

REQUEST FOR PROPOSAL (RFP)

ACOUSTIC TREATMENT IN VIDEO STUDIO

AT

EDUCATIONAL MULTIMEDIA RESEARCH  
CENTRE  
ST. XAVIER'S COLLEGE (AUTONOMOUS)  
KOLKATA

Ref No:EMRC/SXC/AJAYNAGAR/SITC/01//2018

Dated: 04/11/2018

## **Invitation to Bid(ITB)/Request for Proposal**

Acoustic Treatment in Studio at Educational Multi Media Research Centre(EMRC), Kolkata.

- 1) EMRC, St. Xavier's College (Autonomous), Kolkata invites bids from eligible and qualified Bidders for the services as described above.
- 2) Bidding will be conducted through the Two Envelop Competitive Bidding procedures specified in the GFR Procurement Manual and are open to all eligible Bidders as defined in this ITB.
- 3) Interested eligible bidders may obtain further information from the Director, EMRC, St. Xavier's College (Autonomous), Kolkata.
- 4) Qualification requirements are specified in the ITB.
- 5) Bids must be delivered as specified in the Instruction to Bidders of this ITB (please read this part carefully).Late bids will be rejected.

### **Pre-cleared and Approved by**

Sd/-

Rev. Fr. (Dr.) Dominic Savio S.J.

Principal

St. Xavier's College (Autonomous)

Dated: 29.10.2018

## **Procurement of Service**

### **Summary**

#### **Section I. General Information & Instructions to Bidders**

The Bidder should have experience in Acoustic Treatment of Video Studio.

This section provides information to help Bidders prepare their bids.

Information is also provided on the submission, opening and evaluation of bids and on the award of Contracts. Section I contains provisions which are to be used without modification.

#### **Section II. Technical System Requirement**

This section includes Scope of Work, Generic and Technical requirements of the project, List of Goods and related services and Technical Specifications of goods and services to be procured.

#### **Section III. Enclosure**

This section includes format for Acoustic Treatment information and checklist for the bidders.

**Section I**

**A. RFP SCHEDULE AND CRITICAL DATES**

The RFP tentative schedule and critical dates are shown below:

Sl. No	EVENT	DATE
1	Publication of RFP for Prospective Bidders	04.11.2018
2.	Availability of Bid Document	04.11.2018 to 03.12.2018 till 12noon
3.	Inspection of Site (Date & Time)	12.11.2018 to 14.11.2018 (11.00 AM to 4.00 PM)
4	Submission of Proposals/Bids	03.12.2018 till 14 hours
5	Venue for Submission and Opening of Bids	493, Ajaynagar, Kolkata 700 094
6	Opening of Technical Bids	03.12.2018 at 4.00 PM
7	Presentation on Technical Bids	05.12.2018 - 07.12.2018 (Timing to be intimated to the bidders through email)
8	Opening of Financial Bid	To be intimated
9	Financial Bid evaluation	To be intimated
10	Award of Work	To be intimated

EMRC Kolkata reserves the right to amend the RFP tentative schedule and critical dates. Original tender document against a fee of Rs. 2,000/- (Rupees Two Thousand only) can be purchased from the address given as under:

EMRC

St. Xavier's College (Autonomous)

493, Ajay Nagar

Kolkata - 700094

Till 03.12.2018 till 12.00 hours

The tender document can also be downloaded from the website <http://www.wxccal.edu> and a Demand draft of Rs. 2,000/- (Rupees Two Thousand Only) must be submitted along with the bid; otherwise the bid will be rejected.

Demand Draft should be in favour of "Director, EMRC Kolkata" and payable at Kolkata.

No tender document will be issued after the last date and time as specified above.

