

NOTICE INVITING TENDER (NIT):

NOTICE INVITING TENDER for Supply and Installation of Professional new Public Address (PA) System for the use of Classroom at Academy for Cooperative Management , Research & Training (ACMART) , Salt lake City ,Kolkata-700106, West Bengal .

Name of work:-Supply,installation & commissioning of Professional Public Address(PA)System for Classroom. At ACMART,Salt Lake
Equipment Sheet

Sl. No.	Particular	Quantity
1	Wireless Conference Systems Controller Unit	01
2	Wireless Conference Systems Chairman Unit	02
3	Wireless Conference Systems Delegate Unit	16
4	High Quality Audio Interface	01
5	Wall Speaker 30Watts PA 2 Way	04
6	PA Mixer Amplifier	01
7	PA UHF Handheld Microphone	02
8	Lapel Wireless Microphone	01

Critical Date Sheet

Sl. No.	Particulars	Date	Time
1	Date of Online Publication of Tender	18/12/2023	1 P.M..
2	Tender Document Download Start Date	18/12/2023	1.30 P.M.
3	Bid Submission Start Date	18/12/2023	2 P.M.
4	Bid Submission Close Date through Online	27/12/2023	3 P.M.
5	Last Date of Submission of Documents of Hard Copy at HO	28/12/2023	11 A.M.
6	Opening of Technical Bids	29/12/2023	3 P.M.
7	Opening of Financial Bid(To be notified later)		

IMPORTANT NOTES TO THE BIDDER:

- Prospective bid applicants are advised to read carefully the minimum qualification criteria as mentioned in **'Instructions to Bidders** .
- Tenders shall be submitted in 2 parts-Technical Bid and Financial bid.
- Loss or damage in transit will be solely borne by the supplier. The suppliers may, if he/she so desires, get the goods insured and include such charges in the tendered rate.
- No Advance Payment will be made in favour of any supplier under this tender. The bidders are requested to not to mention any such clause for advance payments in their bid documents and if there is anything in this regard, the same will be ignored for consideration and no communication will be done in this regard.
- The bidders must submit necessary valid documentary proof/s of their Firm's Registration/Authorization along with their GST and other Service Tax Registration No. and PAN details along with the quotation.
- The Bank reserves the right to verify and confirm all necessary documents as submitted by the venders in support of their tender bids along with their credentials/documents required for the eligibility criteria. In any case, any information as furnished by the bidder/s if found fabricated or mala-fide or false or incorrect, the tender bids will be rejected and necessary legal proceedings may be taken against the bidders. The selected bidders will interfaces the Camera (if installed) into the proposed Audio & Vides systems .

7. Once the Bank authority confirms its Purchase Order (PO) to the respective winning bidder either through email or by issue of a formal Work Order, as the case may appear, the item/s is to be delivered and installed accordingly within a period of 10(Ten) days from the date of issuance or placement of such purchase order. If delivery does not happen within 10 (Ten)days, the Bank reserves the right to cancel the PO.
8. Normally the payment may be made to the vendor agency within a period of 15 days from the date of successful installation of equipment and submission of proper Invoice along with the warranty and installation certificate duly signed by supplier. For online payment, the bidders are requested to provide a copy of cancelled cheque along with their Invoice.
9. If the last date of tender submission falls on holiday/strike/Bandh etc., the last date for submission of tender will be extended up to the next working day.
10. This tender is floated for procurement of the PA System and the stated quantity for the same is indicative ones and their actual quantity for purchase may vary as per the requirement of the Bank.
11. The bidder firms /Agencies should have a **Minimum Average Annual Turnover** of 40(Forty Lakhs) Lakhs for the last two previous years viz., F.Y. 2021-22 and F.Y. 2022-23.

