



# **SNDT Women's University**

## **eTender Document For**

### **Supplying Branded Video Production Ceiling Mounted Lights required for e-Learning studio of SNDT Women's University**

**Tender Document No.:**

**Tender Document Date:**

**Registrar**

**SNDT Women's University**

**1, N. Thackersey Road, Mumbai- 400020**

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## 1.0 Letter of Invitation

### 1.1 Tender Notice Details:

1.1.1	Tender Reference No	
1.1.2	Tender Issue	
1.1.3	Name of Work / Item	Supplying Branded Video Production Ceiling Mounted Lights required for e-Learning studio of SNDT Women's University
1.1.4	Cost of Tender	The interested contractors / bidders will have to make online payment (using credit card/debit card/net banking) "Online Service Charge" of Rs. 1,063/- (inclusive of all taxes) per bid per tender to online service provider of e-Tendering system (Sify NexTenders) at the time of entering Online Bid Submission stage of the tender schedule.
1.1.5	EMD Amount	Rs. 10,000/-
1.1.6	Mode of Payment	Online Payment modes i.e. Net Banking, Debit Card, Credit Card and NEFT/RTGS
1.1.7	Address for Communication	Head, Department of Educational Technology SNDTW Women's University, Juhu Road, Santacruz West, Mumbai 400 049
1.1.8	Contact Tel and Fax	022 22031879, 022 - 26604759
1.1.9	email ID	tender@sndt.ac.in MUST mention Subject: Equipment foreLearning Center

- 1.2** SNDT Women's University (SNDTWU) has proposed to setupe-Learning: Content Studio, Post Production and Training Center"with State-of-the-Art facilities at their Juhu Campus.
- 1.3** The Registrar, SNDT Women's Universityinvites Proposals Supplying Branded Supplying Branded Video Production Ceiling Mounted Lights required for e-Learning studio of SNDT Women's University for e-Learning studio of SNDT Women's University.**The Vendor will be selected under Quality and Cost Based Selection (QCBS) Procedure.**
- 1.4** The Bidders are advised to note the Minimum Qualification Criteria specified in this Tender Document.
- 1.5** Tender document is available on <https://maharashtra.etenders.in>. Interested Bidders who wish to participate in the Tender Process can download the Document by making payment of "On Line Service Charges".

**1.6** Completed Bids in prescribed format along with the Design and Drawings must be submitted within the Date and Time published in Tender Document

**1.7 e-Tender Time Schedule**

Please Note: All bid related activities (Process) like tender Document Download, Bid Preparation, and Bid Submission will be governed by the time schedule given under Key Dates below:

Sr.	Activity	Performed by	Start Date	Start Time	Expiry Date	Expiry Time	Duration
1	Release of Tender	University	27-02-2017	11:00	27-02-2017	17:00	-
2	Tender Download	Bidders	27-02-2017	17:01	14-03-2017	17:00	Days
3	Bid Preparation						
4	Superhash Generation & Bid Lock	University	14-03-2017	17:01	15-03-2017	17:00	Day
5	Control Transfer of Bid	Bidder	15-03-2017	17:01	16-03-2017	17:00	Days
6	Envelop 1 Opening	University	17-03-2017	11:00	20-03-2017	17:00	Days
7	Envelop 2 Opening	University	17-03-2017	11:00	20-03-2017	17:00	Day

**Notes:**

1	Last Date for Receipt of Pre Bid Queries	, 17:00 Hrs.
2	Approval of "Unpriced Techno-Commercial Proposals – Technical Proposal" by the Technical Scrutiny Committee ("TSC").	Bidders whose Technical Proposals are accepted will be informed on 09/09/2016
<p><i>Dates mentioned here, are scheduled dates for Bid Opening Activities. Any changes in dates of opening of Unpriced Techno-Commercial Bids and Priced Commercial Bids shall be notified in 'Corrigendum' section on the e-Tendering portal or university website before opening of the same.</i></p>		

**1.8** The Conditional Proposals if the deviations / exceptions not provided in the format as per the Annexure-3A or Annexure-3B will be rejected.

**1.9** SNDTWU reserves the right to reject any or all of the Proposals without thereby incurring any Liability or Obligation to inform the Vendors of the Reasons for such action.

- 1.10** Interested eligible Bidders may obtain further information **email ID: tender@sndt.ac.in, MUST mention Subject: Ceiling Lights for eLearning Center.**
- 1.11** Bidders shall submit self-attested photo-copies of Certificates / Documents pertaining to their Eligibility Criteria, General Condition Criteria, and Special Condition Criteria etc. The Bidder shall produce all the Original Documents for verification whenever necessary. All the softcopies uploaded in response to this tendershall be Digitally Signed using the prospective Bidder's Class-III Digital Signature.
- 1.12** The Bids will remain valid for a period of 120 Days after the Bid Due Date.
- 1.13** The Successful Bidder shall enter into the Contract Agreement with the SNDTWUimmediately upon the issue of Letter of Intent (LoI).
- 1.14** The Bid submitted will form the Part and Parcel of the Contract Agreement.
- 1.15** The equipmentsshall be delivered in 8 Days from the award of LoI, failing which it would be presumed that the Successful Bidder is not interested in executing the work and appropriate action will be taken as per the terms and conditions of this tender.
- 1.16** Corrigendum / Modifications / Corrections, if any, will be published on the University's Website only.