## B. INTENT OF THE REQUEST FOR PROPOSAL

Educational Multimedia Research Centre (EMRC), St. Xavier's College (Autonomous), Kolkata, is one of the 21 electronic multimedia centres of UGC and only one hosted by an undergraduate college. It has evolved from a modest Audio Visual Research Centre (AVRC) in August 1986 to its present shape as Educational Multimedia Research Centre (EMRC). It has been accepted as a significant player in the evolution of India's 'Knowledge Society'. It is making significant contribution to Government of India's 'Digital India Initiative' with its robust manner of content creation and its dissemination through different platforms. EMRC Kolkata is currently an essential part of the GOI's National Mission for Education through Information and Communication Technology (NME-ICT).

This RFP aims at obtaining solution for acoustic treatment of video studio to be used for shooting video lecture for EMRC Kolkata at its new premises at Ajaynagar, Kolkata, on turn-key basis.

Bidders are requested to quote their **best possible prices with special discount** as the set-up is a **non-commercial public service educational initiative** supported by University Grants Commission (UGC) and Ministry of Human Resource Development (MHRD), Government of India (GOI).

### LOCATION AND BUILDING

- (a) The facilities will be constructed at EMRC Kolkata, at 493, Ajay Nagar Kolkata - 700094
- (b) The bidder is essentially required to visit the site for assessment of space available, room layouts, distance between various technical areas, various cable routes, partitions required etc., on any working day between 10:00 AM to 05:00 PM before submitting the offer. The bidder may contact the Director, EMRC Kolkata for the purpose. In case the bidder misses out certain details in his Tender for lack of such visit and it is found that his offer is incomplete, the bid will be rejected on sole responsibility of the bidder.

## C. PROCEDURE, TERMS & CONDITIONS

1. The proposal is to be submitted in TWO BID SYSTEM with separate Technical Bid and Financial Bid under separated sealed covers.

### **2. TWO BID SYSTEM**

All Bidders are required to submit their offer in two covers as under:-

2.1 **Technical Bid** document should:-

- (i) Contain details of materials to be used (BUT WITHOUT INDICATING THE RATE QUOTED), drawing for installation, installation procedure, workflow and completion period.
- (ii) Be duly completed preferably on the letterhead, signed and stamped on all pages.
- (iii) This cover should be superscripted with the words “Technical Bid for Acoustic Treatment for EMRC, KOLKATA” against tender enquiry no. EMRC/SXC/AJAYNAGAR/SITC/01/2018 dated 4<sup>th</sup> November, 2018.

2.2 **Financial Bid** should contain the following:-

- (i) Details of rate, taxes, duties, FOR terms (if applicable), discount, if any, quoted by the bidder.
- (ii) These details should be submitted in the bidder’s letterhead, signed and stamped.
- (iii) FOR terms, delivery period to be quoted.
- (iv) This cover should be superscripted with “Financial Bid for Acoustic Treatment for EMRC, KOLKATA” against tender enquiry no. EMRC/SXC/AJAYNAGAR/SITC/01/2018 dated 4<sup>th</sup> November, 2018.

Both the abovementioned bids should be sealed separately and thereafter be kept in a THIRD cover and sealed again. This cover should be superscripted with “Proposal for Acoustic Treatment for EMRC, KOLKATA” against tender enquiry no. EMRC/SXC/AJAYNAGAR/SITC/01/2018 dated 4<sup>th</sup> November, 2018, so as to reach us on or before 1400 Hrs on 3<sup>rd</sup> December, 2018.

Any composite bid i.e. bid with rate indicated in the Technical bid, is liable to be rejected. Only the first cover i.e. Technical Bid, shall be opened on the first date of tender opening.

3. Bid Responses must be addressed to and submitted at the following address:

The Director, EMRC, St. Xavier’s College (Autonomous), 493, Ajay Nagar Kolkata - 700094

4. The Bids, both Technical and the Financial, should reach the office of EMRC, KOLKATA, on the above address, not later than 1400 hours on 3<sup>rd</sup> December, 2018. Bids received beyond the specified date & time will be rejected. It is the responsibility of the Bidder to confirm that the bids have been received on time & to the proper place within the specified dates. Facsimile and electronic replies are not acceptable.

