

**TENDER NOTICE**

**UTKARSH Society, Edusat Block,  
DIET Complex, Sector-2, Panchkula (Haryana)  
Tele. / FAX. 0172-2587710, 2587403**

**Last Date: 18/04/2013 up to 03:00 PM**

The UTKARSH Society intends to award Annual Maintenance Contract of 'Audio Video Studio Equipments'. Sealed tenders are invited for the same from reputed experienced firms engaged in undertaking of Annual Maintenance Contract (AMC) of 'Audio Video Studio Equipments'. The scope of work, terms & conditions of the tender are enclosed at 'Annexure - A'. Details of 'Audio Video Studio Equipments' to be entered in the Annual Maintenance Contract (AMC) for one year (extendable on the same rate, same terms & conditions) are enclosed at 'Annexure - B'. "OEM / OEM's authorized distributors / OEM's authorized service centers/ OEM's authorized after sale service provider" dealing in 'Audio Video Studio Equipments' can quote their rates for providing effective and proper maintenance for equipments (as per 'Annexure- B') on the given scope of work, terms & conditions. The sealed bids for the AMC of 'Audio Video Studio Equipments' are invited in the proforma for filling the rates and other details enclosed at "Annexure - C".

Bidders are requested to submit their sealed tenders for the AMC of 'Audio Video Studio Equipments' in the office of '**Administrative Officer, UTKARSH Society, Edusat Block, DIET Complex, Sector -2, Panchkula (Haryana)** on or before 18/04/2013 upto 03:00 PM. The technical bids will be opened on 20/04/2013 (at 03:00 PM) in the 'Conference Hall' at UTKARSH Society Edusat Block, DIET Complex, Sector-2, Panchkula (Haryana). The financial bids of the bidders successful in technical bid will be opened on 22/04/2013 (at 03:00 PM) at the same venue. Conditional Quotations will not be accepted. The tender document can be obtained from the office of UTKARSH Society on any working day before 17/04/2013 between 10:00 AM to 05:00 PM. Alternatively, the tender document can also be downloaded from the website <http://schooleducationharyana.gov.in>

The UTKARSH Society reserves all rights to accept or reject any or all tenders, fully or partially without assigning any reason whatsoever.

**-sd-**

**(Administrative Officer)  
UTKARSH Society**

No.UTKARSH/2013/..... dated:-.....

**Annexure-A'**

**Scope of work, terms & conditions**

1. The Annual Maintenance work will comprise maintenance of all 'Audio Video Studio Equipments' (**Sr. No. 01 to 10 as per 'Annexure – B'**) installed in the studios of UTKARSH Society at Panchkula (Haryana).
2. Scope of Annual Maintenance Contract services shall consist of Preventive Maintenance (atleast once in every month) & Corrective Maintenance of 'Audio Video Studio Equipments'. AMC services shall include all required manpower, labour, tools etc. for the repair & maintenance activities. The rates quoted for the AMC services shall also include all types of taxes, duties as applicable and transportation charges, insurances etc.
3. The details of 'Audio Video Studio equipments' & their Original Equipment Manufacturer (OEM) are given from Sr. No. 01 to 10 at '**Annexure - B**'. Tenderer(s) should be "OEM / OEM's authorized distributor / OEM's authorized service center / OEM's authorized after sale service provider" essentially for the equipments mentioned at '**Sr. No. 01 to 09**' of '**Annexure – B**'. Tenderer(s) shall have to submit a valid authorization certificate from the OEM in his favour with technical bid for the equipments mentioned at '**Sr. No. 01 to 09**' of '**Annexure – B**'.
4. Even if no call is made by UTKARSH Society, the contractual firm is required to undertake preventive maintenance by checking all the 'Audio Video studio Equipments' at least once in every month and confirm that the equipments are in the best of working conditions.
5. This constitutes an annual maintenance contract and includes repair & maintenance of all parts of the Audio Video Studio Equipments. UTKARSH Society shall not be liable to make payment over and above the maintenance cost in any case "except only the cost of new spares / part". If any spares/part is beyond repair then only the cost of replaced new spare / part will be done.
6. If any spare/part can not be repaired, then contractual firm shall submit the proforma invoice (for the cost of new spare) to UTKARSH Society for the approval of cost. In that case, only cost of spare will be paid after the approval, successful repair, installation and commissioning of repaired equipment at the studio of UTKARSH Society.

