

# **RFP for Setting up Video Conference Endpoint at Information Kerala Mission**

**Tender No. IKM/TP/04/2021**

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## **Information Kerala Mission**

*(Local Self Government Department, Government of Kerala)*  
Swaraj Bhavan, Ground Floor, Nandancode, Kawdiar PO,  
Thiruvananthapuram, Kerala 695003  
[www.ikm.gov.in](http://www.ikm.gov.in)

## Tender Notice

Information Kerala Mission (IKM) invites bids for Supply, Installation, Testing and Commissioning of Supply, installation and Commissioning of Video Conference endpoint at its office located at Swaraj Bhavan, Nanthancode, Thiruvananthapuram in two-Bid System.

Tender No.& Date : **IKM/TP/04/2021 Dated 17/02/2021**

Reference No : **IKM/PW1/36/2021**

Description : Supply, installation and commissioning of Video Conference endpoint at Information Kerala Mission

Due Date : **02/03/2021, 3PM**

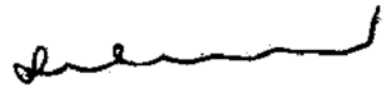
Date of Opening : **03/03/2021. 11:15AM**

Venue of Opening : Information Kerala Mission,  
Swaraj Bhavan, Ground Floor,  
Nandancode, Kowdiar PO,  
Thiruvananthapuram, Kerala - 695 003

Tender Fee : **Rs 1176/-** (Non-transferable and non-refundable)

Earnest Money Deposit (EMD) : **Rs 3500/-**

Yours sincerely,



Executive Director

## Terms and Conditions

1. The sealed bids are to be submitted in prescribed format on your business letter head duly stamped and signed and dated on each page of Part 'A','B' & 'C' as their unconditional acceptance to the terms prescribed by the Information Kerala Mission, details/supporting documents wherever applicable, if attached with the bids should be duly authenticated by the vendor/s. No overwriting shall be accepted unless authenticated with full signature of the vendor/s.
2. Each quotation shall submit the offer in two separate sealed envelopes, Part A & Part B. Envelop No. 1 (mark the envelope as "No.1 Part A - Technical Bid"), Envelop No. 2 will contain only Part 'B' (mark the Envelope as "No.2 Part B - Financial Bid"). Both the sealed envelopes bearing No. 1 and 2 are to be put in the main envelop i.e. Envelop No.3.
3. The bids duly superscribed "Supply, installation and commissioning of Video Conference Endpoint at Information Kerala Mission", The bids should be addressed by name to The Executive Director and send at the office address of Information Kerala Mission address given below either by registered post/speed post/or by dropping in the tender box placed at IKM Headquarter & should reach on or before the last date and time.

*Address :*

The Executive Director,  
Information Kerala Mission,  
Swaraj Bhavan, Ground Floor,  
Nandancode, Kawdiar PO,  
Thiruvananthapuram, Kerala 695003  
Ph: 0471 2773100

4. Bids received after the stipulated date and time shall not be entertained. IKM shall not be liable for any postal delays what so ever and quotation received after the stipulated time/date are liable to be rejected summarily without giving any reason.
5. The Technical Bid shall be opened on the scheduled time at the office of the IKM in the presence those tenderer(s) who wish to be present. No separate communication will be send in this regard. In the event of due date being a closed holiday or declared Holiday for the State Government offices, the due date for opening of the bids will be the following working day at the appointed date, time & venue.
6. IKM shall have the right to assess the competencies and capabilities of the Tenderer by going through the credentials given in the Technical Bid and on the basis of such credentials, IKM may reject the candidature of the Tenderer without assigning any reason. In such case(s) the Financial Bid shall not be opened for that particular Tenderer. The Financial Bid of only those parties who qualify in the technical scrutiny shall be opened and time and date for opening the financial bid shall be intimated separately.

7. Prices quoted should be FOR IKM premises Headquarters at Thiruvananthapuram and should be inclusive of all charges.
8. Though IKM prefers to deal with manufacturers/principal manufacturers directly, it may also consider the offers received through its authorized channel partners, provided the principal authorizes the said channel partner in this regard.
9. Delivery, installation and commissioning should be completed within Four week from the date of the confirmed purchase order.
10. The Tender shall be valid for at least 90 days from the date of opening of quotations.
11. The payment terms are 30 days for 100% payment upon successful supply, installation, commissioning and acceptance of the supplied material. Vendor will be fully responsible for comprehensive technical support free of charge during the warranty period and in case of default, IKM will have the right to arrange maintenance at vendor's risk and cost.
12. All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator to be appointed by the Executive Director of the Information Kerala Mission. The award of the sole arbitrator shall be final. Place of such arbitration proceedings shall be at Thiruvananthapuram
13. The IKM reserves the right to accept or reject any or all quotations including the lowest quotation/s without assigning any reason at its sole discretion and the decision of IKM will be final and binding on all concerned.
14. The quantities indicated in BOQ are tentative and may be increased at the sole discretion of IKM and the vendor shall have not right to claim any minimum/definite volume of business.
15. For any technical details/clarifications, Purchase Officer, IKM would be the point of contact.