5. All bids are to remain valid for Six months from the date of opening of Financial Bid.

6. EMRC Kolkata reserves the right to solicit additional information from Bidders to evaluate which bid best meets the need of the Project. Additional information may include, but is not limited to, past performance records, lists of available items of work will be done simultaneously with the project, on-site visit and evaluations by EMRC personnel, or any other pertinent information. It will be bidder's responsibility to check for updated information on college's website <http://www.sxccal.edu>.

7. Additional questions should be raised in writing via email addressed to the RFP Coordinator:

RFP Coordinator

E-mail: [director@emrc.org](mailto:director@emrc.org)

8. EMRC Kolkata will make its decision based on the ability of the Bidder(s) to meet the specific needs, technical expertise of the Bidder(s), delivery capabilities, besides cost.

9. EMRC Kolkata reserves the right to waive off any deviations, accept the whole or part thereof or reject any or all bids and to select the Bidder(s) which, in the sole opinion of the Project In charge, best meets the project's interest. EMRC Kolkata also reserves the right to negotiate with potential bidders so that its best interest to fulfil the need of project is served.

10. EMRC Kolkata reserves the right to reject any and all proposals, to negotiate all terms of any agreement resulting from this request for proposal, and to request additional information from bidder.

11. All information contained in this RFP, or provided in subsequent discussions or disclosures, is proprietary and confidential. No information may be shared with any other organization, including potential sub-contractors, without prior written consent of the RFP Coordinator.

12. EMRC Kolkata reserves the right to either increase or decrease the quantity of any or all the items included in suggestive bill of material, which are estimated requirements and therefore open to variation.

13. EMRC Kolkata reserves the right to alter/modify the scope of work mentioned in this RFP document at any stage of the bidding process and contract.

14. EMRC Kolkata reserves the right to terminate the contract at any stage of the work by giving 7 (seven) days' notice if it is noticed that the delay occurred in any of the activities covered under the contract cannot be made good and will affect the overall work schedule. EMRC Kolkata shall revoke the Performance Bank Guarantee of the bidder. The decision of the Director, EMRC Kolkata shall be final and binding.

**15. Indemnification:**

Contractor shall at all times indemnify and keep indemnified each other against all claims/damages etc. for any infringement of any Intellectual Property Rights (IPR) while providing its service under the contract. Contractor shall at all times indemnify and keep indemnified each other against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its (their) employees or agents or caused by any action, omission or operation conducted by or on behalf of both parties. All claims regarding indemnity shall survive the termination or expiry of the contract. EMRC Kolkata shall have no role in engaging of subcontractors by the Contractors and Contractor alone shall be responsible to such Sub-Contractors.

**16. Arbitration Clause:**

In the event of any dispute or difference between the parties hereto, such dispute or difference shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to International Centre for Alternative Dispute Resolution (ICADR) Arbitration Rules, 1996. The arbitration shall be held in Kolkata and shall be in the English Language. The award of the Arbitrator shall be binding upon parties to the dispute. Provided, however any party aggrieved by such award may make a further reference for setting aside or revision of the award in the Court of Law. All legal and beneficial ownership right, title and interest of each party will vest with respective parties, and the other party shall not have any right whatsoever to make any claim of title or create any lien, charge or other encumbrance whatsoever overall or any parts.

**17. Jurisdiction**

This Agreement shall be construed, interpreted and applied in accordance with, and shall be governed by, the laws applicable in India. The courts at Kolkata shall have the exclusive jurisdiction to entertain any matter arising out of or in relation to this Agreement.

## D. ELIGIBILITY CRITERIA

1. For Purchase of Tender document, bidder will have to pay a Tender fee of Rs. 2,000/- (Rupees Two Thousand only) in the form of Demand Draft ONLY.
2. EMD Amount of Rs.1,00,000/- (Rupees One Lakh only) should be paid only in form of Demand Draft. (No other mode of payment will be accepted).
3. The Bidder should have experience of undertaking acoustic treatment of video studio which is used for video lecture shooting.
4. The Bidder(s) should have physically completed within the qualifying period i.e. five previous financial years and current financial year.
5. The bidder is required to submit following documents:
  - a) Copy of PAN No.
  - b) Copy of GST Registration.
  - c) Latest Trade License
  - d) Audited Balance Sheet, Profit & Loss Account with schedule and audit report of last three financial year.
  - e) Documents proving that the bidder has successfully carried out similar type of work in last two financial year.

