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SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA

**TENDER DOCUMENTS**  
**FOR SUPPLY & INSTALLATION OF LED TELEVISIONS**  
**AT MSME INTERNATIONAL TRAINING INSTITUTE PREMISES AT**  
**BHUBANESWAR**

# **PART-I (Technical)**

The General Manager [SITI],  
Small Industries Development Bank of India  
4th floor, OCHC Building,  
Near Ram Mandir, Janpath,  
Bhubaneswar  
ODISHA- 751001  
Phone No. 2395278 / 2394854

Tender No.	No. 2014/964/SITI/ITV dated 12/09/2013
Tender issue Date	September 12, 2013
Last Date for bid Submission	September 25, 2013, 15:00 hrs
Date of Opening of technical bid	September 25, 2013, 16:00 hrs
Earnest Money Deposit	20,000/-

**Supply and installation of LED TELEVISION - 23 nos at MSME  
International Training Institute Office Premises at Bhubaneswar  
(Detailed advertisement)**

Small Industries Development Bank of India (SIDBI) invites the offers from the **Companies / their authorised agencies or dealers** for the supply and installation of LED TELEVISION-23 nos(21 nos – 32” , 1 no 42” and 1 no 46”) at SIDBI’s International Training Institute Premises, at SIDBI MSME International Training Institute, Plot No. L-3, Jaydev Vihar, Opposite Loyala School, Bhubaneswar, Odisha, where as the tender documents to be delivered at SIDBI, 4<sup>th</sup> Floor, OCHC Building, Bhubaneswar – 751001.

The interested agencies should submit their offers in the requisite Performa with earnest money deposit of **Rs.20,000/-** in the form of demand draft of a nationalised bank drawn in favour of **“Small Industries Development Bank of India, Bhubaneswar”**.

Interested agencies should submit the required details and relevant documents in **Envelope no.1** Superscribed as **(Technical Bid- Tender Notice 2014/964/SITI/ITV dated 12/09/2013’ )** duly signed and stamped by the authorised person else their application is likely to be rejected.

Interested parties are also required to submit their financial bid in **Envelope no. 2** superscribed as **(Financial Bid- Tender Notice No.2014/964/SITI/ITV dated 12/09/2013 )**

The envelope no.1 and 2 shall be sealed and & kept in one main envelope and superscribed as **‘Quotation for 23no. of LED TV, Tender Notice No.2014/964/SITI/ITV dated 12/09/2013’**(which should be sealed) and shall be submitted to the authority as indicated before the last date.

The Envelope No 1 (technical bid) shall be opened at 4 p.m. on the same date in presence of representatives of bidders who chose to be present. Envelop 2 containing the Financial Bid will be opened only for Bidders qualifying in the Technical Bid. Also Financial bid, i.e., Envelope no. 2 of the parties, whose application is found incomplete or with any condition imposed or without EMD will not be opened.

The envelope No 2 i.e. **Financial Bid** will be opened on the same day, if possible, or any other suitable date in presence of Tenderers. The bank reserves the right to reject any or all the applications without assigning any reasons.

The quotation should be in company letter head and the tender document should be duly signed and stamped on every page.

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## SPECIFICATION AND DETAILS OF EQUIPMENTS

### TECHNICAL SPECIFICATION

Sl. No.	Specifications	Conformance Yes/No	Deviation if any
<b>1.0</b>	<b>General Requirement</b>		
1.1	21no.s 32" LED TV, 1 no. 42"		
<b>2.0</b>	<b>Colour LED TV of Reputed make</b>		
2.1	Aspect Ratio : Widescreen 16:9		
2.2	Display : LED		
2.3	Power Source AC 110-240v,50/60 Hz		
2.4	Resolution : FULL HD 1080		
2.5	Wall Mount / On Stand both		
2.6	USB port X 1 minimum		
2.7	Minimum 1 year comprehensive warranty		
<b>3.0</b>	<b>1 no. 46" (Colour LED TV of Reputed make)</b>		
3.1	Aspect Ratio : Widescreen 16:9		
3.2	Display : LED		
3.3	Power Source AC 110-240v,50/60 Hz		
3.4	Resolution : FULL HD 1080		
3.5	Wall Mount / On Stand both		
3.6	USB port X 1 minimum		
3.7	Minimum 1 year comprehensive warranty		
3.8	HDMI compatible		

- The party must explicitly mention the brand and model number for which the offer is being made
- Must have service centers in Bhubaneswar
- Names and addresses (including Telephone Nos., Fax Nos., Email IDs etc.) of authorized service providers at Bhubaneswar for warranty & post-warranty period must be furnished in the tender offer.