Sd/-

Date: 10.2.2017

The Registrar

Place: Mumbai

SNDTWU Women's University

## **2.0 Instructions to Bidders**

CONFIDENTIALITY – THE CONTENTS OF THIS Tender, ALL ADDENDA, ALL DOCUMENTS AND ALL COMMUNICATIONS BETWEEN SNDTWU AND BIDDER ARE STRICTLY CONFIDENTIAL AND MUST NOT BE DISCLOSED TO ANY THIRD PARTY. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN DISQUALIFICATION OF BIDDER FROM THE TENDER PROCESS.

### **2.1 Issuance of Tender Documents:**

The complete tender document can be downloaded from the e-Tendering website of Government of Maharashtra (GoM), <https://maharashtra.etenders.in>

### **2.2 Acknowledgement of Receipt of Tender Document By Bidders:**

Bidders are not required acknowledge receipt of Tender as per the online e-Tender norms.

### **2.3 General Instructions:**

Bidders are requested to refer to the scope of work to ensure that they fully understand the scope of work envisaged under this tender. While formulating their proposal, bidders shall have full regard to these Instructions to Bidders, Terms and Conditions are specified in all Sections, Attachments and Annexures.

### **2.4 e-Tendering Bid System:**

#### **2.4.1 General Instructions to Bidders:**

The bidders are requested to familiarize themselves with the use of the e-Tendering portal of Government of Maharashtra well in advance.

To view- Tender Notice, Detailed Time Schedule, Tender Document for this Tender and subsequently purchase the Tender Document and its supporting documents, kindly visit following e-Tendering website of Government of Maharashtra (GoM): <https://maharashtra.etenders.in>

The Bidders participating first time for e-Tenders on GoM e-Tendering portal will have to complete the Online Registration Process for the e-Tendering portal. A link for enrollment of new bidders has been provided on <https://maharashtra.etenders.in>

All bidders interested in participating in the online e-Tendering process are required to procure Class II or Class III Digital e-Token having 2 certificates inside it, one for Signing/Verification purpose and another for Encryption/Decryption purpose. The Bid should be prepared & submitted online using individual's Digital e-Token.

**e-Tendering Tool Kit for Bidders** (detailed Help documents, designed for bidders) has been provided on e-Tendering website in order to guide them through different stages involved during e-Tendering such as online procedure for Tender Document Purchase, Bid Preparation, Bid Submission.

Bidders will have to pay cost of "On Line Service Charge" of Tender Document through online modes of payment such as **Net Banking, Debit Card and Credit Card** during **Tender Document Download stage**. This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

Similarly, Bidders will have to pay Earnest Money Deposit through online modes of payment such as **Net Banking, Debit Card, Credit Card and NEFT/RTGS** during **Bid Preparation stage**.

The interested contractors / bidders will have to make online payment (using credit card/debit card/net banking) of "Online Service Charges" of Rs. **1,063/-** (inclusive of all taxes) per bid per tender to online service provider of e-Tendering system (Sify NexTenders) at the time of entering **Online Bid Submission** stage of the tender schedule.

If any assistance is required regarding e-Tendering (registration / upload / download) please contact GoM e-Tendering Help Desk on number: **020 – 3018 7500 (Pune Helpline)**, [email:support.gom@nextenders.com](mailto:support.gom@nextenders.com)

#### **2.4.2 For a bidder, online bidding process consists of following 3 stages:**

**2.4.2.1** Online Tender Document Download

**2.4.2.2** Online Bid Preparation

**2.4.2.3** Online Bid Submission

**All of 3 stages are mandatory in order for bidders to successfully complete Online Bidding Process.**

##### **2.4.2.1 Downloading of Tender form:**

The tender document is uploaded / released on Government of Maharashtra, (GOM) e-Tendering website <https://maharashtra.etenders.in>. Tender document and supporting documents may be purchased and downloaded from following link of <https://maharashtra.etenders.in> e-Tendering website of Government of Maharashtra, <https://allgom.maharashtra.etenders.in> by making payment for "Online Service Charge" through **Online Payment Modes i.e. Net Banking, Debit Card and Credit Card**. Subsequently, bid has to be prepared and submitted online ONLY as per the schedule.

If for any reason a bidder fails to make this payment through online modes, system won't allow the bidder proceed further for next stage resulting in his/her elimination from Online Bidding Process.

This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

Note - **The Tender form will be available online only. Tender forms will not be sold / issued manually from SNTD Women's University office.**

#### **2.4.2.2 Online Bid Preparation:**

Both the Bids "Unpriced Techno-Commercial Bid" and "Priced Commercial Bid" shall have to be prepared and subsequently submitted online only. Bids not submitted online will not be entertained.

