

NATIONAL INSTITUTE OF TECHNOLOGY

TIRUCHIRAPPALLI – 15

Tender document

OFFICE OF THE DEAN PLANNING AND DEVELOPMENT

Web: www.nitt.edu

Phone: 0431 - 2503044



Tender Number. NITT/P&D/COM.HALLS-AUDIO EQUIP./14-15

Date: 07/07/2014

National Institute of Technology, Tiruchirappalli invites sealed quotations from the service providers for the Annual maintenance and operational support of audio equipments installed in various common halls of NITT.

Time schedule for tender process

| | |
|---|--------------------------------|
| Date of publication of tender notification | 07.07.2014 |
| Date from which tender document can be downloaded from the website of the NIT, Trichy | 07.07.2014 |
| Last date for receipt of duly filled in tenders | 23.07.2014 till 3.00 PM |
| Date and time of the opening of Technical bid | 23.07.2014 at 3.30 PM |

I. TENDER PROCESS

1. Tender is invited in two parts i.e. **(1) Technical bid and (2) Financial bid**. The tender form for Technical bid in proforma prescribed in **ANNEXURE - I** and the tender form for the Financial bid in proforma prescribed in **ANNEXURE - II**, complete in all respects shall be submitted in **two separate sealed covers** addressed to The Director, National Institute of Technology, Tiruchirappalli-620 015, Tamil Nadu, with kind attention to **Dr.P.Sathiya, Associate Dean-2, Planning and Development**, so as to reach this office by **3.00 p.m. on 23.07.2014**.

2. Late submission of tenders shall not be accepted.

3. The sealed covers should be super scribed with **"Technical Bid – Annual Maintenance and operational support of audio equipments"** and **"Financial Bid - Annual Maintenance and operational support of audio equipments"**, respectively.

4. **Technical Bids** will be opened on **23.07.2014 at 3.30 PM** in the presence of bidders at Office of the Dean (P&D), National Institute of Technology, Tiruchirappalli-620 015, Tamil Nadu.

5. If the date of opening is declared a holiday, the quotations will be opened on next working day. Incomplete bid documents shall be rejected.

6. The valid Technical bids shall be scrutinized by the Department to short list the eligible bids. The financial bids i.e., price bids of the technically eligible bids will be opened at a date intimated later. **In case it is not possible to open the bids on the stipulated dates due to unavoidable circumstances, the next date of opening will be duly informed.**

7. If the tenders are sent by post / courier, it should be ensured that the cover is intact without any damage or loss at the time of reaching the destination. NITT is not responsible for the delay on account of Postal / Courier Services.

8. **Earnest Money Deposit: Earnest Money Deposit of Rs.3,500/- (Rupees Three Thousands five hundred only) per application in the form of Demand Draft / Banker's cheque of Scheduled Bank drawn in favour of The Director, NIT, Trichy payable at Tiruchirappalli shall be enclosed in the Technical Bid Document. Name of the Bidder should be clearly mentioned on the reverse side of Demand Draft for proper records.**

10. Technical bids without Earnest Money Deposit will be rejected.

11. EMDs will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws subsequently or the details furnished in ANNEXURES - I & II are found to be incorrect or false during the tender selection process. **No interest shall be paid on the Earnest Money Deposit (EMD) of the successful bidder and same will be returned on furnishing the Performance Guarantee.**

10. The tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same along with the Technical bid. The tenderer would fill up the information in the ANNEXURE I & II enclosed at the end of this document in clear and legible terms. Wherever required the prices quoted shall be written in figures and words as well. ANNEXURES shall also have to be signed and stamped by the bidder or its authorized signatory.

11. The tender forms shall be rejected if it is not complete in any respect.

II. TERMS & CONDITIONS

01. The Annual Maintenance Contract is for the period of one year from **August 2014 to July 2015** and the same may be extended for a maximum period of one more year from the date of initial award of contract on satisfactory services and mutual consent.