And in case any document is not submitted, bid shall stand rejected.

## E. GENERAL CONDITIONS

### 1. GENERAL REQUIREMENTS

- 1.1 The proposer will not be permitted to shift / displace, dislodge, dismantle or modify the existing structures, installations and accessories already in place.
- 1.2 The Proposer should not put any unusual condition from their side contradicting terms and conditions in the RPF document. Such unusual/contradicting conditions will not be considered.
- 1.3 All documents to be submitted in connection with this RPF will have to be written in **English**.
- 1.4 No erasure or alteration in the submitted Proposal is permitted. In case there is such erasure(s) and/or alteration(s) these will have to be attested by the Proposer. However,

EMRC Kolkata reserves the right to either ignore such erasure and/or alteration or render the whole proposal void.

- 1.5 If a Bidder expires after the submission of proposal and or after the acceptance of his bid, EMRC Kolkata shall deem such bid as cancelled. If a partner of a bidding firm expires after submission of their bid or after the acceptance of their bid, EMRC Kolkata shall deem such bid as cancelled unless the Firm retains its character as legally acceptable. Notwithstanding the fulfilment of eligibility criteria by the bidder EMRC Kolkata reserves the right to reject the bid after considering the various circumstances of the individual case.
- 1.6 No Bidder shall canvass any person connected, directly or indirectly, with this project in respect of his or any other Bid. Contravention of this condition will involve rejection of the Bid.
- 1.7 Any bribe, commission, gift or advantage given, promised or offered by or on behalf of the bidder, agent or employee to any person related, directly or indirectly, to this project shall, in addition to the criminal liability will incur action under the Prevention of Corruption Act 1908, subject the Bidder to cancellation of this and other Bids and also to payment of any loss resulting from any such cancellation, and EMRC Kolkata shall be entitled to deduct the amounts so payable, from any payment and EMRC's decision shall be final and conclusive in this matter.
- 1.8 The prospective bidders should submit a declaration as under:

To  
The Principal  
St. Xavier's College (Autonomous)  
30, Mother Teresa Sarani  
Kolkata-700 016

Subj: Acoustic treatment in studio to be used for video lecture shooting

Sir

1. I/We have read and understood fully the various conditions of RFP and hereby agree to abide by the said conditions. I/We also agree to keep this Bid open for acceptance for a period of 180 days from the date fixed for opening the same and in default thereof I/We will be liable to forfeiture of my/our Earnest Money. I/We offer to do the above works of EMRC Kolkata at the rate quoted in the attached schedules and hereby bind myself/ourselves to complete the works in all respects within 10 (ten) weeks from the date of issuance of acceptance letter by EMRC. I/We also hereby agree to carry out the work according to the specification for materials and as laid down by EMRC for the present work.

2. A sum of Rs. 1,00,000/- (Rupees one lakh only) is herewith forwarded as Earnest Money. The full value of the Earnest Money of Rs. 1,00,000/- shall be forfeited without prejudice to any other rights or remedies if :-
  - a. I/We do not execute the contract document within 7 (seven) days after receipt of notice issued by EMRC Kolkata that such documents are ready or
  - b. I/We do not commence the work within 15 (fifteen) days after receipt of orders to the effect.
3. The particulars of Earnest Money deposited are given below:
4. Until a formal agreement is prepared and executed, acceptance of this Bid shall constitute a binding contract between us subject to modifications, as may be mutually agreed upon between us and indicated in the letter of acceptance of my/our offer for this work.
5. I/We solemnly declare that I/We have visited the site of the above work and have familiarised myself/ourselves with the conditions of the site and the local working conditions in all respects.