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**Annexure - B**

<b>Enterprise Category</b>	<b>Manufacturing (Investment in P&amp;M)</b>	<b>Services (Investment in Equipment)</b>
Micro	Up to ` 25 lakh	Up to ` 10 lakh
Small	Up to ` 500 lakh	Up to ` 200 lakh
Medium	Up to ` 1000 lakh	Up to ` 500 lakh

## Technical Bid

(ALL PARTICULARS / INFORMATIONS SHOULD BE GIVEN IN THE FOLLOWING FORMAT WITH COMPLETE DETAILS.)

1.	<b>Name &amp; Address of the firm</b>	
	<b>(Contact person Name)</b>	
2.	<b>Telephone Number</b>	
	1. Office (Landline & Mobile) 2. Service Center at Bhubaneswar	
3.	<b>Back ground details of the firm</b>	
	i) State whether original manufacturer / direct dealer of the manufacturer	
	ii) In case of direct dealers, submit copy of valid dealership license issued by the manufacturer	
4.	<b>Experience</b>	
	The bidder may mention if executed any similar work in any Government office/ PSU and other similar organization during last three years. Satisfactory service / maintenance report from clients (certificate / report to be submitted). Necessary documents to this effect must be enclosed along with the offer letter.	
5.	Copy of registration certificate with DGS&D if any.	
6.	Whether capable to supply & install the tendered LED TELEVISION as per enclosed technical specification (Annexure 'A')(Please mention	

	'YES' or 'NO')	
	If it is mentioned 'YES' above submit:copies of product brochure (for product categories) as a proof of statement.	
7.	State the Name & Address of the manufacturer of the LED TELEVISION whose product shall be/ has been offered /quoted by the tenderer.	
8	State detail address and setup link wherefrom support for maintenance during Warranty & post Warranty period shall be offered by the firm at Bhubaneswar.	
9	Minimum down time to handle breakdown calls and /or any sort of emergencies	
10	<b>The firm in this regard should submit the following documents</b> (a) Income Tax clearance/IT certificate (b) PAN Number (C) Sales tax registration certificate (d) TIN number of the firm (e) VAT registration/clearance certificate	
11	Earnest Money Deposit Details	
12	Whether agreed to supply and install tendered item as per enclosed list positively by <b>one calendar month</b> and failing which ready to absorb penalty, if any order is placed on the bidder after observing tender procedure. (Please mention 'YES' or 'NO').	
13	Indicate the MSME status of the tenderer as per the definition in Annexure B.	

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I/We hereby declare that the above statements are true. I/We also declare that the decision of Small Industries Development Bank Of India regarding selection of eligible firms for opening of Financial Bid (Part-II) shall be final and binding on me/us.

**Dated**

**Official Seal**

**Signature\_of the  
Tenderer/Constituted Attorney**

**ANNEXURE – 'I'**

To,  
General Manager  
MSME International Training Institute  
SIDBI, Bhubaneswar

Dear Sir,

**Subject : Tender for Supply and installation of LED TELEVISION- 23 nos at  
SIDBI's Training Institute building at Bhubaneswar**

Please refer to your web site advertisement & the broad terms & conditions for the supply & installation of LED TELEVISION as given in detail. Having examined the site, contract documents, specifications and schedule of quantities, Further, I / we herewith deposit Rs.20,000/- as **Earnest Money Deposit** as per the Terms of Contract and our offer. In the event of my / our tender being accepted, I/we agree to enter into and execute the necessary contract required by you. I am /We are aware that the Bank intends to complete the entire work as covered in the scope of this tender within scheduled completion period with time being essence of the contract. I/we agree to complete the works within the said period. As required by you, I / we are returning herewith the tender documents duly signed by us at each page in token of our acceptance of the provisions in the documents.

Yours faithfully,

(Name of the agency)

Sign & Designation of Authorised official

Seal

Date :

Place :

Note : 1. Enclose appropriate power of authority for the authorised signatory.

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**ANNEXURE – ‘II’**

**DECLARATION**

We do hereby accept the **‘TECHNICAL & FINANCIAL TERMS & CONDITIONS’** as provided by the SIDBI along with the tender documents for supply & installation of LED TELEVISIONs and also undertake to supply the said materials strictly as per the specifications of SIDBI provided along with the tender documents in the event of placement of any order on us. The Bank shall be at liberty to cancel the order in full or in part and above Declaration made by us.

