

Notice Inviting Tender



Management Development Institute Gurgaon

Ref. No.: MDI/CC/24-25/Podium/02

Date: May 17, 2024

Sub: Invitation of Sealed Quotation for procurement of One No of Digital Podium and AV Equipment with 3 year warranty

Tender Schedule

Bid System	Single Bid
Last Date of Bid Submission	May 27, 2024 1:00 PM
Bid should be addressed to	Senior Systems Analyst Computer Centre MANAGEMENT DEVELOPMENT INSTITUTE Mehrauli Road, Sukhrali Gurgaon - 122 007, Haryana (INDIA)

The Complete Tender details and any updates on the Tender will be available on the MDI Website at the link:
<https://mdi.ac.in/infrastructure/tenders.html>

Checklist and Index of the Technical Bid Document in the Order indicated Below

S. No.	Document to be Attached	Whether Submitted
1.	Tender Document signed and stamped on each page	Yes <input type="checkbox"/> / No <input type="checkbox"/>
2.	Filled in and signed Financial Bid on company's letter head	Yes <input type="checkbox"/> / No <input type="checkbox"/>
3.	Profile of the Company	Yes <input type="checkbox"/> / No <input type="checkbox"/>
4.	CA Certificate regarding Company's Turnover for last three years 2020-21, 2021-22, 2022-23	Yes <input type="checkbox"/> / No <input type="checkbox"/>
5.	Confirmation that item specifications are as per Annexure I. Attach details of additional features offered	Yes <input type="checkbox"/> / No <input type="checkbox"/>
6.	Declaration on Company Letter Head as per Annexure-II (As per Format Attached)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
7.	PAN, TAN, GST along with the copy of registration	Yes <input type="checkbox"/> / No <input type="checkbox"/>
8.	Bank Account number with IFSC code, Bank name and Branch	Yes <input type="checkbox"/> / No <input type="checkbox"/>

Terms & Conditions are as under:

- 1) The bid should be submitted on company letter head and should be submitted duly signed by the authorized person.
- 2) The financial bid shall be valid for at least 90 Days. Institute will not entertain any request in respect of escalation of price due to any reason whatsoever.
- 3) The items will be supplied at MDI Campus, Gurgaon, nothing extra shall be paid towards the cartage, packing, forwarding, Octroi etc.
- 4) MDI reserve the right to accept or reject any or all the quotations or scrap the tender process without assigning any reason whatsoever.
- 5) MDI reserves the right to exclude any item or increase/decrease the number of items at the time of placing the order.
- 6) MDI reserves the right to allot/cancel the tenders invited as it may consider/deem fit and proper and to reject the tenders/applications without assigning any reasons at any stage.
- 7) No bid will be accepted on email. The bid must be submitted in hard copy in a sealed invoice superscribing **“Bid for One No. of Digital Podium Digital Podium and AV Equipment with 3 Year for MDI-Gurgaon Campus”**
- 8) **MDI may, at its discretion, extend the date for submission of the bid.**
- 9) Only those vendors should quote who can satisfy the scope of work and other requirements of MDI as stated in Annexure-2.
- 10) Subcontracting is not allowed.

11) ACCEPTANCE AND WITHDRAWAL

The final acceptance of the tender would entirely vest with MDI, who reserves the right to accept or reject any tender, without assigning any reason whatsoever. There is no obligation on the part of MDI to communicate in any way with rejected bidders. After acceptance of the tender by MDI, the bidder shall have no right to withdraw his tender or claim higher price.

- 12) Bids received with incomplete information is liable for rejection.
- 13) Any Bid received by MDI after the deadline for submission of bids will be summarily rejected.
- 14) Any dispute/ difference arising out or relating to this Tender: Matters regarding any dispute shall be referred for arbitration to any Officer appointed by the Director/Acting Director of Management Development Institute Gurgaon, whose decision shall be binding and final.

15) Eligibility Criteria

- The bidder should be a Company registered in India, which should be in business of supplying similar items for last 5 years.
- The bidder should have a good reputation in the market and their clientele shall preferably include reputed University/ Institute / PSU/ Govt. etc.
- The bidder should be authorized service partner/ distributor/ reseller of Make of Digital Podium and AV Equipment Quoted
- The bidder should have supplied similar items to at least three University/ Institute / PSU/ Govt. etc.