02. The service provider shall be based **in Tamil nadu, preferably in Tiruchirappalli.**

03. The service provider shall **provide direct service** and shall not employ Sub- Contractors.

04. **The bidder should have the minimum of five years experience in the field of audio maintenance / operating / service as out sourcing / contract in government / aided institutions.**
05. **Proper documents shall be produced as proof for the operating technician / assistant also having experience in the field of audio operating for various functions / seminars/ workshop / and also experience in audio servicing for VIP functions and shall be complying with VIP security requirements.**
06. **The institute may verify the ability of the concerned bidder / in person if required.**
07. The bidder must have obtained the Permanent Account Number (PAN) under Income Tax Act, 1961.
07. The scope of comprehensive annual maintenance services (AMC) shall include providing routine maintenance services.

MAINTENANCE SUPPORT

The scope of the work covers **Comprehensive maintenance (including spare parts)** of the audio equipment's installed at various common halls / rooms in NIT, Trichy-15 (the list of audio equipment's installed in the common halls are given in Annexure –III).

The Service Agency shall maintain the equipment as per the manufacturer's guidelines and shall use genuine original spare parts for replacement.

Replacement of any failed component shall be carried out, free of any charge, by the Service Agency. Any cable or battery requires replacement due to usage that also shall be carried out free of any charge.

No extra charge will be paid to the Service Agency for any repair / replacement, after entering into the contract.

The Service Agency shall stock adequate spares at NIT to ensure the availability of the equipment.

The Service Agency shall carry out preventive maintenance regularly (Every fort night) and submit the report to Dean (P&D) Office, National Institute of Technology, Trichy-15

If the equipment requires servicing at Service Agency's / Manufacturer's Work place, the Service Agency shall take the responsible for the transport and safe return of the equipment till it is deployed back in the original position and demonstrate its proper functioning and till such time an alternate stand-by equipment shall be provided by the Service Agency.

On expiry of the contract i.e., after a period of one year, the Service Agency shall demonstrate the **Perfect working condition** of all the equipment's to National Institute of Technology, Tiruchirappalli - 620 015.

AUDIO EQUIPMENT OPERATIONAL SUPPORT

The service agency is responsible to ensure the smooth and satisfactory audio performance during the various events/functions conducted by the institute.

The Service Agency shall set up the audio system in the respective halls / rooms as per the prior request from Convener/Coordinator in charge of Audio equipment in NIT, Trichy and operate the audio equipment till the end of the function or meeting and then keep the equipment back in the locker.

Advance information regarding the time and venue of the meeting / function will be given to the Service Agency by Dean (P&D) office, National Institute of Technology, Trichy.

TERMS AND CONDITIONS PERTAINING TO AUDIO MAINTENANCE WORK:

1. If the contract is awarded, the contract agreement should be signed by the contractor accepting the terms and conditions of the Institute.
2. The contract is valid only for a period of one year from the date of signing of the contract. On satisfactory performance, the contract may be extended for one more year.
3. The service provider shall **provide direct service** and shall not employ Sub- Contractors.
4. The contract amount will be paid to the contractor on monthly basis by way of cheque only, after getting the report from the concerned authorities of the Institute, in proper claim bill.
5. The charges for the operational support of the audio equipment in various halls during events /functions (during semester working days) will be made by way of cheque at the end of the month by our institute and during the institute (NITT) holidays and semester vacation period the charges for the operational support will be made by cash at the end of the function by the programme organizer. The operational support personnel shall produce the receipt for getting the received amount.
6. The personnel involved in the maintenance work, should wear the temporary identity card issued by the institute.
7. TDS will be made as per the IT act from the bills of the contractor.

OTHER CONDITIONS:

If any equipment is not available in proper working condition, deduction will be made from the monthly Service charges payable to the Service Agency at Pro-rata basis.

Besides, a penalty at the rate of Rs.100/- per day per location will be additionally deducted, if the repair of the equipment is not carried out within 7(seven) days of occurrence of failure.

Beyond 15 days if the equipment gets repaired in the open market, the actual cost of the same shall be recovered from the service provider/ contractor. In extreme cases, the action of forfeiture of security money/ pending bill/ blacklisting of the firm can be resorted at the discretion of the competent authority.

The Service Agency shall provide adequate number of experienced and skilled personnel to carry out comprehensive maintenance of the Audio equipment and to operate the Ahuja make sophisticated audio equipment's during the functions and meetings conducted in the common halls / rooms mentioned in Annexure III.