Bidders are required to pay Earnest Money Deposit (if applicable) through Online Payment modes i.e. **Net Banking, Debit Card, Credit Card and NEFT/RTGS** during Bid Preparation Stage.

This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

If for any reason a bidder fails to make this payment through online modes, system won't allow the bidder to complete Bid Preparation stage resulting in his/her elimination from Online Bidding Process.

In case EMD is mandatory to all the bidders for a tender, offers made without EMD shall be rejected.

In Bid Preparation stage, bidders get access to Online "Unpriced Techno-Commercial Bid" will be called as "Technical Bid" and "Priced Commercial Bid" will be called as "Commercial Bid" Envelopes, where they require uploading documents related to technical criteria as required in the Tender Document and quote commercial offer for the project in respective online envelopes.

#### **Technical bid:**

Following documents should be uploaded in Online Technical Envelope (T1) in PDF format, if required can be zipped as well and then uploaded. These documents need to be digitally signed by individual contractor's digital signature and uploaded during **Online Bid Preparation stage.**

The list of documents for Technical Envelope is as follows:

<b>Sr.</b>	<b>Annexure</b>
1	Authorisation of Bid Signatory by Bidder
2	Technical Proposal Compliance
3	Brief Description of Bidders Organisation
4	Bidder Organisation copies of Statuary Registrations and other credential – List



**Commercial Bid:**

Following documents should be uploaded in Online Commercial Envelope (C1) in PDF format, if required can be zipped as well and then uploaded. These documents need to be digitally signed by individual contractor's digital signature and uploaded during **Online Bid Preparation stage**.

The list of documents for Technical Envelope is as follows:

6	Commercial Proposal
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**Notes for preparation of Online Bid:**

During Online Bid Preparation stage, bidders are allowed to make any changes or modifications in the bid data uploaded by them in Technical (T1) as well as Commercial (C1) envelope.

Towards the end of Bid Preparation, once verification of EMD payment is successful, bidder completes the Bid Preparation stage. The SNDTWU will generate the Hash Values for T1. Post this, system won't allow him/her to make any further changes or modifications in the T1 Bid Data.

All financial offers must be prepared offline in the format as per the Tender Document and uploaded in the online Commercial Envelope (C1), during online bid preparation stage.

Bidders should not quote their commercial offer or any part their off, anywhere directly or indirectly in Technical Envelope (T1), failing which the Commercial Envelope (C1) shall not be opened and their Bid shall stand rejected.

**2.4.2.3 Online Bid Submission:**

In this stage, bidders who have successfully completed their Bid Preparation stage are required to transfer the data, already uploaded by them during Bid Preparation stage, from their custody to department's custody.

*Note: During this stage, bidders won't have any capability to make any kind of changes or editing into technical as well as commercial data.*

**Instruction to Bidders for Online Bid Preparation & Submission:**

Bidders are required to pay Earnest Money Deposit (if applicable to them) through Online Payment modes i.e. Net Banking, Debit Card, Credit Card and NEFT/RTGS during Bid Preparation Stage.

If for any reason a bidder fails to make this payment through online modes, system won't allow the bidder to complete Bid Preparation stage resulting in his/her elimination from Online Bidding Process.

Hence, it is strongly recommended to bidders to initiate this payment well in advance prior to expiry of Bid Preparation stage in order to avoid elimination from Online Bidding Process on grounds of failure to make this payment.

During the activity of Bid Preparation, bidders are required to upload all the documents of the Technical Bid by scanning the documents and uploading those in the PDF format. This apart, bidders will have to quote commercial offer for the work / item, for which bids are invited, in Commercial Envelope. This activity of Bid Preparation should be completed within the pre-scribed schedule given for bid preparation.

After Bid Preparation, the bidders are required to complete Bid Submission activity within pre-scribed schedule without which the Bid will not be submitted.

Interested contractors / bidders will have to make online payment of "On Line Service charge" (using credit card/debit card/net banking/Cash Card) of Rs. 1,063/- (inclusive of all taxes) per bid to online service provider of e-Tendering system (Sify NexTenders) at the time of commencing Online Bid Submission stage of the tender schedule.

Non-payment of processing fees will result in non-submission of the tender and Department will not be responsible if the bidder is not able to submit their offer due to non-payment of processing fees to the e-tendering agency.

Detailed list of different modes of online payment to e-tendering service provider (e-Payment Options) has been provided under [e-Tendering Toolkit for Bidders](https://maharashtra.etenders.in) section of <https://maharashtra.etenders.in> .

The date and time for online preparation followed by submission of envelopes shall strictly apply in all cases. The bidder should ensure that their bid is prepared online before the expiry of the scheduled date and time and then submitted online before the expiry of the scheduled date and time. No delay on account of any cause will be entertained. Offers not submitted online will not be entertained.

If for any reason, any interested bidder fails to complete any of online stages during the complete tender cycle, department shall not be responsible for that and any grievance Bids shall be opened either in the presence of bidders or its duly authorised representatives. The bidder representatives who are present shall sign a register evidencing that shall not be entertained.