12. INSTRUCTIONS/GUIDELINES TO THE BIDDERS

1. **Collection of Tender Documents:** The bidder can search and download the Tender Documents from the website i.e Wbtenders.gov.in and also upload the required documents electronically within the stipulated dates mentioned earlier. The bidders may visit the Bank's website www.wbstcb.com
2. Tenders shall be submitted in 2 Parts.Part A (Technical Bid)and Part B (Financial bid)
3. **Warranty:**As per the Original Equipment Manufacturer(OEM)/manufacturer terms and conditions. for one (01) year from the date of Installation of all the equipments .
4. The intending bidder/s must quote their price for their different items of the work within the BOQ.
5. **Time Extension:** Generally no extension of time will be allowed. At unavoidable circumstances, any extension of time is subject to the consideration of the Tender Inviting Authority.
6. **Penalty Charges:** Penalty charges will be imposed @ 5 % (Five)per week on the tendered amount subject to Maximum @ 10% of the tendered amount, if the work will not be completed within stipulated time period of the tender.
7. **Document Verification:** The bidders may be called on to be present at the Bank for evaluation, verification, and clarifications, if any and may be asked to bring their original documents for satisfaction of the authority. If the bidders fail to produce the same within the stipulated time frame, their bid/s will be liable to rejection.
8. **Rejection Bids:**
 - a) Incomplete bids are liable to be rejected.
 - b) Unsigned tenders/bids, unattested corrections and overwriting by bidders are also liable for rejection.
 - c) The schedule for accepting the tenders shall be strictly followed-late tenders shall not be accepted.
 - d) Bids submitted without supporting documents as mentioned or required to submit with bids are liable to be rejected.
 - e) The bidder/s must confirm in their bid acceptance in full of the terms and conditions in this enquiry. Any non-acceptance or deviations from the terms and conditions must be clearly brought out. However, bidders must note carefully that any conditional offer or any deviation from the terms and conditions of this enquiry may render the quotation liable for rejection.
 - f) Each page of the tender document including annexure duly stamped and signed by the bidder must be submitted along with the tender bid and the tender should be page-numbered.
9. **OEM AUTHORIZATION:** BID Specific authorization (MAF) is mandatory with letter head including contact person name, mail ID and Phone number.
10. **The selected bidder must deposited 10% of the quoted price in the form of DD/BG in favour of the Bank before awarding of work order and that will be returned after satisfactorily completion of the whole job ;**
11. The bidder service office must be located within Kolkata, West Bengal and if required provide the support Services during the warranty period without making any financial charges .
12. The selected Bidder will interfaces the said Professional Public Address System [Both Audio & Video]into the installed TV system at the conference Hall of ACMART premises along with free of Costs and selected bidder will provide the support services in Sunday's or any other Public Holiday's at Bank's Conference Hall of ACMART ,Salt Lake City,Kolkata premises along with free of Costs .The selected bidder will provide the manpower and also support services during the classroom training along with free of cost.

13. Technical & Financial of Documents :-

Sl.No.	Category	Sub Category	Sub-Category Description
A	Certificates	Certificates	PAN Card
			Professional Tax Registration Certificate up to date With Challan
			Last 2 years IT Return
			GST Registration Certificate with latest return
			Valid Trade License
			ISO Certificate, if any will get advantages
			Certificate of sole Authorized agent (OEM Certificate)
			MSME / NSIC Certificate, if Any will get advantages
B	Financial	Last 2 years Audited Balance sheet	
Note: Failure of submission of any of the above-mentioned documents by any bidder, the bidder will summarily be rejected .			

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13A. Submission of Hard Copy and Opening of Tender: All tender documents should be uploaded all relevant documents in the website www.wbtenders.gov.in and all hardcopy should be sent through courier/speed-post/registered post or by authorized messengers to the Head Office of the Bank . Any bid through the Email or Telegraphic/fax offer will not be considered as valid bid and will be ignored straight way. Any submission of the tender documents after the specified date and time shall not be considered. The complete hardcopy tender should be delivered at the Bank Head office , 24 A , Waterloo Street ,2nd Floor Kolkata – 700069 of the within stipulated time.

- a) The selected bidders will deposit 10% of the work order value (Excluding GST) as a performances guarantee and should be released after the warranty period i.e after one(01) year from the date of Installation .
- b) The Bank can cancel the said Tender Notice at any time without giving the reasons
- c) Vendors should clearly mark on the heading of both sealed envelopes “Tender enquiry For Professional Public Address system “ and “Financial / Technical Bid” on the respective envelope at left corner.

14. **Delivery:** The equipments should be delivered and installed at ACMART ,Salt lake City , Kol-106 , within a time period of Ten(10) days from the date of receipt of Work Order or Purchase Order if any extension otherwise is not allowed. If any material is not delivered within the time period specified in the Work Order, the Bank Authority reserves the right, without incurring any liability, to cancel the work order., and there by, to purchase the same from another vendor. Any provision thereof for delivery by installment shall not be construed as obligatory unless agreed upon by both the parties. If the vendor is unable to complete the work performance at the time specified for delivery, by reason of strikes, labor disputes, riot, war fire or other causes beyond the Vendor’s reasonable control, the vendor will be allowed to extend the period of the Work Order.
15. The selected bidder will provide first level support within 04 Hours on any Working day’s during warranty period for One(01)year from the date of installation of items . The supplied Accessories should conform to the detailed technical specification mentioned in Annexure A and the selected bidder (L1) will provide free training atleast in three (03) separate sessions to the employee of the said training Centre of the Bank ;
16. That the all Hardware delivered by selected bidder must be covered by a comprehensive warranty for a minimum period of one (01)years from the date of installation and supplied Accessories will provide 99% uptime during the warranty period ;
17. That the selected bidder will bear all expenses for repair/replacement of the supplied accessories/system during the warranty period and this Bank will not make any separate payment for any such expenses to be incurred within the comprehensive warranty period & all the replacement materials are original & same make ;
18. That the selected bidder will transfer ownership of the equipments in favour of the Bank and the same shall be effected as soon as the equipments is brought to the sites of the Bank’s premises, installed thereafter and accepted by the bank;
19. The Selected bidder will give a training to the Bank’s Employee regarding the supplied items along with free of Costs .