If the contract is awarded to the Service Agency, the contract agreement shall be signed by the Service Agency accepting the terms and conditions of the Institute.

In future, if extra rooms are fitted with the same make and model of the audio equipment, NIT may extend the contract to include the additional rooms using the existing rate following the procedure of NITT.

The service agency is solely responsible for damages caused to equipment or for life of service personnel in the event of misconduct or mishap.

TERMINATION OF THE CONTRACT:

The Annual Maintenance & Operation Contract will be terminated immediately in the event of any one of the following lapses.

- If the periodic preventive maintenance is not carried out and the report is not submitted regularly to Dean (P&D) office, National Institute of Technology, Trichy-15 within the stipulated time over a period of one month.
- If any of the Audio equipment continues to be non-available for a period one month.
- If the Service personnel do not turn up for operating the equipment beyond two occasions.
- Any complaint received from the faculty, staff and students regarding the misbehavior of the Service personnel deputed by the Service Agency for the maintenance and for operating the audio equipment.
- Any issue related to the safety of the equipment.

The Director, National Institute of Technology, Tiruchy-15 have the right to terminate the contract without assigning any reason, what so ever to the Service Agency

Validity of bids: The rate quote should be valid for a minimum of 120 days. No claim for escalation of rate will be considered after opening the Tender.

Clarification of Tender Document: A prospective bidder requiring any clarification of the Tender document may communicate to the contact person given in this notice inviting tender. This will be entertained only until 2 pm, on the tender due date i.e., 23-07-2014.

Amendment of tender document: At any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment.

Following any amendments, the Institute may at its own discretion extend the last date for the receipt of bids. The bidders are requested to check the NITT website regularly for any such updates/amendment notices with respect to this tender.

The bids shall be written in English language and any information printed in other language shall be accompanied by an English translation, in which case for the purpose of interpretation of the bid, the English translation shall govern.

The Institute reserves the right to accept any bid other than the lowest or even rejecting all the bids without assigning any reasons therefor. The decision of the NITT Purchase Committee is final in all matters of tender and purchase.

In case of dispute, the matter will be subject to Tiruchirappalli, Tamil Nadu Jurisdiction only.

*Each Cover shall be sent in a double sealed cover. The inner covers (Cover 1 and Cover 2) should be sealed individually with the Sellers's distinctive seal and superscribed with the **tender reference no. and due date of opening**. Both the inner covers shall be placed in a common outer cover which shall also be sealed with seller's distinctive seal and super scribed with the tender reference no. and due date of opening.*

*Mention "Kind Attention: **Dr.P.Sathiya, Associate Dean-2, Planning and Development**, and submit at the address given in the Notice Inviting Tender.*

The bidder should give the following declaration while submitting the Tender.

ACCEPTANCE

We accept the above terms and conditions and shall comply with them strictly.

**NAME OF THE VENDOR:
ADDRESS:**

Signature of the Vendor and Date

Enclosure:

1. Technical Bid Document (ANNEXURE - I)
2. Financial Bid Document (ANNEXURE – II)
3. List of audio equipments in various halls (ANNEXURE - III)

1. Name of the bidder :
2. Address (with Tel No., Fax No.) :
3. Name & Address of the Proprietor / Partners/
Directors (with Mobile No. & E-mail) :
4. Contact Person(s) :
(With Mobile No. & E-mail)
5. No. of years of experience in Service /
Maintenance of audio equipments. :
Necessary documentary evidence to be enclosed.
6. Permanent Account Number (PAN) :
7. Technical Pamphlets :

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, I/ we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

FINANCIAL BID DOCUMENT**ANNEXURE - II**

1.Name of the bidder :

2.Address
(with Tel No., Fax No.) :3.Name & Address of the Proprietor /
Partners / Directors
(with Mobile No. & E-mail) :4. Annual Maintenance Contract (AMC) charges :
(Rates in Rupees)

| Sl. No. | Description | Amount in Rs. |
|---------|---|---|
| 1. | Annual maintenance charges inclusive of spares and service maintenance of the audio equipment's listed as per Annexure II and support details as per Annexure I. | |
| | Charges for spares, namely, connectors, batteries, etc...(only genuine products should be used) | |
| 2. | <u>Daily rate:</u> Setting up the audio equipment's in various halls during function time as per the requirement of NITT and operate the equipment's till the completion of the function and keeping back the audio equipments in the locker after the completion of the function. | Wages for skilled persons (1no.) (Monday to Saturday – during working hours) |
| | | Wages Skilled person on demand / day (8 hrs) |
| | | wages per person / hour |

(The price bid should be submitted only as per the above format. No row shall be left blank. Please indicate NA, in case the item is “not applicable”. The price bid will be rejected if any column is left empty.)