Any amendment to the bid will be placed on sub portal of the Department, who have invited the bids, on e-tendering portal of the Govt. of Maharashtra. The bidder will not be communicated separately regarding the amendment.

#### **2.4.3 Opening of Bids:**

The Technical bids that are submitted online successfully shall be opened online as per date and time given in detailed tender schedule (if possible), through e-Tendering procedure only in the presence of bidders.

Commercial Bids shall be opened only of the bidders whose Technical Bid qualifies for acceptance. The Commercial Bids will be opened in the presence of bidders or their

duly authorised representatives. The Bidders / their representatives shall sign a register evidencing their attendance. Only one representative per Bidder shall be permitted to be present at the time of opening the Commercial Bid.

**Technical Bid Envelope (T1):**

First of all, Technical Envelope of the Bidders will be opened online through e-Tendering procedure to verify its contents as per requirements.

At the time of opening of technical bid the Bidders should bring all the original documents that have been uploaded in the Online Technical Envelope (T1) so that same can be verified at the time of opening of technical bid.

If the Bidder fails to produce the original documents at the time of opening of technical bid then the decision of the committee taken on the basis of document uploaded will be final and binding on the Bidder.

If the various documents contained in this envelope do not meet the requirements, a note will be recorded accordingly by the tender opening authority and the said Bidder's Commercial Envelope will not be considered for further action but the same will be recorded.

Decision of the Bid opening authority shall be final in this regard.

**Commercial Bid Envelope (C1):**

The commercial bids shall not be opened till the completion of evaluation of Technical bids. The Commercial Bids of only technically qualified Bidders as mentioned above will be opened.

This envelope shall be opened online as per the date and time given in detailed tender schedule (if possible), through e-Tendering procedure only. The Bidder's rates shall then be read out in the presence of bidders who remain present at the time of opening of **Commercial Bid**.

**2.5 Instructions Regarding Tender:**

**2.5.1** Bidder shall submit the Bid documents in accordance with this tender in its entirety, complete in all respects including all the attachments. Any additional information which Bidder wishes to submit shall be attached as supplement to Unpriced Techno-Commercial Bid. If some items are not being quoted, the corresponding space in the schedule of rates should show the words "Not Quoting".

**2.5.2** The Bids must be submitted in the format specified by SNTWU, Complying with all the requirements, conditions and specifications of this Tender Document. Exceptions / Deviations, if any, from the requirements of this Tender Document, whether affecting the Bid prices or not, must be listed in the format set out in Annexure-3A and Annexure-3B. If no Exceptions / Deviations are made then Annexure 3A and Annexur-3B shall be marked "No

## Exceptions / Deviations Taken"

- 2.5.3** SNDTWU shall not take cognisance if any exceptions / deviations, which are not clearly and specifically listed in the format as provided in the respective Annexures. Comments, Remarks or Assumptions, if any, are to be brought out in respective annexure format only, Comments, Remarks or Assumptions indicated in any other part of the Bid will be of no effect and will not be taken into account by SNDTWU.
- 2.5.4** The Bid and any annotations or accompanying documentation and all the other written communication from Bidder shall be in English Language only.
- 2.5.5** Bidder shall sign and stamp each page of the Bid including all Annexures and Attachments, if any. Such stamp shall set-out the full name of the Bidder. The Power of Attorney or any such document constituting adequate proof of the Authorisation of the signatory of to bind the Bidder shall be annexed to the unpriced Techno Commercial Bid. Format of Authorisation of Bid Signatory by Bidder is provided in Annexure. SNDTWU may reject not Bid not supported by, in SNDTWU's opinion, adequate proof of the signatory's authority.

## **2.6 Price:**

The prices quoted should be Proforma for prices set out in Commercial Bid Format. The Price quoted shall be firm, whether the Bidder is successful in whole or in part and shall remain so throughout the duration of the executed purchase order. All prices quoted by Bidder shall be in figures as well as in words and in the event of any discrepancy between the price indicated in figures and words, the amount written in words shall be considered as final and binding.

## **2.7 Currency of Bid:**

Bidder shall quote prices in Indian Rupees (INR) only.

## **2.8 Validity Period of Bid And Clarification of Proposal**

- 2.8.1** The Bid shall remain unconditionally valid for acceptance for a period ("Bid Validity Period") of 120 (One Hundred and Twenty) Days from the date of Bid Due Date.
- 2.8.2** SNDTWU may request additional information, clarifications and verifications with respect to any item contained in the Bid. Bidder is requested to respond, in writing to such request within the time limit specified by SNDTWU.
- 2.8.3** To assist in the examination, evaluation, comparison of Bids, SNDTWU may also require Bidder to attend clarification meetings, to be held at offices of SNDTWU.
- 2.8.4** Bidders shall be responsible for all cost associated with the submission of additionally requested information and with its preparation for and attendance

at any clarification meetings.