20 . Clause of Bank Guarantee/EMD value

That the vendor shall agree to furnish a Bank Guarantee (BG) for 01(One) years validity for a maximum amount of 10% of all Hardware cost excluding the GST Charges .The said BG will be forfeited by Bank and realized by Bank , in the following cases :-

- i) That if at any time the vendor's performances are considered unsatisfactory by the Purchaser in regard to maintenance of service or supply of spares or any related matter affecting operational efficiency of the Conferencing System operation, the Purchaser Bank shall be at liberty to terminate the contract after issuing 15 day's notice on the vendor and the Purchaser Bank shall be at liberty to invoke the Bank guarantee furnished by the vendor for liquidated damage @ 05 % (five) per week subject to maximum of 10% of the contract value.
- ii) In case of break down or glitches or snags of the Professional Public Address System , vendor will be under obligation to restore the services of the system after receiving intimation from the Purchaser Bank either in writing or by Fax or telephonically or email during the period of warranty period failing which the vendor firm shall pay liquidated damages @ 05 %(five)per Week of the contract value in respect of the projects subject to a maximum of 10% of the cost of work order value executed by the vendor;
- iii). That Vendor have to provide/maintain an extensive service support network for upcountry branches of The West Bengal State Cooperative Bank Ltd. located in the state of West Bengal;
- iv). That vendor will bear all expenses for repair/replacement of the Conferencing System installed by you instantly and this Bank will not make any separate payment for any such expenses to be incurred by you within the comprehensive warranty period for Conferencing System (provided the breakdown is not due to negligence, faulty electrical points/ mains, act of nature & others including unprepared/ unclean site) but the purchaser bank will not bear the cost of labour Charges for Conferencing System during warranty period ;
- v). That this Bank may like to arrange for independent/outside and/or in-house team for testing and certification of hardware supplied by the selected bidder ;
- (vi) The call related to the problem of the supplied Conferencing System will be given by Bank personnel to the selected bidder either through email/Phone no given by the said vendor and Vendor's responsibility will be restored the said problem within 04 Hours from the time of call logging by the Bank with free of costs during the warranty period ;
- (vii) Before delivery of the items , the selected bidder will be allowed for site visit at ACMART ,Salt Lake City ,Kolkata – 700106.

21. Payment Terms :-

The Bank will release payment in the following manner:-

- i) 90% of the billed amount will be released by the Purchaser Bank on receiving delivery and installation of the supplied items and the hardware supplied by the vendor should be strictly in conformity with the specification of the order under Annexure A duly certified by Concern Officer of the Bank and being free from operational defect;
- ii) Further 10% of the billed amount for Hardware is to be released 7 day's after the date of installation and furnishing of bank guarantee of 10% of the work order value [excluding the Taxes] ;

22.All the jurisdiction are within the limit of Honorable Kolkata High Court Only

23. The Bank was not bound to accept the lowest bidder (L1) and any time Bank Cancel the said Notice inviting Tender [NIT]

24. Regarding Financial Bid:

- i) The Financial Bid submitted by the bidders should contain the price of the material required to be uploaded as given in the BOQ format by bank
- ii) All costs should be given in the exact figures and words. All the Govt. levies like sales tax, Custom Duties, and educational CESS, service tax ,GST etc., if any, should be included within quoted amount for each item or component in the BOQ.
- iii) Prices shall not be subject to any escalation in the future prices
- iv) Prices should be exclusively for the Bank, including installation charges should be specified separately.
- v) Bank may increase/decrease the quantity of the items mentioned in Annexure A
- vi) The Applicable TDS will be deducted from the submitted Bill Amount from the selected bidder as per the norms of the Bank's
- vii) At first technical bids of respective bidders will be evaluated and financial bids will be opened who are technically qualified.

