE | ANNEXURE IV |
| 5. | CHECK LIST | ANNEXURE - V |

LIST OF DOCUMENTS COMPRISING FINANCIAL BID

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| 1. | FINANCIAL BID FORMAT | ANNEXURE-VI |
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TENDER DOCUMENT

RFP No. : HIMSR/RFP/TENDER/SMART CLASS ROOM/01/2021/07

ANNEXURE-I

Sealed Tenders are invited from manufactures / authorized distributors, for supply, installation and commissioning of **SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF INTERACTIVE DISPLAY, LED DISPLAY, AUDIO DEVICES FOR LECTURE THEATRE ROOMS** at HIMSR, New Delhi.

STANDARD TERMS & CONDITIONS OF TENDER

1. Detailed specifications are given in Annexure IV to Annexure VI.
2. Bonafide and reputed manufacturers / Indian agents (on behalf of their foreign Principals) can only quote and submit RFP at **Purchase Section, HIMSR, Block-B, Hamdard Nagar, New Delhi**.
3. Tender Fees to participate is Rs. 5000/- in form of crossed demand draft/pay order in favor of Hamdard Institute of Medical Sciences and Research, New Delhi.
4. **The last date of the receipt of the Bids is 04.11.2022 up to 3.00 p.m. at MS Office, 2nd floor, New Hospital Block -B, HAHC-Hospital.**
5. **The Technical Bids will be opened on 05.11.2022 at 11.30 a.m. in the office of Medical Superintendent, New Hospital Block-B, New Delhi.**
6. **List of Technically qualified bidders will be posted on our website by 05.11.2021 at 3:00 p.m.**
7. **Commercial Bids will be opened on 07.01.2022 at 3:30 p.m. in the office of Medical Superintendent, New Hospital Block-B, New Delhi.**
8. The Tender forms are to be submitted in two separate sealed envelopes - one envelope containing **Technical Bid (Part A)** and second envelope containing **Commercial Bid (Part B)**. Both the above sealed envelopes should be put in another duly sealed envelope and **super scribed SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF INTERACTIVE DISPLAY, LED DISPLAY, AUDIO DEVICES FOR LECTURE THEATRE ROOMS at HIMSR'** with the type of bid, tender no., due date and other relevant details and should be addressed to **Medical Superintendent, HIMSR, Block-B, Hamdard Nagar, New Delhi and dropped in Tender box available at Second floor, MS office of B-Block HAHCH**. On the due date, only Technical Bids (Part A) will be opened. Commercial Bids (Part B) shall only be opened after acceptance of Technical Bids by the competent authority. (Note : All bidders are requested to enclose documents as per Checklist mentioned in Annexure – VII)
9. **Email Tender or Tender without EMD and Tender Fee will be summarily rejected.**
10. HIMSR reserves the right to reject any / all the tenders without assigning any reason whatsoever.
11. The Tender should be neatly typed. The rates should be quoted in words and figures without any over writing/ erasure. Any over writing/ erasure will render the Tender of the particular item invalid. The tenderer should attest all corrections by affixing his signatures and each page of the tender should be signed by the tenderer.



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12. The rates quoted should be per unit and should include charges for packing and delivery and should be as per Financial Bid format mentioned on Annexure VI. However, the Sales tax, wherever applicable should be shown separately at the prevailing rate. If it is decided to ask for excise duty or any other levy as extra, the same must be specifically stated. In the absence of such a stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained. HIMSR is not liable to pay any other charges over the above the rates quoted.

13. **Bid Type : Two- Bid System, after Technical Evaluation, Financial Bid will be Opened.**