16) Termination of contract-

- If the supplier fails to deliver items and complete the installation, commissioning of the Digital

as per the requirement and scope defined in Scope of work at Annexure-2, MDI Gurgaon shall without prejudice to its other remedies, deduct penalty.

- In case of continued non-performance and inability to meet requirements, MDI Gurgaon shall reserve the right to terminate the purchase order after giving 15 days' notice in writing.
- After the purchase order comes null and void the amount deemed payable to the vendor (if any) will sine die without any further payment. No further claim from the vendor will be entertained.
- Decision of competent authority of MDI regarding determining the performance will be final.

17) Evaluation Procedure and Selection of Bidder

- The work would be awarded to the L1 Tender from among the technically qualified tenders.
- **Bid Rejection Criteria:** The bid shall conform generally to the specifications and terms and conditions given in this document. Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected
 - ✓ Non submission of signed & stamped tender documents on each and every page
 - ✓ Submission of unsigned financial bid.
 - ✓ Bid(s) not complying with Delivery, installation & commissioning, warranty, penalty, etc clauses will be rejected.
 - ✓ Bidder not having turnover of Rs. 5 (Five) Crore during each year in last three financial years. The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years. Bidders required to submit CA Certificate or any other relevant certificate indicating the turnover for the last 3 consecutive Financial Years (FY 2020-21, 2021-22, 2022-23)
 - ✓ The bidder should have adequate facilities, manpower and staff for installation, testing, commissioning of **Digital Podium and AV Equipment**. An undertaking from the OEMs is required in this regard stating that they would facilitate the bidder on a regular basis with technology/product updates and extend support for the warranty. The bidder will provide backend support commitment letter period.
 - ✓ The bidder should quote for all the items mentioned in the tender, failing which, their offer will be rejected.
 - ✓ The bidder should have supplied similar items to at least three University/ Institute / PSU/ Govt. etc.
 - ✓ Non submission of OEM authorization certificate.
 - ✓ Bids submitted on email would be rejected.

18) PAYMENT TERMS:

- 80% of the total bill value will be made on delivery of items and submission of invoice.
- 15% would be paid after successful installation and submission of warranty documents.
- 5% would be paid at the end of warranty period of three years.

19) **Delivery Time:** Four Weeks from the date of Purchase Order.

20) Warranty Obligations

All items must carry three-year warranty from the OEM.

21) Penalty

In case of delay in supply, installation, testing, commissioning and training for Setting up of Digital Podium and AV equipment, successful bidder shall be liable to pay a penalty @ 0.5% of the order value per week of delay or a part thereof up to maximum value of 10% of order value after which order is liable to be cancelled.

In case of inefficiency/failure to execute the project by the bidder due to the problems with the bidder the submitted EMD will be forfeited.

22) This tender document is not an offer and is issued with no commitment. MDI reserves the right to withdraw this notice inviting tender and or vary any part thereof at any stage. MDI further reserves the right to disqualify any bidder, should it be so necessary at any stage. Institute reserves the right to reject any or all the tenders, wholly or partly without assigning any reason thereof and shall not be bound to accept the lowest tender. Institute reserves the right for distributing the work among several vendors. The Institute may implement the whole or part of the project or drop the project as considered appropriate. The quantity of items may increase or decrease at the time of finalization of the purchase order.

23) Instructions to Bidders-

- The bid is to be submitted in the manner prescribed below: -
- Profile as per Format-1.
- Experience of the organization as per Format-2.
- Financial strength of the company as per Format-3.
- MAF Certificate from all OEMs quoted in bid as listed in the scope.
- The BID document signed & stamped in each page.
- The filled up financial bid as provided in Format-5 duly signed and stamped.

The bidders are expected to examine all instructions, forms, terms& conditions, other details in the tender document carefully. Failure to furnish complete information as asked in the tender document or submission of a proposal not substantially responsive to the tender documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

Declaration: -

I/We do hereby confirm that I/We have the necessary authority and approval to submit this bid for Digital Podiums, etc. as per the terms & conditions mentioned above and also, hereby, agree and accepts the terms & conditions mentioned in above clauses under General Information.