**2.8.5** The Bid submitted by Bidder along with any Exception / Deviation, if any, is an offer ("the Offer") capable of acceptance by SNDTWU (in its sole discretion). Up on signature on the letter of Intent (LoI), Bidder shall be contractually bound to perform as per the terms and conditions of the letter of award, without any further requirement of acceptance by Bidder. Any such acceptance of Bidder's Offer by SNDTWU shall be made only by the issue of signed LoI or Work Order. No Signature on any other Submission, act, Omissions or representations shall be deemed to constitute or result in acceptance of Offer by SNDTWU.

## **2.9 Sufficiency of Bid:**

**2.9.1** Bidder is responsible for carefully examining all the tender documents including all Addenda to ensure that the information provided is adequate and clearly understood and that all documents have been received.

**2.9.2** Bidder shall make its own interpretation of any and all information provided in this document including all Addenda and shall obtain and verify all necessary data and information including informing itself with respect to all conditions which might in any way affect the cost of or the performance of Scope of Work, . No relief or consideration will be given for any errors and/or its interpretation by Bidder. In no event whatsoever will SNDTWU or its advisors or consultants be liable to Bidders for any information contained in or omitted from this document including any Addenda.

**2.9.3** Without prejudice to the above, in the event of any inconsistency discovered by a Bidder (which shall be obliged to notify its discovery immediately to SNDTWU) or by SNDTWU in the Tender Document, SNDTWU shall be entitled, in its absolute discretion, to resolve such inconsistency and to issue details of such resolution to all the Bidders by way of Addendum. Any failure or delay by SNDTWU to issue of such an Addendum shall not entitle Bidder to any relief or Consideration or create any liability between SNDTWU and Bidder.

**2.9.4** No action by SNDTWU shall amount to an approval of the contents of the relevant Bid or acceptance of its suitability for any purpose. The purchase order, once executed, shall constitute the entire agreement between SNDTWU and the Bidder in relation to the scope of work

## **2.10 Bid Due Date:**

**2.10.1** The due date and time for submission of Bids in response to this tender is **February 17, 2017 17:00 Hrs.** Indian Standard time (IST) as per the e-Tender Time Schedule ("Bid Due Date"). The Unpriced Techno Bid and Priced Commercial Bid must be submitted no later than the due time and date. SNDTWU reserves the right to reject Bids after the Bids Due Date, even if the

Bid is received late due to reasons outside Bidder's control. Bids must be submitted at the address set as Address of Communication.

**2.10.2** In exceptional circumstances, SNDTWU may, prior to the expiration of the Bid Validity Period, request the Bidder's consent to an extension of Bid Validity Period. Both the request for extension and response shall be made in writing.

## **2.11 Right to Accept or Reject Bid and Costs:**

**2.11.1** SNDTWU reserves the right, in its sole discretion, to accept or reject any Bid, wholly or in part, or to annul and cancel the bidding process and reject all Bids at any time, without assigning any reason for the same. For the avoidance of doubt, SNDTWU may in its sole discretion require Bidder to execute the purchase order in respect of and perform only part of scope of work in Annexure. SNDTWU will not assume any liability for rejection of any Bid or cancellation of the bidding process.

**2.11.2** All costs associated with the preparation and submission of Bids, attending pre-bid conference / meetings at SNDTWU offices, answering, clarification and further information requests and carrying out all other activities related to the Bid process will be at the account of Bidders, and no claim for the same will be entertained by SNDTWU under any circumstances.

## **2.12 Evaluation of Bids:**

**2.12.1** In its evaluation of Bids, SNDTWU shall give due weightage, as determined by SNDTWU in its sole discretion to the technical competency, delivery schedule, previous performance record, current and anticipated work load, price, payment terms, expertise, number and nature of any exceptions /deviations and any other matter that SNDTWU considers relevant in its sole discretion. The decision of SNDTWU in relation to the evaluation of Bids shall be final and binding on all Bidders and shall not be subject to dispute by Bidders under any circumstances.

**2.12.2** Any effort by Bidder (or any local agent or representative) to influence SNDTWU, its advisors or their respective employees during the process of clarification, determination of responsiveness, evaluation and comparison of Bids or in decision concerning the determination of the successful Bidder, may result in rejection of the Bid.

## **2.13 Issuance of Purchase Order:**

The documents included in this tender document, which will form part of the purchase order to be issued to the successful Bidder, shall incorporate any modifications as a consequence of any exceptions / deviations accepted by SNDTWU. The successful Bidder shall be informed by SNDTWU of the changes that will be required, which shall

be accepted and implemented by the successful Bidder.

#### **2.14 Signing of Purchase Order:**

**2.14.1** Acceptance of the Bid by SNDTWU will be by way of a Letter of Intent ("LoI") or issuance of a purchase order legally binding on the successful Bidder issued by registered mail, hand, facsimile or courier to the successful Bidder. The LoI or the purchase order should be acted upon by the successful Bidder immediately on receipt. If issued by facsimile, the original LoI or the Purchase Order will be forwarded to the successful Bidder as soon as reasonably possible.