## **Special Condition**

- Completion Certificate: Work Completion certificate shall be issued only after completion of work in all respect as per RFP and to the entire satisfaction of IKM.
- Training: Upon completion of the installation & commissioning, the Successful Bidder shall provide the hands-on training on the installed equipment to the concerned officials along with the training materials on the equipment installed at IKM.
- Warranty Period: All the equipment, active and passive components supplied against this RFP and the total solution shall have warranty for a period of 2 (Two) years from the date of installation and commissioning.
- Bidders should share all the relevant firmware/OS/Patches etc. as and when they are released by OEM during entire warranty period at no cost to IKM.
- The vendor will liaison on behalf of IKM, with other different OEMs for repairing or replacing of equipment(s) and all other accessories during warranty period.

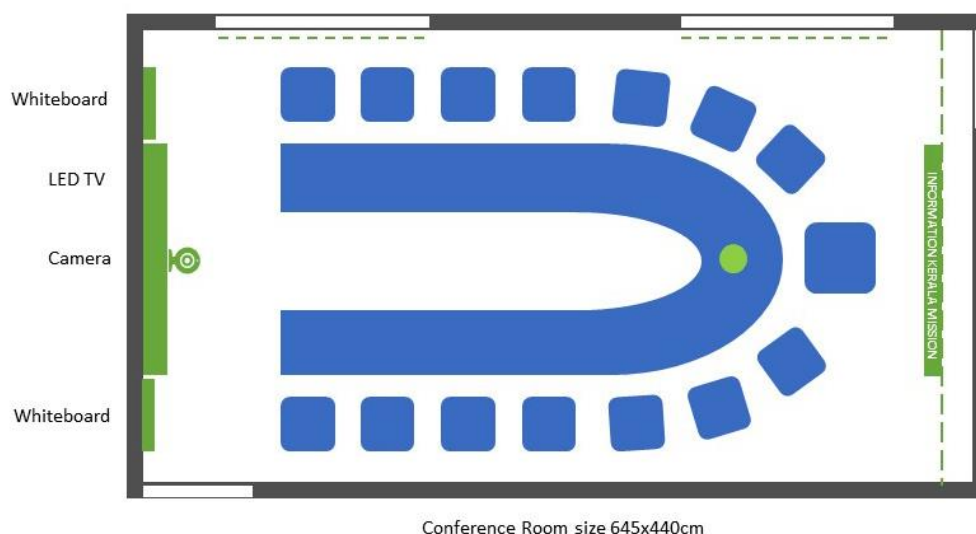
- Annual Maintenance of the entire system after the warranty will be undertake as per the terms and conditions mentioned in the tender and any other condition agreed upon as per the terms and conditions of IKM.
- Successful bidder shall deposit 5% of the total value of the order towards security deposit in Demand Draft in favour of "Executive Director, Information Kerala Mission" payable at Thiruvananthapuram and execute an agreement in stamp paper worth Rs.100/- (Specimen enclosed) within 7 days from the date of receipt of this order. The security deposit will be released within three months after the expiry of the warranty period.

## Eligibility Criteria

- The Bidder should be OEM or Authorized Dealer/Distributor/System Integrator/ Company/Firm of the OEM of the offered product.
- Bidder should have experience of having successfully completed similar project during the last 3 years.
- Any Government / Government agency / Banks / Financial Institutions in India should not have blacklisted the Bidder during the last 5 years. Self-declaration to that effect should be submitted along with the technical bid.
- The firm must possess valid GST/Sales Tax Registration Certificate. (attested copies of all the above certificates should be submitted along with the proposal).
- Bidder must provide necessary supporting documents as proof in respect of the eligibility criteria mentioned above.

## Scope of Work

Video Conference end point shall be set up in the existing conference hall of IKM located at Swaraj Bhavan. The air-conditioned conference hall has a room size 645x440 cm, equipped with U shaped conference table and chairs. Internet bandwidth and UPS power supply shall be provided by IKM.



Conference Room size 645x440cm

- Supply and fixing of 65 inch LED TV as per specification on wall with necessary wall mounting brackets.
- Supply and fixing of VC Camera along with microphone array and speakers as per specification.
- Supply and fixing of necessary power sockets and network point from nearest point through concealed cabling.
- Necessary cables and accessories to be provided.
- After commissioning the Video surveillance system, the same shall be demonstrated for all its capabilities to the relevant user department to make them familiar with the system.
- Once the Order is placed, it will be the vendors' responsibility to make the project functional. Any additional cost incurred for completing the project and for which the vendor has not bid at the time of submission of the final offer will be borne by the vendor.