Date :

(Signature)

Name of Vendor

Format-1

Sealed Quotation for supplying One Digital Podium and AV Equipment with 3 Years warranty for MDI-Gurgaon Campus.

S. No.	Description	Company Response				Remarks
1.	Profile of your firm/company	Yes <input type="checkbox"/> / No <input type="checkbox"/>				
	Year of establishment					
	Number of employees					
	Annual Turnover for the last 3 Years. (2020-21, 2021-22, 2022-23)	Year	1	2	3	
	Turnover					
2	Contact details of the authorized person of the company. 1. Name : 2. Office Tel No.: 3. Mobile no.: 4. Official E-mail id:	Yes <input type="checkbox"/> / No <input type="checkbox"/>				
3	A declaration on Judicial Stamp Paper of Rs. 10 that the Bidder has not been blacklisted must be submitted by Bidder (as per Annexure-1)	Yes <input type="checkbox"/> / No <input type="checkbox"/>				
4	One Digital Podium & all accessories with 3 Years warranty	Yes <input type="checkbox"/> / No <input type="checkbox"/>				
5.	OEM of the Digital Podium with accessories and all AV Equipment (Attach MAF)	Yes <input type="checkbox"/> / No <input type="checkbox"/>				
6.	Payment Terms : <ul style="list-style-type: none"> 80% of the total bill value will be made on delivery of items and submission of invoice. 15% would be paid after successful installation and submission of warranty documents. 5% would be paid at the end of warranty period of three years. 	Yes <input type="checkbox"/> / No <input type="checkbox"/>				
7.	24) Delivery Time : Four Weeks from the date of Purchase Order	Immediate (Please mention the time period required) -----				

Signature of the Applicant Full
name of the applicant

Stamp & Date

Note: This is to be furnished on the letter head of the bidder.

FORMAT – 2

Experience for SITC of Digital Podiums at MDI-Gurgaon Campus with 3-year warranty

Add a row for Each Client

Minimum three required

S. No.	Client Name (Higher Education Institute / University/ Govt. / PSU)	Description of Project	Value of the Project	Client Contact Details (including Phone & Email).	Date (From, To)	Completion Certificate Attached
						Yes <input type="checkbox"/> / No <input type="checkbox"/>
						Yes <input type="checkbox"/> / No <input type="checkbox"/>
						Yes <input type="checkbox"/> / No <input type="checkbox"/>

Encl: As above.

Note: This is to be furnished on the letter head of the bidder.

Signature of the applicant's
Full name of applicant

FORMAT – 3

Financial Strength of the Organization				
S. No	Financial Year	Whether profitable (Yes/NO)	Annual net profit (in Lakhs of Rs.)	Overall annual turnover (in Lakhs of Rs.)
1	2020-21			
2	2021-22			
3	2022-23			
Note: Please enclose auditor's certificate or any other relevant document in support of your claim.				

Signature of the applicant
Full name of applicant

Stamp & Date

Encl: As above.

Note: This is to be furnished on the letter head of the bidder.

DECLARATION ON Judicial Stamp Paper of Rs. 10/-

I/we _____ Partner(s)/legal Attorney/ Proprietor(s)/ Accredited Representative(s) of M/s _____ solemnly declare that:

2. I/we are submitting tender for ----- against Tender Notice No. _____ dated _____.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria and information given in this tender is complete, correct and true. All documents/credentials submitted along with this tender are genuine, true and valid.
4. My/our bid shall remain valid for a period of 60 days from the last date fixed for the bid submission in accordance with the Bidding Documents and shall be binding upon us and maybe accepted at any time before the expiry of the period.
5. The Price-Bid submitted by me/us is "WITHOUT ANY CONDITION".
6. If any information or document submitted is found to be false/incorrect, MDI may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money (EMD) and blacklisting of my/our firm and all partners of the firm etc.
7. I/we also declare that the Government of India or any other Government body has not issued any show-cause notice or declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
8. I/We understand that MDI decision will be final for the evaluation of Technical Bids.
9. I/We have gone through all terms & conditions of the tender documents before submitting the same and accept the same along with the technical specification and all other conditions mentioned in the documents; including the condition that MDI is not bound to accept the lowest bid.