**2.14.2** If the Bid is accepted by SNDTWU by way of LoI, the successful Bidder shall be required to deliver the equipment on the basis of the Terms and Conditions of this Tender Document as modified by any exceptions / deviations proposed by successful Bidder which may be accepted by SNDTWU and on the basis of the LoI, within 7 (Seven) days from the date of issue of the LoI by SNDTWU.

#### **2.15 Address for Communication:**

**2.15.1** Any and all inquiries / clarifications shall be in writing and directed only to and all the Bids shall be submitted to:

Head, Department of Educational Technology,  
SNDT Women's University,  
Juhu Road, Santacruz (West),  
Mumbai - 400 049  
Kind Attn: Dr. Jayashree Shinde

**2.15.2** Requests for clarification must be received no later than 7 (Seven) days prior to the Bid Due Date. SNDTWU shall not be obliged to respond to any such requests.

**2.15.3** In the interest of fairness, SNDTWU will make all significant requests for clarification and clarifications available to all Bidders.

#### **2.16 General:**

Bidders are required to furnish the details of goods being offered, giving their make, technical data / specifications, catalogue, brochures etc., along with the Unpriced Techno-Commercial Bid.

#### **2.17 Disclaimer:**

The information presented in this tender document is furnished solely for the purpose of assisting the prospective Bidder in preparing and submitting their Bids and does

not purport to be all inclusive or to contain all the information which the prospective Bidder may require. The prospective Bidder shall make its own investigations, projections and conclusions and consult its own advisors to verify independently the information contained in this Tender Document, and to obtain any additional information that it may require, prior to submitting the Bid. Neither SNTDWU or its advisors nor its consultants makes any liability for any warranty as to the completeness of this Tender Document or they have any liability for any representations (express or implied) contained in, or omissions from, this document.

**2.18 Governing Laws:**

This tender and all the Addenda shall be constituted in accordance with laws of India and the parties hereby submit to the jurisdiction of the courts at Mumbai, India only.



### 3.0 Commercial Terms of Tender

#### 3.1 Earnest Money Deposit (EMD):

The EMD for this Tender shall be **Rs. 10000/- (Ten Thousand only)** and shall be paid in form of Demand Draft issued by any nationalised bank in favour of "The Registrar, SNTD Women's University".

EMD in the form of cheque or in any other forms other than prescribed above shall not be accepted. The EMD of the unsuccessful Bidders will be returned to them after award of Lol to successful Bidder or the expiry of the validity period, whichever is earlier. In case of successful Bidders it will be refunded on his paying the Performance Deposit and executing the contract agreement in all respects and / the amount of Earnest money or otherwise it will be adjusted against the sum of Performance deposit. If the successful Bidders do not pay the Performance Deposit, the amount of Earnest Money Deposit will be forfeited to SNTD Women's University.

#### 3.2 Security Deposit (SD):

Total SD for this work is 2% of total final Priced Commercial Bid amount of the successful Bidder. This SD shall be paid in Demand Draft issued by any nationalised bank in favour of "The Registrar, SNTD Women's University".

The SD needs to be paid, within the time limit prescribed in the Tender Document and execute the contract agreement failing which the Bidder's EMD will be forfeited to SNTD Women's University.

#### Applicable Taxes:

The Taxes applicable on the work as pre this Tender Document are Value Added Tax (VAT) / Central Sales Tax (CST) and Service Tax along with applicable cess and not subject to Works Contracts Act. The Bids with Works Contract Tax will be rejected. The prospective Bidder shall be a registered dealer under both VAT or CST and Service Tax anywhere in the republic of India at the time of submission of the Bid.

The bidder shall show the applicable taxes in a separate column as per the format of Price Schedule in Annexure at the rate applicable on each item. The running account bills payment will include the payment of Taxes which are claimed along with the running account bills. **There will be deduction of retention amount of 5% on the Running Account Bills including the value of the Taxes applicable.**

The changes in the tax rates due to changes in laws will be to the SNTDWU account and VAT/CST and Service Tax shall be claimed by Successful Bidder at the prevailing rate at the time of submission of the Running Account Bills.

### **3.3 Octroi or Entry Tax**

SNDTWU is registered for Octroi exemption with Brihanmumbai Municipal Corporation(BMC). The Bidder shall utilise the Octroi Exemption Certificate ("OEC") of SNDTWU for bringing in the Goods for supplythis Tender Document. SNDTWU will not provide any additional support other than making the valid copy of OEC endorsed by the SNDTWU Authorised Signatory.

### **3.4 Tax Deduction at Source (TDS)**

There will be a TDS under Income Tax Act, 1961 applicable on the payment of Tax invoices raised for Services only. There shall be no TDS deductible on the Supply of Goods, for the supply of goods covered under this Tender Document. The TDS deducted will be confirmed by way of issue of TDS Certificate in the favour of PAN Number of Successful Bidder submitted as part of the Unpriced Techno-Commercial Bid. The amount of TDS deducted time to time shall be paid by SNDTWU in prescribed time period in Government treasury and the same shall reflect in 26AS of Successful Bidder.