Signature of the Bidder with Stamp

Place:

Date:

## 2. OFFICIAL PROPOSAL FORM AND SCHEDULES

The bidder shall submit his proposal in time within the last date of submission of the proposal to the Director, EMRC, St. Xavier's College (Autonomous), Kolkata, filling in the proforma obtained manually / downloaded duly signed at every page and having filled in the schedules and annexures, stating therein all the rates, amounts, prices and charges (both in figures and in words), giving all information and particulars asked for.

## 3. COMMENCEMENT AND COMPLETION DATES

- 3.1 The contract covered in this bid shall be deemed to be commencing from the date of issue of acceptance letter.
- 3.2 Time is the essence of this project. The successful bidder shall phase out his programmes for execution of work within the stipulated completion period (in weeks) to be specified by him reckoning from the date of issue of acceptance letter.
- 3.3 Failure to complete the commissioned work within the stipulated time frame(s) shall subject the successful bidder to penalty laid down under Clause 12 of the Commercial Terms and Conditions (given below).
- 3.4 Within a period of 1 week from the date of acceptance of the tender, the successful bidder shall submit a detailed time schedule for execution of work.

3.5 After the agreement is signed the successful bidder shall furnish fortnightly progress report indicating the progress of work carried out at site during the preceding fortnight.

4. ACCEPTANCE OF PROPOSAL

EMRC, Kolkata shall not be bound to accept the lowest or any bid or to assign any reason for non-acceptance or rejection of a bid. No bid shall be deemed to have been accepted unless such acceptance shall have been notified in writing to the successful bidder by EMRC, Kolkata.

5. RELEASE OF PAYMENT THROUGH ECS / NEFT

5.1 Bidders are to give mandate form in vogue / practice for receipt of ECS / NEFT. Also the bidders are to fill up the said particulars during submission of bids.

5.2 Bidder is to provide the details of back account in line with RBI guidelines for the same. These details shall include Bank Name, Branch Name and Address, Account Type, Bank Account Number, Bank and Branch Codes (such IFSC, MICR Codes etc.).

5.3 The bidder to attach certificate from their bank certifying the correctness of all the above mentioned information (as in para 5.2 above).

5.4 In case of non-payment through ECS/NEFT or where ECS /NEFT facility is not available, payment will be released through cheque.

6. CLEARING SITE ON COMPLETION

On completion of the works the contractor shall clear away and remove, from the site, all constructional plant, surplus materials and rubbish to the satisfaction of the Centre.

7. ESCALATION

The rate quoted shall be firm throughout the tenure of the contract (including extension of time, if any, granted) and will not be subject to any fluctuation due to increase in cost' of materials, labour, sales tax, octroi, etc.