(Signature of the Tenderer with Seal)

Date:

Annexure-2

Technical Specifications for SITC of Digital Podiums and AV Equipment at MDI-Gurgaon Campus with 3-year warranty *Attach technical data sheet of all the products quoted

S. No.	Detailed Specifications of the Digital Podium including the following	Specify the (Attach Product Sheet and MAF)	Compliance Attach separate sheet indicating deviations (if any)
1.	<p>Digital Podium for Tower PC along with all accessories and connectors</p> <p>Make - AHA</p> <p>Supply, Installation, Testing & Commissioning of Digital Podium having Physical Specifications- Size 659(W) x 1,130(H) x 750(D), Material- All ABS Plastic, Software Integrated Podium Software, Edupen-Pro, View Angle 22inch wide (Wide angle display Monitor), Touch Technology Pen-touch technology based on Digitizer technology, Audio Integrated Amplifier, Power Consumption Up to 2X240 W, Three-Year equipment warranty, 1- 22"LCD Tablet Monitor with Resolution 1920 x 1080 (FULL HD), View Area 477(H) x 268(V) mm – 22 inch, Luminance ,White 250 cd/m2, Contrast Ratio 1000:1 (typ.), Viewing Angle 160° (H/V), Lamp Life Time 20,000 Hrs (min), Technology Electromagnetic Resonance, Detectable Height 3~10mm, Position Report Rate 138pps, Pressure Resolution 1024 Level, Technology Projected Capacitive, Detected object Fingers, or Conductive material, Touch Points 10 Points, Sub-monitor- Non Tablet / 22inch wide, 2- BODY with Sliding cover- Opening/Closing the cover easily, Soft wheels- Moving podium with convenience, Adjusting Monitor Angle system (Actuator)- User can set monitor angle as user's want, Dimensions- 659(W) x 1,130(H) x 750(D), 3- Main Controller with UHD HDMI IN 3 HDMI INPUT (HDMI 1.4/HDCP1.2 Compliant), UHD HDMI OUT 3 HDMI OUTPUT (HDMI 1.4/HDCP1.2 Compliant), VGA OUT 1 (D-SUB 15P), Resolution 3840 x 2160 (Up to UHD), Composite Inputs Video X 2, Composite Output Video X 1, Bandwidth 100MHz, Return loss -30dB; 5MHz, Screen / ELE Control Ports X 2, Switch Control Ports X 4, USB Selector 2 Input , 1 Output LAN Selector 2 Input , 1 Output RMS Control Modul X 1, AMP Control Port X 1, IR Control Port X 2, Serial RS-232 Ports X 4, Speaker Out 40W 4Ω (20W + 20W) Stereo Input x 3 (Ø 5.5 Mono Jack), x 2 (RCA Stereo JACK L/R) x 1 (Ø 3.5 Stereo Jack), Output x 1 (RCA Stereo JACK L/R), x 2 (Ø 3.5 Stereo Jack) Lab Gruppen CA2402 Digital Amplifier with Maximum Output Power 4 or 8 Ω per channel 240 W, Number of Output Channels Number-2, Minimum Load Impedance 70 V output mode-20 Ω, 100 V output mode 41 Ω, Controls Front- Power standby button, gain control, tone controls - bass and treble, Rear- Load config - (4 Ω / 8 Ω / 70 V / 100 V), switchable 80 Hz high-pass filter, Tone Controls Bass ±10 dB @ 100 Hz Treble ±10 dB @ 10 kHz, Indicators Power On (blue), force standby (red), sleep (yellow) Master Signal (green LED) >12.3 mV (-36 dBu) Limit (red LED) Input clip, output limit Fault (red LED) Overheat, DC fault, over current, etc, Inputs 2 x 3-pin 5.08 mm Euroblock connector 2 x RCA stereo summed, Input impedance</p>		Yes <input type="checkbox"/> / No <input type="checkbox"/>