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, I/ we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

ANNEXURE - III

List of audio equipments in various halls.

I. Hall - A 2

| Sl. No | Instrument | Qty | Remarks |
|--------|---|---------|---------------------------|
| 01 | Card less Microphone. | 1 No. | In good Working condition |
| 02 | Collar microphone | 1 No. | In good Working condition |
| 03 | Lectern. (WIRELESS Compact Portable Public Address system) {Each unit contains built in 60 Watts amplifier one tweeter and three speakers, <ul style="list-style-type: none"> • With 1 VHF hand held MIC,(Max range 100 mts), • 1 VHF collar Microphone (max. range 100 mts), • Flexible goose neck mic. & gooseneck lamp. Two MIC inputs, one line input, • And AUX input. Wooden Top steel bottom & body.} | 1 Units | In good Working condition |

II. Hall - A 11

| Sl. No | Instrument | Qty | Remarks |
|--------|---|---------|---------------------------|
| 01 | Amplifier SSA 160M. | 1 No. | In good Working condition |
| 02 | Card less Microphone. | 1 No. | In good Working condition |
| 03 | Collar microphone | 1 No. | In good Working condition |
| 04 | Lectern. (WIRELESS Compact Portable Public Address system) {Each unit contains built in 60 Watts amplifier one tweeter and three speakers, <ul style="list-style-type: none"> • With 1 VHF hand held MIC,(Max range 100 mts), • 1 VHF collar Microphone (max. range 100 mts), • Flexible goose neck mic. & gooseneck lamp. Two MIC inputs, one line input, • And AUX input. Wooden Top steel bottom & body.} | 1 Units | In good Working condition |

III. Hall A 12

| Sl. No | Instrument | Qty | Remarks |
|--------|--|---------|---------------------------|
| 01 | Amplifier SSA 160M. | 1 No. | In good Working condition |
| 02 | Card less Microphone. | 1 No. | In good Working condition |
| 03 | Collar microphone | 1 No. | In good Working condition |
| 04 | Lectern. (WIRELESS Compact Portable Public Address system) {Each unit contains built in 60 Watts amplifier one tweeter and three speakers, <ul style="list-style-type: none"> • With 1 VHF hand held MIC,(Max range 100 mts), • 1 VHF collar Microphone (max. range 100 mts), • Flexible goose neck mic & gooseneck lamp. Two MIC inputs, one line input, • And AUX input. Wooden Top steel bottom & body.} | 1 Units | In good Working condition |

IV. Hall A13.

| Sl. No | Instrument | Qty | Remarks |
|--------|--|---------|---------------------------|
| 1 | Amplifier with cassette player. 4040 SM. | 1 No. | In good Working condition |
| 2 | Amplifier 2000TZA | 1 Nos. | In good Working condition |
| 3 | Hand microphone | 2 Nos. | In good Working condition |
| 4 | Card less microphone | 1 no. | In good Working condition |
| 5 | Collar Microphone | 1 No. | In good Working condition |
| 6 | Lectern. (WIRELESS Compact Portable Public Address system) {Each unit contains built in 60 Watts amplifier one tweeter and three speakers, <ul style="list-style-type: none"> • With 1 VHF hand held MIC,(Max range 100 mts), • 1 VHF collar Microphone (max. range 100 mts), • Flexible goose neck mic & gooseneck lamp. Two MIC inputs, one line input, • And AUX input. Wooden Top steel bottom & body.} | 1 Units | In good Working condition |

V) EEE Auditorium.

