

# NATIONAL INSTITUTE OF TECHNOLOGY

Office First Year Co - Ordinator

Web : [www.nitt.edu](http://www.nitt.edu)

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## TENDER DOCUMENT

Tender Notification No.: NITT/FILE NO: 004/NON – PLAN/2015-16/DAC Dated: 05.10.2015

SL.NO	BID SYNOPSIS	
1.	Tender Reference Number and Date	NITT/F.No.004/NON–PLAN/2015–16/DAC dated 17 <sup>th</sup> June 2015.
2.	Brief Description of the Tender	Contract for on-site Maintenance of audio & video systems at NITT.
3.	Type of Tender	Two Bid System
4.	Cost of Tender Document including 5% VAT (Non-refundable)	Rs.150 (One Hundred and Fifty Only) payable through DD drawn in favour of the Director, NIT, Tiruchirappalli, Tamilnadu.
5.	Our website address for downloading the Tender document	The tender document can be downloaded from our website <a href="http://www.nitt.edu">www.nitt.edu</a>
6.	Earnest Money Deposit (Refundable)	Rs.21,000 (Rupees Twenty One Thousand Only) payable through DD drawn in favour of The Director, NIT, Tiruchirappalli, Tamilnadu.
7.	Date of the Pre Bid Meeting	<b>20.10.2015 at 3.30pm (Venue : First Year Co – Ordinator Office)</b>
8.	Last Date and Time for Receipt of Tender	<b>26.10.2015; 3.30pm</b>

9	Mode of submission of Tender	By Speed Post / Registered Post / Courier through Hand Delivery at the postal section in the NITT, Main Office
10.	Due Date, time & venue Opening of Tender	<b>26.10.2015; 3.30pm; Institute Store</b>
11.	Date and time of opening of Price bids	After evaluation of technical bids, the date, time and place of opening of the Price bid will be intimated to technically qualified bidders.
12.	Address for submission of Tender	The Director, National Institute of Technology, Tiruchirappalli – 15, Tamilnadu, India. <b>Kind attention: Dr. P. Raja, First Year Co-Ordinator (UG)</b> National Institute of Technology, Tiruchirappalli – 15, Tamilnadu.
13.	Contract person for Technical Queries	<b>Dr. P. Raja, First Year Co-Ordinator (UG)</b> National Institute of Technology, Tiruchirappalli – 15, Tamilnadu. Landline: 0431-2503018.

### A. INTRODUCTION

National Institute of Technology, Tiruchirappalli (herein after referred to as **NITT**) is an Engineering college of National Importance. For Operational convenience, NITT desires to outsource the Operation and Maintenance of Audio and Video Systems at Lecture Hall Complex (LHC) and ORION Buildings at NITT. For this purpose sealed tender is invited through this open tender.

### B. PRE BID MEETING

Before submitting their Tender quotation, the bidders are advised to inspect the working condition of 'Audio & Video Equipment' in the LHC and ORION Buildings of NITT, on any working day between **15<sup>th</sup> October 2015 to 20<sup>th</sup> October 2015**, at their own cost, after taking requisite permission from **Dr. P.Raja, First Year Co-Ordinator, NITT**.

Submission of tender shall be taken as conclusive evidence that, the bidder has satisfied himself as to the nature and scope of work to be performed under this tender.

Further, the prospective bidders may seek clarifications from NITT during pre-bid meeting scheduled on **20<sup>th</sup> October 2015 at 3.30 P.M.**

### C. SCOPE OF WORK

The scope of work primarily comprise of trouble free Annual Maintenance of the Audio & Video Equipment for LHC and ORION Buildings, enlisted in the statement given below.

The successful bidder shall have to deploy a trained technician, on full time basis, on all working days and Saturdays, at the premises of the NITT, throughout the contract period, with mobile phone facility at his own cost, for day to day maintenance of the Audio & Video Systems and also to attend to complaints/ faults immediately, on site.

The deputed technician would observe office timings applicable to the NITT and mark the attendance every day. In emergent cases he may be required to work beyond office hours and also on holidays for which additional payment will be made, at the discretion of the NITT.