## **Technical Specification**

### ***Television***

- 65 inch wide LED Smart TV
- 4K Ultra HD Resolution, IPS Panel
- 2 Channel speakers
- 2 HDMI, Wi-Fi, USB, Ethernet connectivity.
- Screen share and control.
- Full function Remote control
- 2 Year OEM warranty
- Necessary wall mounting brackets and accessories
- Preferred make – LG/Samsung/Sony

### ***Video Conference Endpoint Equipment***

Integrated device for Camera, Speaker and microphone array

- 4K UHD Video calling @30 fps.
- 4x or higher Zoom.
- 120 degree viewing angle.
- Integrated microphone with at least 3 beamforming elements.
- Pickup voice within 4 meters range.
- Acoustic echo cancellation and background noise cancellation.
- Table/Wall mounting brackets.

- Full function remote control.
- Speaker output.
- 5 Meter USB cable and necessary accessories.
- Support Windows and Mac operating systems.
- Support for Zoom, Teams, Webex, etc. cloud Video Conference systems.
- 2 Year comprehensive OEM warranty.

***Expansion Mic***

- Noise cancellation
- Button/Switch Control for Mute and unmute
- Plug and Play
- Same as the Make of the VC endpoint equipment and compatible with the equipment
- 2 Year comprehensive OEM warranty.

**Bill of Material**

SI No	Item	Qty	Unit
1	65 inch Smart TV as per Technical specification	1	Nos
2	Video conference end point equipment as per Technical specification	1	Nos
3	Expansion Mic as per Technical specification	1	Nos
4	Accessories, cables, Electrification, Networking	1	Lumpsum
5	Installation and Commissioning	1	Lumpsum

## Part A. Technical Bid

### *Profile of the Bidder*

Supply, installation and commissioning of Video Conference endpoint at Information Kerala Mission

1.	Name and complete address of the Tendered Company	
2.	Tele/Fax/E-mail/Cell No. of the Tendered Company	
3.	Contact person's name & designation and telephone No.	
4.	Details of registered office, if any, along with contact person's name and tele. No.	
5.	Legal status i.e. public / private limited / any other along with documentary evidence.	
7.	Income-Tax registration number along with documentary evidence.	
8.	GSTIN number along with documentary evidence.	
9.	List of existing major clients to whom IP based network surveillance implemented in last 2 years, installed and implemented with details of company, value of business, concerned person name & his telephone no. (Please attach full details)	

Date

Name and Signature of Bidder  
with Corporate Seal



## Technical Compliance

Technical compliance to be filled in the letterhead of the bidder and duly signed by the signing authority. To be submitted along with the technical bid.

### Television

**Make & Model** :

Specification	Compliance (Yes/No)	Reason Deviation (if any)
65 inch wide LED Smart TV		
4K Ultra HD Resolution, IPS Panel		
2 Channel speakers		
2 HDMI, Wi-Fi, USB, Ethernet connectivity.		
Screen share and control.		
Full function Remote control		
2 Year OEM warranty		
Necessary wall mounting brackets and accessories		

### Video Conference Endpoint Equipment

**Make & Model** :

Specification	Compliance (Yes/No)	Reason Deviation (if any)
4K UHD Video calling @30 fps.		
4x or higher Zoom.		
120 degree viewing angle.		
Integrated microphone with at least 3 beamforming elements.		
Pickup voice within 4 meters range.		
Acoustic echo cancellation and background noise cancellation.		
Table/Wall mounting brackets.		
Full function remote control.		
Speaker output.		
5 Meter USB cable and necessary accessories.		
Support Windows and Mac operating systems.		
Support for Zoom, Teams, Webex, etc. cloud Video Conference systems.		
2 Year comprehensive OEM warranty.		

**Expansion Mic**

**Make & Model** :

<b>Specification</b>	<b>Compliance (Yes/No)</b>	<b>Reason Deviation (if any)</b>
Noise cancellation		
Button/Switch Control for Mute and unmute		
Plug and Play		
Same as the Make of the VC endpoint equipment and Compatible with the equipment		
2 Year comprehensive OEM warranty.		

## Part B. Financial Bid

### PART B. FINANCIAL BID

Supply, installation and commissioning of Video Conference Endpoint at Information Kerala Mission

Sl No	Item	Qty	Unit	Unit Rate	Amount (Rate x Qty)	Total Tax	Total Amount (Amount x Total tax)
1	65 inch Smart TV as per Technical specification	1	Nos				
2	Video conference end point equipment as per Technical specification	1	Nos				
3	Expansion Mic as per Technical specification	1	Nos				
4	Accessories, cables, Electrification, Networking	1	Lump sum				
5	Installation and Commissioning	1	Lump sum				
	<b>Grand Total</b>						

Date

Name and Signature of Bidder  
with Corporate Seal

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