Yours faithfully

(Nilanjan Sinha)
Managing Director

ANNEXURE-A(Part-A)

Technical specifications to be filled by bidder

Name of Applicant:				
Sl. No.	Item	Detail Specification	Quantity	Compliance (Yes/No)
1	Wireless Conference Systems Controller Unit	Wireless Conference System's Controller Unit. Professional wireless conference system with two operating modes: Chairman and FIFO. This System supports NOM (Number of Open Microphones) – upto 3 active units. It has the provision of Built-in USB MP3 recorder with sequential file saving and storage. For External audio output, it has Balanced XLR and ¼” jack. Highly-flexible and customizable system supporting up to 50 units. Available upto 20 UHF Channels for evade interference. Quick plug-and-play to make installation easy and smooth. Fully wireless for flexibility in fixed and mobile applications. Power Supply :- DC 12V. Signal to Noise Ratio :- >105dB. Frequency Range :- 45Hz-18kHz ±3dB. Bandwidth :- 30 MHz.	01	
2	Wireless Conference Systems Chairman Unit	Wireless Conference System's Chairman Unit. It offers Detachable and flexible 21” 2-bend gooseneck microphone with base for making it compact and rugged look. It has LED ring on the microphone to indicate activity status of each Microphone Unit. The smart LED screen displays ON/OFF status and battery level, To power up chairman and delegate units the user can use either batteries or the supplied adaptor. This system offers High-quality microphone capsule that ensures great voice reproduction. Illuminated ON/OFF talk switch makes it smart looking and easy to use. The chairman units has ' priority switch ' to override all delegates during a discussion. Power Supply :- 2 x 1.5V AA Alkaline Batteries or 12V DC. Carrier Frequency :- UHF 603-630 MHz.	02	
3	Wireless Conference Systems Delegate Unit	Wireless Conference System's Delegate Unit. It offers Detachable and flexible 21” 2-bend gooseneck microphone with base for making it compact and rugged look. It has LED ring on the microphone to indicate activity status of each Microphone Unit. The smart LED screen displays ON/OFF status and battery level, To power up chairman and delegate units the user can use either batteries or the supplied adaptor. This system offers High-quality microphone capsule that ensures great voice reproduction. Illuminated ON/OFF talk switch makes it smart looking and easy to use. Power Supply :- 2 x 1.5V AA Alkaline Batteries or 12V DC. Carrier Frequency :- UHF 603-630 MHz.	16	
4	High Quality Audio Interface	High Quality Audio Interface. This Interface offers Studio Quality (16Bit/48kHz) Digital Recording. It also offers Low- latency digital streaming. It has switchable	01	

		+48V Phantom power for high quality condenser microphones. It is compatible with Windows, Android & Mac IOS and it is totally suitable with popular DAW Software. It has USB 2.0 Bus powered for better connectivity with the computer. It has compact and durable aluminium body. It has 2 inputs (Mic/Line & Instrument level) and 2 output. Frequency Response:- 20-20,000Hz.		
5	Wall Speaker 30Watts PA 2 Way	2-Way Compact PA Wall Speakers High fidelity 2-Way speaker system in compact & attractive Black or White plastic housing. The suffix B & BT denote Black cabinet, and W & WT denote White cabinet. Ideal for various indoor and outdoor (under eaves) applications in Airports, Banks, Schools, Hotels, Restaurants, Lounges, Hospitals, Showrooms etc. Speaker is low impedance 8Ω speakers. Speakers are for use on 100V line with power taps of 30W, 20W, 15W, 10W & 5W. Comprises of a Water-Resistant PP coated cone Woofer, a Titanium Dome Tweeter and a 2-way Crossover Network. Easy power tap selection through a slotted rotary switch knob at the rear. 'U' type bracket for convenient & firm mounting of the wall speaker.	04	
6	PA Mixer Amplifier	120 WATTS WITH BUILT-IN DIGITAL PLAYER. MEDIUM WATTAGE PA MIXER AMPLIFIER. 5 Mic & 2 Aux Inputs. Built-in MP3 player with remote control for USB, SD/MMC card reader. Line output for connecting to a Booster Amplifier and Preamplifier Output for recording the programme. Cut and Boost type Bass & Treble controls. Instant transfer to DC power (Car Battery) if AC power fails. 5 LED array for output level monitoring.	01	
7	PA UHF Handheld Microphone	High quality UHF band frequency duet Wireless Microphone System. Individual channel output with level control & mix output. Display on Transmitter & Receiver for frequency indication. Two microphones can be used at the same time. The XR 40HL consists of one handheld & one lapel microphone. Receiver - Dual Channel Non-Diversity. Frequency Response- 50Hz-16KHz. Power Req. (Hand mic) - 2 x 1.5V AA. Receiver- 240V AC 50Hz for AC Adaptor Supplied with the set. Polar Pattern (Hand mic) - Cardioid..	02	
8	Lapel Wireless Microphone	High-quality headworn microphone. Works with all XR series bodypack transmitters. Available in both Black and Skin colour variants, Comfortable and lightweight design. Unidirectional pickup pattern. Exceptional vocal clarity. Long 1.5 meter cable for added flexibility. Terminated with 3-pin mini-XLR connector. External windscreen to reduce wind and pop noise. Cable Length : 1.5 meter.	01	