## F.COMMERCIAL TERMS AND CONDITIONS

Each bidder is required to accept the following terms and conditions:-

1	Earnest Money	Each bidder is required to submit Earnest Money Deposit(EMD) of Rs.1,00,000/- (Rupees One Lakh only) in the form of Demand draft from scheduled bank in favour of "The Director, EMRC Kolkata" payable at Kolkata. EMD will not be accepted in any other form. Bid without EMD will not be accepted. EMD deposited by the unsuccessful bidders will be refunded by way of handing over the original Demand Draft/ Bankers Cheque duly endorsed by the Competent Authority of the Centre. The Earnest Money of the Successful Bidder will be adjusted against the Security Deposit to be
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		<p>recovered from the running account bills. Under any circumstances, EMRC, Kolkata will not be liable to pay any interest on the EMD.</p> <p>EMD of a Bidder will be forfeited, if the Bidder withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful Bidder fails to furnish the required performance security within the specified period, its EMD will be forfeited.</p>
2.	Estimated cost of the SITC	INR 18,00,000/- (INR eighteen lakh only) inclusive of all applicable taxes and duties.
3	Prices	<p>The Prices should be quoted in Indian Rupees (INR) only and prices should be FOR destination at site i.e. at EMRC, Ajaynagar, Kolkata. The prices should be quoted inclusive of taxes and all applicable taxes should strictly be mentioned in the tax invoice. Final prices and Taxes may be discussed and finalised before awarding contract to successful bidder.</p> <p>Any foreign exchange or Import License, if required, for supply of goods and services under the contract will have to be arranged by the Bidder. However, registration certificate as SIRO to avail necessary customs/excise duty exemption will be provided by EMRC, Kolkata for the awardee to utilize the same for claiming exemption wherever necessary.</p> <p>EMRC Kolkata shall make all payment in Indian Rupees.</p>
4	Payment terms for INR	5% payment of the total order value shall be released after receipt of Commitment Letter to be submitted within 7 days acceptance of the work order. 50% payment of the total order value shall be released after Installation and preliminary testing of commissioned work. 40% payment of the total order value shall be released after Testing and Commissioning of the whole system at site. Balance 5% payment of total order value shall be made after twelve months from the date of completion of the project subject to satisfactory working of system / sub-system.
5	Consignee	The equipment should be consigned to EMRC premises at Ajaynagar, Kolkata.
6	Tax Invoice	All Tax invoices should be raised in the name of the Director, EMRC, St. Xavier's College (Autonomous), 493, Ajay Nagar, Kolkata- 700094.
7	Delivery schedule and commissioning	(i) Installation, Testing and Commissioning has to be completed within <b>10</b> weeks from Date of issue of work order / Purchase order. (iii) Extension of Time Frame is not permitted.
8	Packing	The material/equipment should be securely packed to withstand transit hazards during different modes of transportation.

9	Guarantee/Warranty	The entire setup (all supplied equipment/items) shall be under guarantee/warranty for a period of 12 months from date of commissioning.
10	Performance Bank Guarantee	The successful bidder shall have to furnish a Security Deposit cum Performance Bank Guarantee (PBG), in favour of The Director, Educational Multimedia Research Centre, St. Xavier's College (Autonomous), 493, Ajay Nagar, Kolkata - 700094, within 2 weeks of release of Work Order / Purchase Order for an amount equal to 10% of order value, which shall be refunded without interest after Defect Liability Period of 12 (twelve months) from the date of satisfactory completion of work provided the awardee has satisfactory carried out all work and attended to all defects in accordance with the terms & conditions, specifications and items of the work. Performance Guarantee is to be forfeited and credited to the Centre in the event of a breach of contract.
11	Technical Manual	Two printed copies of Schematic Diagram and one CD version of the same have to be supplied after the acoustic treatment is completed.
12	Late Delivery(LD) and Late Commissioning (LC)	In case of late delivery of item, the contractor shall be liable to pay penalty @ 0.5% (1/2%) of the total value of goods (as per PO) per week of delay or a part thereof, Further, if there is delay in the commissioning of the project, contractor will liable to pay penalty @ 0.5 % (1/2%) of the total value of the PO per week of delay subject to maximum amount of 5% of total value of PO. Note: - In case there is delay in commissioning of the project, the penalty will be levied on total value of PO and penalty already levied on delayed supplies will be adjusted from final LD.
13	Taxes	Taxes as applicable should be strictly mentioned in the tax invoice

## G. ACOUSTIC TREATMENT REQUIREMENT

Bidders are required to complete the Acoustic Treatment information forms provided in Appendix 1.

### **Functional Workflow/Schematic Diagram**

The bidder must provide complete functional workflow diagram/schematic specifically as per the BOM of this RFP.

## H. PROPOSAL RESPONSE FORMAT

All the bidders are requested to use the same or similar format as given below while submitting the commercial bids. The proposal must be submitted strictly in the following fashion as in Table- 2.