| Sl. No | Instrument | Qty | Remarks |
|--------|---|--------|---------------------------|
| 1 | 12" speakers with network c300/200 & cabinet. | 10 Nos | In good Working condition |
| 2 | Ahuja Amplifier TZA 4000. | 2 Nos. | In good Working condition |
| 3 | Ahuja Amplifier TZA 2000. | 1 No. | In good Working condition |
| 4 | Ahuja cassette player | 1 No. | In good Working condition |
| 5 | Yamaha mixing console. 16/4. | 1 no. | In good Working condition |
| 6 | Ahuja Microphone SHM 1000xlr | 3 nos. | In good Working condition |
| 7 | Studio master wireless mic. ER11Em11. | 2 Nos. | In good Working condition |
| 8 | Studio master wireless mic. ER11EL11.(Collar Mic.) | 1 No. | In good Working condition |
| 9 | Ahuja Splitter Da80. | 1 No. | In good Working condition |
| 10 | Ahuja Mic. stand. | 2 Nos. | In good Working condition |
| 12 | Stabilizer. | 1 No. | In good Working condition |
| 13 | Lectern. (WIRELESS Compact Portable Public Address system) {Each unit contains built in 60 Watts amplifier one tweeter and three speakers, <ul style="list-style-type: none"> • With 1 VHF hand held MIC, (Max range 100 mts), • 1 VHF collar Microphone (max. range 100 mts), • Flexible goose neck mic & gooseneck lamp. Two MIC inputs, one line input, • And AUX input. Wooden Top steel bottom & body.} | 1Units | In good Working condition |

VI) BARN HALL (10,000 watts)

| Sl. No | Instrument | Qty | Remarks |
|--------|---|--------|---------------------------|
| 1 | Ahuja 12" speaker L12mb 150, LDH200 with network. | 1 No. | In good Working condition |
| 2 | Ahuja 15" Speaker L 15 MB 300 with network two way speaker. | 4 Nos | In good Working condition |
| 3 | Ahuja L18 Sw650 network sub-woofer speaker. | 2 Nos. | In good Working condition |
| 4 | Ahuja Speaker SK12 Frx for monitor. | 2 Nos. | In good Working condition |
| 5 | Yamaha Mixing console MG24/14Fx. | 1 No. | In good Working condition |

| | | | |
|----|---|--------|---------------------------|
| 6 | Ahuja Audio splitter Da 80 | 3 Nos. | In good Working condition |
| 7 | Studio Master cross over Network Sx321. | 1 No. | In good Working condition |
| 8 | Column speaker stand. | 2 Nos. | In good Working condition |
| 9 | Stabilizer 5 KVA | 3 Nos. | In good Working condition |
| 10 | Ahuja Amplifier TZa 4000. | 4 Nos. | In good Working condition |
| 11 | Ahuja Amplifier TZA 2000 | 2 Nos. | In good Working condition |
| 12 | Ahuja amplifier BTZ 10000 | 2 Nos. | In good Working condition |
| 13 | Ahuja amplifier SPA 5000. | 2 Nos. | In good Working condition |
| 14 | Ahuja Cassette player 4040 sm | 1 No. | In good Working condition |
| 15 | Ahuja mic. SHM 1000X | 6 Nos. | In good Working condition |
| 16 | Ahuja Mic. ASM 580 xm. | 4 Nos | In good Working condition |
| 17 | Studio master wireless ER11 EM 11 mic. | 4 Nos. | In good Working condition |
| 18 | Studio master Tie pin mic Er11 EL11 | 1 No | In good Working condition |
| 19 | Mic. stands. DHN &DGT | 7 Nos. | In good Working condition |

VII) Senate Hall.

| Sl. No | Instrument | Qty | Remarks |
|--------|--|--------|---------------------------|
| 1 | Conference system 1 set with 1 chairman unit and 14 delegate units & 1 secretary unit. | | In good Working condition |
| 2 | Ahuja speaker.(with Network) | 2 Nos. | In good Working condition |
| 3 | Ahuja Control Amplifier CMA 4400. | 1 No. | In good Working condition |
| 4 | Ahuja Amplifier TZA 4000. | 1 No. | In good Working condition |
| 5 | Card less mike with SR45 receiver PT45 (collar mike) | 2 Nos. | In good Working condition |
| 6 | Collar mike with SR45 receiver PT45 (Hand mike) | 2 Nos. | In good Working condition |