7. The contractual firm shall attend the all complaints / faults of the system, whenever complaint received from UTKARSH Society / staff of UTKARSH Society in person or in writing or over telephone and shall be bound for repairs of the equipments within Two working days (48 hours) from the time of intimation of the defect / complaint.
8. In the eventuality of the AMC contractor not being in a position to rectify the fault within Two Working Days (48 hours) for any equipment, standby equipment of acceptable similar configuration shall be provided to UTKARSH Society by the contractor. On failure to provide standby equipment, a penalty of 1 % per day per equipment of the total contract value (AMC amount) will be levied. Delay beyond 07 days in rectifying the reported problem, will entitle this office to exercise the option of getting the work done from another agency and deduct such expenses from the AMC charges, in addition to penalty from the AMC contractor. Delay beyond 15 days may lead to cancellation of contract by this office.
9. The successful tenderer shall have to render the services satisfactorily and replace the genuine parts/spares in the system. In case the agency does not render satisfactory services or replace with the sub-standard parts/spares, the UTKARSH Society is at the liberty to terminate the contract at any time during the period of contract after giving prior notice of 15 days. This may also lead to legal action including forfeiture of performance security.
10. At the end of period / termination of AMC, the contractor shall demonstrate satisfactory testing and operation of all the Audio Video Studio Equipments.
11. Before quoting the rates, tenderer can inspect the details of specifications & working condition of above mentioned 'Audio Video Studio Equipments' in the studios of UTKARSH Society, Sector -2, Panchkula (Haryana) on working days at his own cost after taking requisite permission of Administrative Officer (UTKARSH Society).
12. AMC will be for a period of one year (extendable on the same rate, same terms & conditions). Maintenance contract will be effective from the 10<sup>th</sup> day from the 'date of awarding the AMC order by UTKARSH Society'. Order of AMC can be cancelled unilaterally by this office whenever the service is not found to be satisfactory or up to the mark by giving prior notice of 15 days.
13. Only Sales tax /Service Tax / Value Added Tax (VAT) registered firms are eligible to fill this tender. Interested firms shall quote their Sales tax/Service Tax/VAT/TIN Number with documentary proof along-with latest Tax Clearance Certificate or copies of latest return filed / challans indicating deposition of tax with the concerned department.

14. Rates should be quoted for the item in '**Annexure - C**' inclusive of all types of taxes, duties & transportation charges. Nothing over and above the quoted rates shall be payable.
15. Bid / Quoted rates shall be valid for a period of 180 days from the date of opening of Technical Bid.
16. The payment of AMC Charges shall be made on completion of each quarter subject to rendering the satisfactory services and on the production of 'Satisfactory Service Report' from all the studios under AMC.
17. No advanced payment shall be given to any firm on any grounds what so ever.
18. A Bid Security for Rs. 10,000/- in the form of Bank Draft must accompany with the tender in favour of the **UTKARSH Society, payable at Panchkula, Haryana**. The Bid Security Deposit should be valid for a period of atleast three months. No tender shall be accepted without Bid Security and shall be rejected straightway.
19. The tenderer shall indicate their rates in clear visible figures and words and shall not alter/overwrite/make cutting in the rates. If alteration/overwriting /cutting in rates are noticed, such tenders shall not be taken into consideration.
20. A copy of tender documents terms & conditions duly signed by the bidder(s) may also be attached with the "Technical Bid", Unsigned tender documents shall not be accepted at any cost.
21. Tenderer(s) shall submit the following details/documents with tender:
  - a. Valid registration Number of the firm for the VAT / Service Tax purpose.
  - b. Income Tax Return for the last financial Year.
  - c. Document related to total years of experience in providing AMC services for Audio Video Studio Equipments.
  - d. Form 16 A (copies) issued by the Government Organizations / reputed organization deducting TDS on AMC services provided by the firm.
  - e. List of Government, reputed private organization which renewed the AMC with the firm, with copies of orders.
  - f. Signed copy of tender document along with scope, terms & conditions.
  - g. A valid authorization certificate from the OEM in the favour of tenderer for the equipments mentioned at 'Sr. No. 01 to 09' of 'Annexure – B'
22. Conditional tenders shall not be accepted and shall be rejected straightway.

23. Tenderer(s) shall submit the bids as per procedure mentioned below: -

- a. **Part I: - Technical Bid**– It will consist of the company/ establishment profile indicating the capability, self attested documentary proof of experience, signed bid document, bid security and other documents / statutory requirement certificates from OEMs as mentioned in the terms & conditions. This first cover shall be super scribed as **“Technical Bid”**.
- b. **Part II: - Financial Bid** – It will contain the quoted rates (on ‘Annexure- C’) for the AMC of ‘Audio Video Studio Equipment’ including all types of taxes, duties & transportation charges. This second cover shall be super scribed as **“Financial Bid”**.

Both these envelopes after being sealed properly shall be put into a third envelope, which should be properly sealed before it is sent / submitted. The third sealed cover (super scribed as **“Quotations for AMC of Audio Video Studio Equipments”**) shall be addressed to the **‘Administrative Officer, UTKARSH Society, Edusat Block, DIET Complex, Sector-2, Panchkula (Haryana)’**.