1. The proposal shall be submitted in the same envelope at the same time, in two distinct parts: a Technical Proposal and a Financial Proposal.
2. Proposals are to be prepared on standard 8-1/2" x 11" A4 size paper. Foldouts containing charts, spreadsheets, and oversize exhibits are permissible. The pages should be placed in a binder with tabs separating the sections of the proposal. All responses, as well as any reference materials presented must be written in English.
3. Proposals must respond to the RFP requirements by restating the number and text of the requirement in sequence and writing the response immediately after the requirement statement.
4. Figures and tables must be numbered and referenced in the text by that number. They should be placed as close to possible to the referencing text. Pages must be numbered consecutively within each section of the proposal showing proposal section and page number.
5. Proposals shall be based only on the items contained in this RFP and its standard required accessories. The RFP includes official response to site visit questions, addenda, and any other material published by the EMRC Kolkata pursuant the RFP. The bidder is to disregard any previous draft materials and any oral representations it may have received. All responses to the requirements in Sections (list appropriate section) of this RFP must clearly state whether the proposal will satisfy the referenced requirements, and the manner in which the requirement will be satisfied.
6. A point by point compliance statement duly signed by bidder in respect to all points laid down in the specifications for all the equipment/item(s) must be submitted.

Table-1  
FORMAT FOR TAXES

S.No	Description	Qty	Unit Price In INR	Taxes	Total prices In INR

## I. METHOD OF EVALUATION AND AWARD

### **Evaluation Criterion:**

Proposals will be evaluated for meeting all technical requirements and system completeness as per Tender document.

All bids which are technically qualified shall be shortlisted and Financial bids of only technically qualified bidders shall be opened.

Factors which will be considered as a part of evaluation amongst others will include the following.

1. **Product Quality:** Only reputed industry tested equipment and solutions with reliability will be accepted, nonstandard make/model of equipment will disqualify the proposal technically.
2. **Delivery / installation Schedule:** Delivery / installation timeline will be critical parameter for evaluation and final decision.
3. **Regulatory:** Should meet the Regulatory compliance, Safety requirements, and Environmental objectives.

## SECTION II

### TECHNICAL SYSTEM REQUIREMENT

#### CONTENTS

- A. SCOPE OF WORK
- B. GENERIC CONDITIONS
- C. TECHNICAL CONDITIONS
- D. BILL OF MATERIAL
- E. TECHNICAL SPECIFICATIONS





## CHECK LIST

1. Proof of payment for fee of Rs. 2,000/- (Rupees two thousand only) for purchase of tender document in the form of cash receipt or bank draft for tender documents downloaded from site.
2. Bank draft for Rs.1,00,000/- (Rupees One lakh only) towards Earnest Money Deposit.
3. The copy of PAN No., GST No. and Trade License should be enclosed.
4. Detailed bill of material duly filled in giving the offered material / equipment etc. strictly as per the bill of material included in the tender document.
5. Full technical details of the installation.
6. BOM must be strictly quoted as per serial No./Heading/Subheading given in RFP.
7. Schematic work flow diagram and Block Diagram must be provided.
8. No cost details are to be included in the Technical Bid under any circumstances. The signed and stamped copies of the Technical Bid containing requisite documents are to be sealed in a separate envelope and marked appropriately.
9. The Financial Bid shall contain exactly similar offered bill of material included in the technical bid but with full details on the rates, total cost. Only one copy of Financial Bid duly signed and stamped is to be sealed in a separate envelope and marked accordingly.
10. Both Technical & Financial Bids in respective sealed envelopes are to be further sealed in an envelope and should be superscripted at the top as:

“Proposal for Acoustic Treatment for EMRC Kolkata”, against tender enquiry no. EMRC/SXC/AJAYNAGAR/SITC/01/2018 dated 4<sup>th</sup> November, 2018, so as to reach us on or before 1400 Hrs. on 03/12/ 2018.
11. All pages of the Bid documents are to be signed by Authorized Person(s) of the Bidder.
12. The tender has to be addressed to:

The Director  
Educational Multimedia Research Centre  
St. Xavier's College (Autonomous)  
493, Ajay Nagar  
Kolkata – 700094