14. Bidders Qualification Criteria

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- i. The bidder must be registered with the GST Department. Copies of necessary supporting documents like GST Certificate and Pan Card, etc. must be attached.
- ii. The Bidder should submit the MAF from the respective major OEMs. A letter of authorization from the Principal specific to the tender should be enclosed, failed so, bid will be summarily rejected.
- iii. The vendor should have experience in implementing similar work in University / Educational Institutes / Govt. / PSU environments. Copies of such work order or any other documentary evidence clearly showing that they have implemented such similar works should be attached.
- iv. Bidder should be ISO 9001 certified.
- v. Bidder should submit the below certifications of the quoted makes/model no's;- RoHS, CE/UL,FCC,ISO 9000:1
- vi. Bidder must enclose proof of partnership level with OEMs of AV Solution.
- vii. Bidder should have 2- AV Certification from AVIXA, Certificate to be enclosed.
- viii. Bidder Should have in-house capabilities for IT Active & Passive jobs.
- ix. OEM should be an Profit making Entity for at least last 3 years/12 Quarters.
- x. Bidder should have an average turnover of 4 Crores for last three Financial Year, duly certified by CA. Turnover certificate from Chartered Accountant to be enclosed.
- xi. Check List shall be attached on the top of the technical bid.

15. EARNEST MONEY DEPOSIT (EMD)

Earnest Money Deposit (EMD) of Rs.2,00,000/- (Two lakhs only) in form of crossed demand draft/pay order in favor of **Hamdard Institute of Medical Sciences & Research payable at New Delhi** shall be deposited at the time of submission of tender, as a part of the Technical Bid. Tender received without EMD shall be summarily rejected. *The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract.* The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.

16. Minimum warranty period for each equipment / instrument should be 3 years with OEM along with spare parts from the date of installation and the successful tenderer will be liable to repair / replace the equipment / instrument if any defect is found within the warranty period. **However, for some**



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instruments/equipment's, the extended warranty has been mentioned against each. In such cases, warranty mentioned against the instruments/equipment's shall be applicable.

17. Local suppliers must possess a counter guarantee of service in case of imported equipment's from Parent Company(OEM).
18. Successful Tenderer will have the responsibility for arranging training to HIMSAR IT Team for smooth handling and proper functioning of supplied equipment's through specified number of training sessions.
- 19. In case of Import for active components, the following terms and conditions will be adhered to:**
 - a) Prices should be quoted on F.O.R. (in Indian Rupees) HIMSAR and inclusive of all taxes.
 - b) Order Acknowledgement from principal company should be given within 5 days from date of purchase order.
 - c) Suppliers through their own clearing agent will clear the consignment on arrival at IGI Airport. All payment in respect of clearing & landing will be borne by supplier.
 - d) Payment shall be released after receipt and acceptance. However other terms and conditions of payment and delivery shall be clearly mentioned by the bidder.
20. The HIMSAR shall not be responsible if the consignment incurs any demurrage.
21. HIMSAR reserves the right to accept/reject a part/whole or all tenders without assigning any reason and no inquiry in this regard, will be entertained.
22. The HIMSAR reserves the right to increase or decrease quantity as Bill of Quantity.
23. Bidders are not allowed to subcontract in any manner and Consortium EOIs are not acceptable.
24. The issue of this Tender document does not imply that HIMSAR is bound to select a Bidder and HIMSAR reserves the right to reject all or any of the Bidders without assigning any reason whatsoever.
25. The Bidder should abide by the terms and conditions specified in the Tender document. If Bidders submit conditional offers, they shall be liable for outright rejection which will be decided by HIMSAR.
26. At any time before the deadline for submission of Tender, HIMSAR may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by amending, modifying and / or supplementing the same. All changes shall be posted on website www.himsar.co.in and prospective Bidders are required to go through the same before submission of Tender. All such amendments shall be binding on them without any further act or deed on HIMSAR part. In the event of any amendment, HIMSAR reserves the right to extend the deadline for the submission of the Tender, in order to allow prospective Bidders reasonable time in which to take the amendment into account while preparing their Tender.
- 27. Participating in this tender would mean that Bidder is accepting all terms and conditions of this tender document. Bidders are requested to do survey and understand the requirement for smooth installation of devices.**

Any deviations in this matter will subject to disqualification.
28. Validity of the quoted offer should cover the period of the completion of project. Offers without such validity shall be rejected.
29. The vendor must give a point-by-point compliance to the Technical Specifications of the quoted products as per **Annexure IV to Annexure VI** of the Tender/Bid Documents and enclose with the technical bid.
30. Any cutting and changes in the document must be initialed by the person/persons signing the Tender/Bid.
31. Each page of the Tender/Bid document should be signed & stamped by the Bidder as a token of acceptance to terms and conditions mentioned.
32. Bidders should quote for all accessories which are either part of an item or are necessary for proper functioning of that item. Thus, for accessories of individual items **HIMSAR** shall not pay anything separately



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and if the functioning of any item is not proper or does not function at all, **HIMSAR** shall have the full right to deduct complete payment of that item(s).