**Signature of the Tenderer or Constituted Attorney.**

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## GENERAL CONDITION OF THE CONTRACT

### 1. Scope of Work:

The scope of work includes supply, Installation, testing & commissioning of 23 no. of LED Television(21 nos - 32" , 1 no.- 42" , 1 no. 46") with remote control, complete in all respect as per specification & schedule of required quantities at Plot No. L-3, Jaydev Vihar, Opposite Loyala School, Bhubaneswar, Odisha. The vendor has to take care to wall-mount the sets. However provision for keeping the TV set on stand also should be provided

### 2. Delivery:

1.1 Supply and installation of the items should be made within **30 days** from the date of the purchase/work order.

1.2 The contract is liable to be cancelled unilaterally if the supply/ installation is not completed within the specified time. Extension of contracted delivery period will be at the sole discretion of the Bank with applicability of liquidated damages clause. Decision of the Bank in this regard shall be final and binding on the successful tenderer.

### 3. Penalty Clause:

1% per week subject to a maximum of 10% of the undelivered stocks will be recovered in case of delay in delivery beyond the accepted delivery period as per general conditions of contract. after which, Bank reserves the right to take action as deemed fit.

The Bank may extend the time of delivery & installation of the tendered items at their discretion on the application of the successful tenderer for such purpose provided that the Bank considers the reasons for such extension as good, sufficient and acceptable.

The decision of the Bank in this regard shall be final and binding on the successful tenderer.

### 4. Earnest Money Deposit:

The bidders will be required to furnish bid security (EMD) of Rs. 20,000/- (Rupees Twenty Thousand only) in the form of Bank draft from any nationalized bank drawn in favor of Small Industries Development Bank of India. The bid shall be valid for a period of 90 days from the date of opening of bids. Offer not accompanied with earnest money of the requisite amount or without proper validity will be summarily rejected. The EMD is liable to be forfeited, if the tenderer withdraws or amends or derogate from the tender in any respect within the period of validity of this tender.

### 5. Validity of Offer:

The tenderer must keep their offer open for acceptance for a minimum period of 90 days from the date of opening of tender.

### 6. Terms of Payment:

No advance payment shall be made by the Bank on any circumstances. 100% payment of the cost will be paid on satisfactory supply & installation of works after inspection. Bill in this regard duly supported with the inspection by the above document should be submitted to the Bank and particulars of dispatch advised to the consignee. Payment shall be released within 30 (thirty) working days from the date of receipt of invoice/bill duly accompanied by receipted challan.

**7.Warranty :**

Manufacturers' standard comprehensive on-site warranty for the tendered items as per enclosed specifications shall be offered effective from the date of supply & installation of the equipments [Warranty Certificate on paper (not by any electronic form) duly signed and sealed by the Manufacturer need to be submitted by the successful tenderer]. The successful tenderer shall be responsible for all defects/inferior quality of materials etc. for the entire warranty period of the equipment, which will be finally installed at SIDBI, Training Institute.

**8. Facilities for Test & Examination:**

If the TVsets supplied by the manufacturer/ supplier or performance of the material and/ or stores during inspection and tests is not found satisfactory, the Bank reserves the right at his discretion and without any claim for compensation to the Contractor, either cancel the order altogether or modify the quantity ordered.

**9. Arbitration**

All disputes and differences between the successful tenderer and the Bank of any kind except quality of workmanship and materials whatever arising out of or in connection with the order on carrying out the supply (whether during the progress of the work or after their completion and whether before or after the determination, abandonment or breach of the terms & conditions of the order) shall be referred to the sole arbitration of a person nominated by the Director , SITI, whose decision in this regard will be final and binding on the both successful tenderer and the Bank.

The provision of the Arbitration and conciliation act 1996 or any statutory modification or re-enactment thereof and of the rules made there under for the time being in force shall apply to arbitration proceedings under this clause.

**10. Price:**

The price and rates indicated/quoted shall be inclusive of cost of materials, supply and all incidental charges to supply and install the LED TELEVISION strictly as per Bank's specification (enclosed) at SIDBI's Premises at Plot No. L-3, Jaydev Vihar, Opposite Loyala School, Bhubaneswar, Odisha. The price quoted by the bidder shall be firm and not subject to variation on any account during the fulfillment of the order. The price quoted shall also be including all taxes and duties e.g. Excise Duty, CST, and VAT etc. and any other Govt. levy as applicable, cartage, labour and nothing shall be paid extra on this account. All the rates mentioned in the tender should be inclusive of all materials including wastage, freight, all types of taxes including works contract tax, duties, octroi, service tax, royalties, tools, tackles, plant and equipments, supervision,

overheads and profits, statutory charges, costs for licenses / liaisoning and any other expenditure etc. and shall remain firm till completion of work. Escalation in price will not be payable for whatsoever reasons.

**11. Evaluation Period/Process:** The broad guidelines for evaluation of offer will be as follows:

11.1. Only those offers shall be evaluated which are found to be fulfilling all the eligibility and qualifying requirement of the tender both technically and financially.