### **3.5 Payment of Running Account and Final Tax Invoices:**

SNDTWU shall make payment of Running Account and Final Bills in 15 (Fifteen) days fromthereceipt of correct bill duly certified by the competent authority appointed by SNDTWU after deduction of applicable Retention Money and the TDS applicable if any.

## **4.0 Manner of Submission of Bids**

### **4.1 Two Bid System:**

This tender adopts "Two Bid System" and Bidders are required to submit their offer in 2 (two) Separate Parts, namely "Unpriced Techno-commercial Bid (Technical Bid)" and the "Priced Commercial Bid (Commercial Bid)".

### **4.2 The "Unpriced Techno-Commercial Bid" will contain digitally signed scanned copies of following Documents:**

- 4.2.1** Copy of Power of Attorney in the name of authorized representative to act on behalf of the Bidder.
- 4.2.2** Copy of Partnership Deed / Memorandum and Articles, (as the case may be) if the Bidder is a partnership firm or Joint Stock Company OR MOU in case of JVC or Consortium.
- 4.2.3** Copy of valid VAT Registration Certificate from Maharashtra State Sales Tax Department under "The Maharashtra Value Added Tax Act, 2002" and / or A photocopy of valid Certificate of Registration from Competent State Sales Tax Department under "The Central Sales Tax Act, 1956".
- 4.2.4** Copy of valid "Service Tax Certificate of Registration under Section 69 of the Finance Act, 1994" under the Service Tax category "Commissioning and Installation".
- 4.2.5** Copy of Quality Management System ("QMS") Certification followed by Bidder's Organisation – "ISO-9001:2008".
- 4.2.6** All the Annexures relevant to "Unpriced Techno-Commercial Bid".
- 4.2.7** Earnest Money Deposit (EMD) of **Rs. 10,000/-** (Rupees Ten Thousand only) in the format prescribed in the Instructions to Bidder, in favour of "Registrar, SNT Women's University" payable online.
- 4.2.8** Bill of Material (BoM)- Unpriced
- 4.2.9** Authorisation letter from Original Equipment Manufacturer ("OEM") which is specific to this tender

### **4.3 The "Priced Commercial Bid" will contain following Documents:**

- 4.3.1** "Commercial Bid" as per the scope of this tender

#### 4.4 Disqualification:

Even though the Bidder meets the qualifying criteria below, they are subject to be disqualified if they have made misleading or false representations in the statements, attachments submitted in proof of the qualification requirements and / or have record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.

#### 4.5 Qualifying Criteria:

4.5.1 To qualify for award of the contract, each tenderer in his name should have achieved average annual minimum financial turnover of **Rs. 12 Lakh** (Rupees Twelve Lakh only) during last three years.

4.5.2 The necessary certificates along with availability of equipment for this work shall be put in "Unpriced Techno-Commercial Bid" only. If the required mandatory documents are insufficient then the Bidder shall be disqualified without assigning any further reasons as per the sole discretion of SNTWU.

4.5.4 All the statements shall be filled in properly and correctly. If these forms are found incomplete, incorrect, kept blank or wrongly filled, then the Bidder shall be disqualified without assigning any further reasons as per the sole discretion of SNTWU.

4.5.5 Bidders who will meet the above minimum qualification criteria will qualify for evaluations of the "Unpriced Techno-Commercial Bid", failing which the Bidder will be disqualified from the Bid Evaluations Process at the sole discretion of the SNTWU.

#### 4.6 Submission of Bid:

The Bid Submissions will follow the e-Tendering process

#### 5. Table of Annexures

Sr.	Annexure	Annexure No.
1	Authorisation of Bid Signatory by Bidder	1
2	Brief Description of Bidders Organisation	2
3	Bidder Organisation copies of Statuary Registrations and other credential – List	3
4	OEM / Authorised Distributor Project Specific Authorisation to Bidder Format	4
5	Unpriced Techno Commercial Bid Format Part 1: Technical Proposal	5

6	Priced Commercial Bid Format – Financial Proposal	6
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## **Annexure**

## Table of Annexures

<b>Sr.</b>	<b>Annexure</b>	<b>Annexure No.</b>
1	Authorisation of Bid Signatory by Bidder	1
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4	OEM / Authorised Distributor Project Specific Authorisation to Bidder Format	4
5	Unpriced Techno Commercial Bid Format Part 1: Technical Proposal	5
6	Priced Commercial Bid Format – Financial Proposal	6
7	Bank Guarantee against EMD Format	7

1	Authorisation of Bid Signatory by Bidder	Annexure-1
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***On Bidder's Letter Head***

**Authorisation of Bid Signatory by Bidder**

Ref No:

Date:

To,

The Registrar,

SNDT Women's University,

1, N. Thackersey Road,

Mumbai- 400020

Tender Document No.:

Sub: Supplying Branded Video Production Ceiling Mounted Lights required for e-Learning studio of SNDT Women's University

Dear Sir,

We hereby authorise our staff as mentioned below as our authorised representative and our authorized signatory of our company for attending the Bidding Process, responding to all the communication and sign all the correspondence documents including the submittals for the Tender Document No. \_\_\_\_\_ Dated: \_\_\_\_\_ for "Supplying Branded Video Production Ceiling Mounted Lights required for e-Learning studio of SNDT Women's University. We will be responsible for all the outcome of his representation.