33. The successful Bidder shall have to sign an agreement with HIMSAR to comply with all rules, regulations, Laws and Byelaws enforced by Local and State Govt. and HIMSAR in whose premises the work has to be done.
34. It shall be the responsibility of the contractor to make an inventory of all the materials upon its arrival at the customer's location and notify the customer of any missing components.
35. The contractor shall be responsible for safe custody of the items handed over to him by the HIMSAR any loss or wastage shall have to be made good by the contractor at his/her own cost.
36. If the contractor commits any violation of the above terms, the HIMSAR shall claim such damages as it may deem fit and the decision of the HIMSAR.
37. All Passive Cabling work whether it is UTP, Patch Panels, Racks Patch Cords etc should be done neatly and with proper tagging. It should be very professional and aesthetic. Entire cabling should be structured.
38. All work shall be done in a thorough and conscientious manner according to EIA/TIA guidelines and industry standards, and shall be subject to inspection and acceptance.
39. The contractor shall be certain that all the installation work areas are secure and made safe in accordance with Health and Safety regulations.
40. All legal disputes, arising if any, would be settled under jurisdiction of Delhi court.

SPECIAL CONDITIONS OF THE TENDER/BID

- a) **All Active, Passive, Licenses, Services & other Components as per Financial BOQ should be quoted in INR only.**
- b) All prices quoted shall be inclusive of all **taxes, freight and octroy** etc. and shall be **FOR HIMSAR**. No separate payments shall be made whatsoever.
- c) All pricing shall be guaranteed not to increase, based on an order placed.
- d) The vendor must give a point-by-point compliance to the Technical Specifications of the quoted products as per Annexure IV to Annexure VI of the Tender/Bid Documents
- e) The bidder must clearly mention the **make, model & enclose relevant datasheet/brochures along with requisite certificates of the products** as per the Technical specifications as mentioned in Annexure.
- f) Additional similar pieces of equipment or components may be required at a later date, contingent on additional funding being made available.
- g) In the event of the goods not being in accordance with the specification or the conditions of the contract or failure by the bidder to perform services as outlined in the Tender/Bid document, **HIMSAR** reserves the right to cancel the contract at any stage.
- h) A detailed Project plan is to be provided by bidder for material delivery and execution. Material delivery has to be done in 2 weeks from the release of PO and complete installation has to be done in 4 weeks from the date of release of PO.



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i) Support and Supply of spare parts of the active components should be available for 5 years min after the warranty period.

j) **Payment Terms :**

SHOULD BE CLEARLY INDICATED IN THE QUOTATION

k) **DELIVERY SCHEDULE**

The delivery and installation of all the ordered items shall be completed within 2 weeks from the date of placement of order.

l) **WARRANTY / GUARANTEE**

The system supplied or installed shall be guaranteed by the contractor for a minimum period of Three years in regards to quality of material, workmanship, performance, efficiency, installation, etc. Defects developed in the system within guarantee period, shall be rectified by the contractor at his own expense promptly.

m) **VARIATIONS IN QUANTITY**

The quantity mentioned in the Tender/Bid is only indicative one. **HIMSIR** reserves the right to increase/ decrease/ remove any/all quantities while placing the order.

During the Site Survey, the successful Bidder may suggest additional equipment which **HIMSIR** may have left by oversight or which the Contractor considers essential in Project Implementation, The same may be submitted with the BOM after site Inspection. Along with justification for the same if the item is not a part of the Tender/Bid documents.

Any work not covered under this contract, but which is essentially required for the completion of job (to the satisfaction of **HIMSIR**) shall be carried out by the Contractor as extra item with prior approval of **HIMSIR** for which payment shall be made separately at the rates decided by **HIMSIR**.