11.2. SIDBI shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed and whether the bids are generally in order.

11.3. Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price shall be corrected by the SIDBI. If there is a discrepancy between words and figures, the amount in words shall prevail. If the supplier does not accept the correction of errors, his bid shall be rejected. No overwriting or cutting is allowed.

The lowest acceptable tender shall be considered further for placement of contract/supply order after complete clarification and price negotiations as applicable.

The Lowest price will be calculated taking all the 23no. of units of a single brand together.

Place : BHUBANESWAR

Date :

Signature of the Contractor &  
Name & Seal of the firm

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## **SAFETY CONDITIONS OF THE CONTRACT:**

As part of the contract, the contractor must satisfy the under mentioned safety requirements and must ensure at all item that these are followed without any deviation.

1. The contract shall take all precautions to avoid accident and causes of accident. He must be careful regarding safety during working of his staff in the premises.

2. Safety precautions of portable electrical appliances : Precaution in handling portable electrical appliances are more significant under monsoon conditions, some likely situations are highlighted here for your attention and action to ensure that conditions and methods of usage conform to the safety of personnel and property.

i) Broken sockets/ pin plug/ loose connections: These conditions cause sparks which lead to fault conditions or electrical shock situations. Wires shall not be directly inserted into the sockets as the earth lead of the equipment inserted into the phase socket may give shock to the operator.

ii) Polarity of phase/ neutral and earth: certain appliances like Poroscope may give violent electrical shock during work if polarity conditions are not satisfied.

iii) Joints in flexible cables: Usage of portable appliances is such that electrical and physical integrity of joint may be suddenly affected, leading to severe sparking and fire if combustible/ inflammable materials are present near the joint. Perhaps this may not be noticed by operator at all.

iv) Appliance body grounding and system grounding: In absence of or ineffective appliance body grounding, operator may receive severe shock in case of phase to earth fault during usage. And also, all earth pins in sockets must have low impedance and mechanically firm earthing according to Indian Electricity Rule so that safety is assured to operator even under fault conditions.

Place: Bhubaneswar  
Date:

Signature of the Contractor &  
Name & Seal of the firm

**SPECIAL CONDITION OF THE CONTRACT-**

- (a) The materials supply rate shall also be inclusive of the transportation charges up to the delivery site.
- (b) The Bank reserves the right to cancel the offer without assigning any reason whatsoever.
- (c) The work shall be completed within **30 days** in all respects from the date of receipt of work order.
- (d) The quotation shall be valid for a minimum period of 90 days from the date of opening of quotations.
- (e) The supplier shall give undertaking that they shall extend prompt service facility against defects/ breakdowns during guarantee/ warranty period.
- (f) Kindly note that no advance shall be payable against the work order.
- (g) The quantities specified in the tender may be decreased or increased at the sole discretion of Bank.
- (h) The competent authorities of the SIDBI reserves the right to amend, alter or modify the terms & conditions mentioned above, if necessary, from time to time.

Place : BHUBANESWAR

Date :

Signature of the Contractor &  
Name & Seal of the firm

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SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA

**TENDER DOCUMENTS**  
**FOR SUPPLY & INSTALLATION OF LED TELEVISION AT**  
**MSME International Training Institute**  
**Bhubaneswar**

# **PART-II**

## **(Financial Bid)**

The General Manager [SITI],  
Small Industries Development Bank of India  
4th floor, OCHC Building,  
Near Ram Mandir, Janpath,  
Bhubaneswar  
ODISHA- 751001  
Phone No. 2395278 / 2394854

## **BILL OF QUANTITY**

**(To be submitted in envelope no. 2)**

**NAME of work :- Supply and installation of LED TELEVISION- 23 nos (21 nos 32" 1 no. 42" , 1 no 46") at SIDBI's Training Institute premises  
At Bhubaneswar**

<b>Sr No</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Price Quoted Rs.</b>	<b>Amount Rs.</b>
A	Supply and installation 32" LED TELEVISION as per specifications indicated in Part I of Tender including necessary cabling, training, connections etc. as directed and with minimum 01 years on site comprehensive warranty.	21	No.		
B	Supply and installation 42" LED TELEVISION as per specifications indicated in Part I of Tender including necessary cabling, training, connections etc. as directed and with minimum 01 on site comprehensive warranty.	1	No		
C	Supply and installation 46" LED TELEVISION as per specifications indicated in Part I of Tender including necessary cabling, training, connections etc. as directed and minimum 01 years on site	1	No.		



	comprehensive warranty.				
	Enter the amount in Words (Grand Total)				

**B. Name of the manufacturer(s) and Model Number:**

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The above rates quoted by us for supply of the tendered items are strictly in accordance with the Bank's specifications. Deviation, if any, will make the tender/offer liable to be considered invalid.

**Date:**

**Place:**

**Signature of Tenderer**

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