24. The bids received after the last date & time for receipt of bids prescribed in the tender document (i.e. 18/04/2013 upto 03:00 PM) shall be rejected and / or returned unopened to the bidder.
25. The Bid Security shall be refunded to the unsuccessful tenderer (s) after finalization of the tender and award of AMC order. Bid Security deposited with the tender shall bear no interest.
26. The firm whose rates are accepted will have to deposit 10% of total value of the contract as ‘Performance Security Deposit’ in the form of Bank Guarantee from any nationalized bank of India in an acceptable form in favour of the **UTKARSH Society, Panchkula** within 07 days after the work order is placed to the firm. The ‘Performance Security Deposit’ shall be valid for a period of sixty days beyond the date of completion of all contractual obligations by the firm. The ‘Performance Security Deposit’ shall bear no interest.
27. The Bid Security shall be refunded to successful tenderer after receiving the ‘Performance Security Deposit’ from the successful tenderer. Bid Security deposited with the tender shall bear no interest.
28. The ‘Performance Security Deposit’ shall be released only after satisfactory completion of all contractual obligations as approved by the UTKARSH Society.

29. In case the successful tenderer is found in-breach of any terms and conditions, concealment of facts, furnishing wrong and false documents/information at any stage, legal action as per rules/laws shall be initiated against the tenderer concerned regarding forfeiture of the earnest money or Performance Security deposits and debarring the agency also by black listing for future dealing with the UTKARSH Society.
30. The tender document form can be obtained from the office of the 'UTKARSH Society Edusat Block, DIET Complex, Sector-2, Panchkula (Haryana)' on any working day before 17/04/2013 between 10:00 A.M. to 05:00 P.M.

Alternatively, the tender document can also be downloaded from the website <http://schooleducationharyana.gov.in>

31. Last date for submission of tender in the office of Administrative Officer, UTKARSH Society, Edusat Block, DIET Complex, Sector-2, Panchkula (Haryana) is 18/04/2013 upto 03:00 PM.
32. Tenderer / their representatives are at their liberty to attend the proceedings of opening of the tender (Technical bid on 20/04/2013 at 03:00 PM and Financial bid on 22/04/2013 at 03:00 PM) in the 'Conference Hall' at UTKARSH Society, Edusat Block, DIET Complex, Sector-2 Panchkula, depending upon the availability of members of the Committee.
33. No enquiry shall be made by the tenderer(s) in-between the time of opening the tenders till the competent authority takes final decision.
34. The UTKARSH Society reserves the right to relax any of the above-mentioned condition(s) and reject on his discretion any or all tender(s) altogether without assigning any reason, with the approval of competent authority.
35. All disputes in this connection shall be settled in District Panchkula Jurisdiction only.
36. The UTKARSH Society reserves the right to accept or reject any / all tenders without assigning any reason.

**‘Annexure-B’**

Details of ‘Audio Video Studio Equipments’ (installed in the studios at UTKARSH Society, Edusat Block, DIET Complex Sector-2, Panchkula) to be entered in the Annual Maintenance Contract (AMC) for one year.

Sr. No.	Name of Equipment	Description	Make / OEM	Model	Quantity
01	Camera	3 x 2/3-inch type Power HAD EX CCDs DVCAM Digital Camcorder with SDI Output Board (CBK-SD01), Camera Adaptor (AC-DN10) and Fuji make 2/3-inch format 20x lens with Lens Control Kit (A20x8. 6BRM-SD & MS-01)	Sony	DSR – 450W SPL	5
02	VTR	Digital Video Cassette Recorder/Player with SDI Board (DSBK-1501), Analog Input Board (DSBK-1504)	Sony	DSR-1500AP	2
03	VTR	Digital Video Cassette Recorder/Player with SDI Board (DSBK-1801) & Analog Input board (DSBK-1803)	Sony	DSR-1800AP	1
04	Video Production Switcher	Video Production Switcher (8 Inputs)	Sony	DFS-800	2
05	Monitor	14” LCD with SDI Board (BKM-320D)	Sony	LMD-1420	8
06	Mike	UWP Wireless audio	Sony	UWP-C1	2
07	Mike	UWP Wireless audio	Sony	UMP-C2	2
08	Mike	Lapel Mike	Sony	ECM-77B	4
09	Mike	Dynamic Microphone	Sony	F-720	2
10	Audio Mixer /Equalizer	Audio Mixer cum equalizer (12 Channels)	Sound Craft	M 12	2

**Signature of Bidder with Seal**

**Date:.....**

**‘ANNEXURE - C’**

With reference: - UTKARSH /2013 / ..... Dated:-.....

**Rates for the Annual Maintenance Contract (AMC) of Audio Video Studio Equipments installed at UTAKRSH Society, Edusat Block, DIET Complex, Sector-2, Panchkula (Haryana)**

Description	Total amount per annum for AMC (inclusive of all types of taxes, duties, Transportation charges) in rupees.
Annual Maintenance Contract (AMC) of ‘Audio Video Studio Equipments for one Year’ as per equipments details given in ‘Annexure-B’.	Amount in figures (INR) :..... Amount in words (INR):..... .....

**Signature of Bidder with Seal:** .....

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Name of Firm .....

Address in Full .....

**Date:-.....**

.....

.....

Tel. No.....

Mobile No. ....

e-mail address: .....

PAN No.....

TAN No. .... /

Service Tax No. ....