	<p>10 kΩ unbalanced and RCA, 20 kΩ balanced Input sensitivity Balanced: 1.23 V (+4 dBu) RCA: 0.62 V (-2 dBu) each for mono sum RCA Maximum input level 9.75 V (+22 dBu), Outputs 1 x 4-pin 5.08 mm Euroblock connector, Output circuit type Class D, Remote connector 2 x RJ45 connector, submit tender specific authorization certificate from Lab Gruppen 5. Wireless Microphone with Frequency ranges 925.0MHz ~ 932.0MHz, Type Hand and Belt, Oscillation mode PLL synthesized, 6. Gooseneck Microphone with Polar Pattern Cardioid, Frequency Response 150Hz ~ 17KHz, Output Impedance 200 ohm Balanced, 7. 7inch Controller with Resolution 800 x 480, View Area- 154(H) x 92(V) mm – 7 inch, Interface RS-232, Touch Type Resistive, Operate System Win CE5.0, 8. Laptop with HDMI x2 / Tablet USB x1 / USB x 2 / Sound In x2 / LAN x1/ RCA Jack(3P) / Power x1 Interface, 9. Power Distributor with AC Outputs 5CH (MAX 150W), DC Outputs 12V/4A x 4, 9V/3A x1, 5V/1A x1 etc. Multimedia controller/HD video Encoder/Multimedia power Amplifier/wireless Microphone/Digital Amplifier/power Distributor/DP to DVI connector as required/HDMI point cable/power strips/HDMI cables/Apple to HDMI/HDMI to Apple All required cables and connectors part of this podium. 3-year Warranty on all Digital Podium equipment with all accessories.</p>		
<p>2.</p>	<p>16-Channel Mixing Console Makes: Sound Craft/Behringer/Yamaha Supply of 16 Ch Mixer having 26 inputs, 16 mono microphone channels 4 stereo returns 4-bus architecture with sub-group routable to mix Built-in 24 bit Lexicon digital effects processor 32 FX settings Tap Tempo 3 FX parameter adjust rotaries User FX settings store function Direct outputs for multi-track recording individually switch-able for pre-post-fade operation Inserts on all mono channels Inserts on stereo mix output Classic Sound craft 3-band EQ with swept mid-band Stereo 18dB/octave 100Hz high-pass filter Dual global +48V phantom power split channels 1-8 and 9-16 Channel Mute control 10-segment tri-colored metering Two sub-group outputs Separate mono sum output Integral universal power supply etc.</p>		<p>Yes <input type="checkbox"/> / No <input type="checkbox"/></p>
<p>3.</p>	<p>Wireless Handheld Microphone Makes: Studio Master/NX Audio/Sennheiser/Shure SITC of Wireless Handheld Microphone IR Automatic Selection of frequencies 400 Feet Operating Range, SMT Circuit & Step by Step Menus for Setting, Scannable 60 channels in one set of frequencies, Interference rejection circuitry, 2 sets of frequencies available, Transmitter Battery-life Fuel Gauge on Receiver, Balanced XLR and Unbalanced 1/4" Outputs, Lapel transmitter with improved velvet scratch resistant finish, The LCD in receiver displays various parameters like RF & Audio level, Tuning, Channel, Squelch, Sync, Lock, Mute, Antenna swapping meter, battery level etc. The LCD in transmitter displays Tuning, Channel, Lock, Mute, battery level etc., Plastic Flight case and Accessories included</p>		<p>Yes <input type="checkbox"/> / No <input type="checkbox"/></p>
<p>4.</p>	<p>Wireless Gooseneck Microphone Makes: Studio Master/NX Audio/Sennheiser/Shure Supply of Wireless Gooseneck Microphone having High quality UHF band frequency conference Wireless Microphone System High quality 21" gooseneck microphone Display for frequency indication LED indicator on microphone to indicate ' Mic Active' Status Balance & Unbalanced output with level control. Single Channel Non – Diversity, Frequency Response-</p>		<p>Yes <input type="checkbox"/> / No <input type="checkbox"/></p>