Authorised Signatory Name	
Designation	
E-Mail Address / ID	
Telephone No.	
Mobile No.	
Authorised Signatory Signature	

Thanking you for giving us an opportunity to participate in your project.

Best Regards,

(Signature)

Name:

Designation:



2	Brief Description of Bidders Organisation	Annexure-2
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Bidder may give brief description of their organization or attach a Company Profile.

3	Bidder Organisation copies of Statuary Registrations and other credential - List	Annexure-3
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Please provide currently valid scanned copies which shall be digitally signed of all the applicable documents as mentioned below:

3.1	Copy of Partnership Deed / Memorandum and Articles, (as the case may be) if the Bidder is a partnership firm or Joint Stock Company OR MOU in case of JVC or Consortium
3.2	Copy of valid VAT Registration Certificate from Maharashtra State Sales Tax Department under "The Maharashtra Value Added Tax Act, 2002" and / or A photocopy of valid Certificate of Registration from Competent State Sales Tax Department under "The Central Sales Tax Act, 1956".
3.3	Copy of valid "Service Tax Certificate of Registration under Section 69 of the Finance Act, 1994" under the Service Tax category "Commissioning and Installation"
3.4	Copy of the audited statements indicating turnover of last 3 years
3.5	Similar orders executed/completed in last 3 years. The Bidder shall add name of clients, awarded value

4	OEM Authorisation	Annexure-4
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Bidder needs to submit OEM / Authorised Distributor Project Specific Authorisation for all the major equipment they intent to provide for achieving the intent of this Tender Document.

**OEM / Authorised Distributor Project Specific Authorisation to Bidder Format**  
*On OEM / Authorised Distributor Letter Head*

Ref No:

Date:

To,

**The Registrar,**

SNDT Women's University,

1, N. Thackersey Road,

Mumbai- 400020

Tender Document No.: SNDTWU/ELC/2016-17/002 Dated: 10/02/2017

Sub: Supplying Branded Video Production Ceiling Mounted Lights required for e-Learning studio of SNDT Women's University

**Dear Sir,**

We hereby authorise our partners **\_\_(Bidder Company Name)\_\_** for bidding for the Tender Document **No. \_\_\_\_\_ Dated: \_\_\_\_\_** for "Supplying Branded Video Production Ceiling Mounted Lights required for e-Learning studio of SNDT Women's University

To ensure that our products supplied for your project gets installed and commissioned properly we strongly recommend you to utilise services of our partner **\_\_(Bidder Company Name)\_\_** with whom we have been working for last \_\_\_\_\_ years and we are sure of their on-site installation, commissioning and maintenance technical capabilities.

We have reviewed the contents of the above mentioned tender document and confirm that our products are configured correctly by our partner as per the intent of the document.

We assure you that we will fully support their techno commercial bid and oversee that the installation and commissioning of our products used in your project goes through smoothly. We shall extend all the support to our partner to execute your project successfully.

Thanking you.

Yours faithfully,

For (OEM / Authorised Distributor Name)

Name:

Designation:

5	Technical Proposal	Annexure-5
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### Technical Specification Compliance

I. Accepted Makes: Genaray, CAME-TV, Canara lighting

### II. Specifications:

No.	Specification	Details
1.00	Generic Description	Ceiling Mounted 110W Cool Light for Key Lighting, Back Lighting or Fill Lighting with remote dimming for various effects
2.00	Technical Specifications	
2.01	Lamp Power	55W x 2 Banks
2.02	Ballast System	Flicker free electronic high frequency (full load 40khz) dimmable ballast of class A sound rating
2.03	Lamp Type	55W Studio Line Lamp
2.04	Housing	Aluminum sheet metal with texture black powder coated
2.05	Control	Local Control, Analogue Control, Digital DMX-512
2.06	Colour Temperature	3200K / 5600K / 3000K and 5000K
2.07	Certification	CE Certified Lighting fixture
2.08	Light uniformity	Uniform field across the entire focus area with equal brightness
2.09	Reflectors	Specially designed reflectors for eliminating shadow from multiple lamps
2.10	Accessories required	4 Leaf Barn Doors, C Clamp, Safety Bond
3.00	General Specifications	Power Requirements: AC 220 – 240 V, 50Hz Operating Temperature: 5°C to 35°C Dimensions (W x L x H): 106 x 675 x 215 mm Mass: Approx. 3.8 – 4 kg

6	Commercial Proposal	Annexure-6
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Sr No	Item	Qty	Make and Model	Unit Price	Unit x Qty	Service /VAT Tax	Total
1	Video Production Ceiling Mounted LED/CFL Lights	8					