Thus the Scope of work shall consist of regular Preventive Maintenance and Corrective (repair) Maintenance. The service charges quoted by the bidder shall include required manpower, tools etc., NITT shall not be liable to make payment over and above the maintenance cost in any case “except only the cost of new spares / part”. If any spares/part is beyond repair then only the cost of replaced new spare part will be done. Consumable items such as lamps, batteries, cables and fabrics etc. for day to day repair and maintenance activities will be arranged / reimbursed by NITT.

If any spare/part cannot be repaired, then contractual firm shall submit the proforma Invoice (for the cost of new spare) to NITT for the approval of cost. In that case, only cost of spare will be paid.

The rates quoted for the AMC services shall also include all types of taxes, duties as applicable and transportation charges, insurances etc.( **For LHC**)

Sl. No	Name of the Audio Equipment	Qty
1	Collar Microphone.(AKG PRO 40)	9 Nos.
2	Collar microphone. (SENNHEISER free port)	10 Nos.
3	Collar microphone. (SHURE ULX P <sub>4</sub> )	3 Nos
4	<b>POPE/ FP 208</b> power speaker	22 Nos
5	INFOCUS Projector (IN 104)	16 Nos
6	DELL Projector (1510X)	6 Nos
7	Card less mike with SR45 receiver PT45 (collar mike)	2 Nos
8	Collar mike with SR45 receiver PT45 (Hand mike)	2 Nos

The rates quoted for the AMC services shall also include all types of taxes, duties as applicable and transportation charges, insurances etc.( **For ORION**)

Sl. No	Name of the Audio Equipment	Qty
1	Collar Microphone.( AKG PRO 45)	24 Nos
2	Card less microphone. ( AKG PRO 45)	24 Nos
3	Amplifier (BOSCH – Plena Mixer Amp)	24 Nos
4	Speakers (JBL)	96 Nos
5	DELL Projector (4320)	22 Nos
6	EPSON Projector (EB 1880)	1 Nos
7	HITACHI (CPX3021WN)	1 Nos

#### D. TERMS AND CONDITIONS

1. The bidder (herein after referred to as **Service Provider**) should have at least two years’ experience in, on-site Maintenance of Audio & Video Systems. Preference will be given to Trichy based Service Providers with 5 years’ experience in Educational Institutions/ Universities.

2. The Service Provider shall maintain the Audio & Video Systems as per NITT's terms and shall use standard components for replacement.
3. The technician shall carry out the routine corrective and preventive maintenance regularly and submit the service report to the First Year Co - Ordinator. He shall maintain the complaint register, certification of attending the complaint from the occupant and maintaining the record of material which has been used, replaced and returned. No equipment/items or parts thereof will be taken out by the Technician to the workshop without prior approval of the competent Authority of the NITT. The technician should hand over the faulty components to NITT.
4. The Service provider shall have to render the services satisfactorily and replace the genuine parts/spares in the system.
5. If at any point of time, the services of technician, being provided by the service provider is noticed to be unsatisfactory or not of the expected level in any manner, the Service Provider will be responsible to change technician immediately soon after such inadequacies are brought to the notice of the firm verbally/in writing.
6. Immediately, on award of the contract, the service provider would give a taking over report of all equipment in working condition. It shall be the responsibility of the service provider to keep all the equipment's satisfactorily throughout the contract period and also to hand over the systems to the NITT in working conditions on the expiry of the contract.
7. In case the Service Provider does not render satisfactory services or replace with the sub-standard parts/spares, NITT is at the liberty to terminate the contract at any time during the period of contract after giving prior notice of 15 days. This may also lead to legal action.
8. The Service Provider is responsible for compliance all Statutory Provisions relating to Payment of Minimum Wages for the technician deployed by him and the NITT will be having no liability in this regard.
9. The Service Provider is also responsible for compliance of the provisions of all the Labour Laws with reference to Employees Provident Fund, Employees State Insurance Corporation Act, Bonus Act etc.,
10. There is NO, employer-employee relationship between NITT and the technician employed by the Service Provider, under this contract. The technician deployed by the service provider shall be his own employee for all intents and purposes.
11. For any injury or loss of life to NITT staff/ student, on account of the negligence/ failure of the technician deployed by the Service Provider, the Service Provider shall indemnify the NITT. During the period of contract, if any mishap occurs due to electrocution or faulty fittings, it will be the responsibility of the Service Provider to compensate the loss on account of injury to any person/property without any liability on the NITT.
12. Similarly, for any damages / destruction of property on account of the negligence of the technician deployed by the Service Provider, the service provider shall indemnify the NITT.

13. The duration of the contract is one year and extendable based on the satisfactory performance. The rates quoted will remain in force for the full period of contract. No demand for revision of rate on any account shall be entertained during the contract period.
14. The service provider shall provide direct service and shall not employ sub- Contractors and shall not sublet the contract.
15. No extra Charge/ Service Charge/ Labour charge will be paid to the service provider for any repair/ replacement of any failed components.
16. Either party can terminate the contract, by giving one month notice.
17. On expiry of the contract or termination of the contract, the service provider shall demonstrate the Perfect working condition Audio Equipment.
18. Payment for the services provided shall be released by the NITT on monthly basis against production of monthly Invoice along with the service report duly endorsed by the Associate Dean (P&D). Payment will be made within 15 days from the date of submission of the bill after satisfying that the services provided have been of the desired level and that the preventive maintenance checks were fully performed . No advanced payment shall be given to any firm on any grounds what so ever.
19. Income tax as per the provision of Income tax Act shall be deducted from the bill and certificate of tax deduction at source will be issued by NITT.
20. The Competent Authority reserves the right to conduct performance review of the service provider.
21. The firm should produce the self-attested photocopies of documents related to PAN Number.
22. An Earnest Money Deposit of Rs.21,000/- (Rupees Five thousand only) through a demand draft on any scheduled bank in duly drawn in favour of the Director, NIT, Trichy. Quotation received without earnest money will not be considered.
23. Earnest Money Deposit (EMD) received from other unsuccessful tenders will be returned without interest on demand. The EMD of successful bidder will be converted as Security Deposit and will be held by the NITT, till completion of the contractual obligations.
24. It may also be noted that in case the contractor backs out in middle of the year his security deposit will be forfeited. The above act of backing out would automatically debar the firm from any further dealing with this NITT and NITT may move for blacklisting of the company.
25. For any downtime of Audio equipment for more than one hour per week, on an average,5% of the total amount payable would be deducted on a proportionate basic and subsequently, every one hour additional 2% of the total amount would be deducted subject to maximum amount of Rs.1000/-in a month.
26. In case any damage on the systems of the NITT is found, compensation, which would be determined by the NITT will have to be paid by the firm.

27. The bill raised by the firm should have all tax Registration numbers printed in the bill.
28. Copy of PAN should be enclosed. Validity of the Tax Registration shall be the sole responsibility of the firm.
29. In case, violation of any terms and conditions is noticed and if the services are found unsatisfactory, performance security is liable to be forfeited at the discretion of the Competent Authority and Service Contract may be terminated.
30. The NITT reserves the right to accept or reject any or all tenders without assigning any reasons.
31. For critical events like VIP functions, international conference, workshops/ seminars etc, it is the responsibility of the Service Provider to ensure the complete functionality of the set up for the event. The firm should depute, once informed, the expertise to inspect the setup thoroughly and ensure the functionality of the set up in totality. Any malfunctions, if observed, should be fixed one day prior to the event.
32. During the course of the Event/ Programme/ function, the technician should physically present at the Hall itself, from starting to end.
33. At the end of period / termination of AMC, the contractor shall demonstrate satisfactory testing and operation of all the Audio Video Equipment.
34. Earnest Money deposit (EMD) of Rs. 21000 (Rupees Twenty One Thousand Only) by Demand Draft favouring Director, NITT payable at Tiruchirappalli must be attached with the offer. In case the offer is accepted, an vendor does not honour his obligations, the EMD shall be forfeited. The EMD furnished by the bidders other than the one selected shall be refunded within one month. EMD of successful bidders shall be refunded only after receipt of Bank Guarantee.

The tenderer shall indicate their rates in clear visible figures and words and shall not alter/overwrite/make cutting in the rates. If alteration/overwriting /cutting in rates are noticed, such tenders shall not be taken into consideration.

#### **E. TENDERING PROCESS**

1. The tender document and terms and conditions should be downloaded from our website [www.nitt.edu](http://www.nitt.edu)
2. Through two separate Demand Drafts, the bidder is required to furnish Earnest Money Deposit (EMD) Rs. 21,000/- (Rupees Twenty One Thousand Only) and Cost of Tender Document Rs.150 (One Hundred and fifty only).
3. Without EMD and Cost of Tender Document, the technical bid will NOT be opened and the tender will be rejected summarily.

4. The sealed tender should be submitted on or before **26 October 2015 at 3.00 P.M.**, through post or hand delivery and addressed to the Director, National Institute of Technology, Thuvakkudi, Tiruchirappalli-15, Tamil Nadu, India.
5. The bidders are advised to go through the tender documents and understand the terms and conditions specified therein before submitting the tender.
6. The bidders are not allowed to make addition or alteration in the tender document. Each and every page of the submitted bid shall carry the page numbers.
7. All pages of the tender document shall be signed by the person or persons duly authorized to sign, on behalf of the bidder.
8. Conditional tender, late and delayed tender will not be accepted/ considered.
9. The NITT shall not be responsible for any postal delay in receipt of the offer. Tender should be properly sealed.
10. The tender should be submitted through Registered Post or Speed Post or through Hand delivery.

**ANNEXURE 1  
FORMAT FOR TECHNICAL BID DOCUMENT**

Name of the Bidder Firm/ Agency	
Address of the Bidder with Mobile Number	
Year of establishment of Business/ Profession	
Name of Contact Person with Mobile Number	
Legal status of the bidder (whether proprietary concern/ partnership firm/ company) (attach documentary evidence)	
Number of years of experience in Maintenance of Audio Systems.	
Number of years of experience in Educational Institutions/ Universities (Attach Documentary Proof)	
List of Clients (Furnish documentary support as proof of two years' experience)	
Income Tax Permanent Account Number (PAN) (Furnish self-attested Xerox copy)	
Whether Earnest Money Deposit Rs.21,000/- has been furnished in the form of Demand Draft?	
Whether Cost of application Fees Rs.150 has been furnished in the form of Demand Draft?	
Do you agree with the terms and conditions of the tender	

**Signature and seal of the bidder**



**ANNEXURE 2: FORMAT FOR FINANCE BID**

**TO BE SUBMITTED UNDER THE LETTER HEAD OF THE BIDDER**

Name of the Bidder with Mobile Number:

**QUOTATION FOR DEPLOYMENT OF TECHNICIAN ON ALL WORKING DAYS**

<b>Particulars</b>	<b>Rupees in Words as well as figures</b>
<b>A. Monthly minimum wage</b> (as per Central Minimum Wages Act) for one technician to be deployed at NITT, on full time basis, on all the working days	
<b>B. Monthly service charge</b> for the Service Providing Agency	
<b>Total of (A+B)</b>	

**C. QUOTATION FOR DEPLOYMENT OF ADDITIONAL TECHNICIAN ON CALL BASIS**

<b>C. Daily wage</b> (on per day basis) for an additional extra workmen, to be deployed, in the case of necessity, on call basis.	
<b>D. Over time wage per hour per technician</b> (on working days)	
<b>E. Holiday Wage Per technician Per day</b> (for Saturday and Public Holidays)	

**Claim for service tax, if any, will be admitted only on production of Service Tax Registration Number and remittance challan of the previous month. Small service Providers with a turnover of up to Rs.10 lakh is exempted from payment of Service Tax.**

**Signature and Seal of the bidder**