	50Hz – 16Khz, Polar Pattern Cardioid Output Balanced XLR, Unbalanced ¼" Jack, Power Req. 2×1.5V AA Receiver_ 240V AC 50Hz for AC Adaptor Supplied with the set etc.		
5.	Digital Array Microphone with Ceiling mount kit Make - Logitech/AVAYA/Bronx "Supply, installation, testing and commissioning of Digital Array ceiling Microphone, High SNR microphone array design, clear pickup from long distance. enables the speaker move around more freely in the room and get rid of the constraints, Beamforming; adaptive sound field environment can achieve voice enhancement and better anti interference ability, intelligent noise reduction, echo cancellation, automatic gain adjustment , and de reverberation, dual talk without suppression, making it easy to listen in noisy environments, PoE Cascading; Standard Interface, Plug and Play, inbuilt Microphone Array 6 omnidirectional microphones form a circular array for 360 degree omnidirectional pickup, Pickup Distance 3m, Sensitivity -38 dBFS, Signal Noise Ratio 65 dB(A), Frequency Response 50Hz - 16kHz, Sampling Rate 32K sampling, high, definition broadband audio, Automatic Echo, Cancellation (AEC) Support, Automatic Noise, Suppression (ANS) Support, Automatic Gain, Control (AGC) Support, Network Interface RJ45 up and down cascade network, USB audio interface (Type-C), support UAC1.0 protocol, audio data communication, software upgrade and parameter configuration, Analog Audio AUX1 , AUX2 line audio input and Power Input PoE cascade 48V power supply, support IEEE 802.3 at standard / USB 5V 500mA (single), System Windows / Mac / Linux, Installation Method Desktop, lifting, wall mounted, ceiling mounted"		Yes <input type="checkbox"/> / No <input type="checkbox"/>
6.	HDMI to USB 3.0 Video Capture Dongle 1 HDMI INPUT, 1 HDMI LOOP OUT and 1 USB OUTPUT. The HDMI INPUT supports inputting videos with resolution up to 4K60. The USB OUTPUT can be used to power the device and capture videos with resolution up to 1080P60.		Yes <input type="checkbox"/> / No <input type="checkbox"/>
7.	USB Cable 10 Mtr.		Yes <input type="checkbox"/> / No <input type="checkbox"/>
8.	Supply of Cables & Connector required for complete the installation.		Yes <input type="checkbox"/> / No <input type="checkbox"/>
9.	Installation and Commissioning all of above Items.		Yes <input type="checkbox"/> / No <input type="checkbox"/>

Format-4

Financial Bid

Sealed Quotation for One Digital Podium and AV Equipment for 3 Year Warranty at MDI-Gurgaon Campus

Sr. No.	Description of Item & Specification (Model no if any)	Qty.* in Units	Unit Price in Rs.	GST (%)	Total Price excluding GST in Rs.	Total Price including GST in Rs.
1.	Digital Podium as per specifications in Annexure-2	1				
2.	16-Channel Mixing Console	1				
3.	Wireless Handheld Microphone	8				
4.	Wireless Gooseneck Microphone	4				
5.	Digital Array Microphone with Ceiling mount kit	1				
6.	HDMI to USB 3.0 Video Capture Dongle	3				
7.	USB cable 10 Mtr.	3				
8.	Supply of Cables & Connector required for complete the installation.	As Required				
9.	Installation and Commissioning all of above Items.	Complete				
10.	Total					

* The Quantity of items may decrease or increase as the time of placing the order

Total Amount in Figures: Rs. _____

Total Amount in Words: Rupees _____

Delivery period in Weeks for Supply and Installation: _____

Note:

- The Financial Bid should strictly conform to the formats to enable evaluation of bids and special care may be taken that the bids having any hidden costs or conditional costs will be liable for rejection.

Note: In case of discrepancy in the amount quoted, the amount mentioned in word or figure which results in lowest payable by MDI will be taken into consideration.

- **Delivery Mode:** Delivery at MDI Gurgaon, at site only
- Total bid price should be inclusive of all taxes and levies, transport, loading, unloading etc.
- Delivery Period: Within Four Week.
- Installation Period: Immediately on delivery
- **Quotation Validity Date:** 90 days from the last date of Submission of quotation/tender.
-

Sign of bidder: - _____
 Name of bidder: - _____
 Firm's Name: _____

Date:

Place: