



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

ICSI HQ: ICSI HOUSE, 22, INSTITUTIONAL AREA, LODI ROAD, NEW DELHI-
110003 ICSI NOIDA OFFICE: ICSI House, C-36, SECTOR-62, NOIDA-201309
(UP)

ICSI/IT/VC Systems/2024 -25/89

May 21, 2024

Sub: Tender for Upgradation and AMC of managed complete video conferencing/board room solution at 11 locations of the ICSI for a period of Five (5) years. (under buyback of VC devices at 8 locations and new procurement at 3 locations).

Important Date & Information		
1	Tender Publish Date	May 21, 2024
2	Cost of Tender	Rs. 1,000 /- + 18% GST) (Rupees 1,180/- Only)
3	Earnest Money Deposit	Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand only)
4	Pre Bid Meeting	Pre Bid Meeting May 30, 2024 , at 2:00 PM or any other date and time as notified later. The Institute of Company Secretaries of India, 5 th Floor, ICSI House, C – 36, Sector – 62, Noida – 201309 or any other location as notified later
5	Last date and time for Sending Pre-Bid queries in writing	All queries must be sent at email ID, praveen.kumar@icsi.edu by 2:00 PM till June 03, 2024
6	Replies of Pre-Bid queries	If any, will be uploaded on the following website/portal by June 07, 2024 by 5:00 PM on website of the Institute (www.icsi.edu)
7	Last Date and Time for Submission of Bids	June 14, 2024 by 2:00 PM
8	Address for submission of Bids	The Institute of Company Secretaries of India, ICSI House, C – 36, (Ground Floor Reception: Tender Box of Dte. of Purchase) Sector – 62, Noida – 201309.
9	Bid Validity	270 days from the date of submission of bids
10	Date, time & venue of opening of Technical Bids.	June 14, 2024 , at 3:00 PM or any other date and time as notified later. The Institute of Company Secretaries of India, 5 th Floor, ICSI House, C – 36, Sector – 62, Noida – 201309 or any other location as notified later.
11	Date and time of opening of commercial bids.	To be intimated at a later stage, only to technically qualified bidders.
12	Contact details	Shri Asit Kumar Rath, Joint Secretary, Directorate of IT, ICSI. Tel. No.: 0120-4522018; Email Id: asit.rath@icsi.edu
13	Institute Website	www.icsi.edu

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Statement of Confidentiality

The information contained in this tender Document or subsequently provided to Bidder(s) whether verbally or in documentary form by or on behalf of Institute of Company Secretaries of India (hereinafter "ICSI" / "Institute") or by any of their employees or advisors, shall be subject to the terms and conditions set out in this tender Document and all other terms and conditions subject to which such information is provided. The purpose of this tender document is to provide the Bidder(s) with information to assist the formulation of their proposals. This tender Document does not purport to contain all the information each Bidder may require. This tender document may not be appropriate for all persons, and it is not possible for the ICSI, their employees or advisors to consider the investment objectives, financial situation and particular needs of each Bidder who reads or uses this tender document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this tender document and where necessary obtain independent advice from appropriate sources. ICSI, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the tender document. ICSI may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this tender Document.

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(UP)

ICSI/IT/VC Systems/2024 -25/89

May 20, 2024

Sub: Tender for Upgradation and AMC of managed complete video conferencing/board room solution at 11 locations of the ICSI for a period of Five (5) years. (under buyback of VC devices at 8 locations and new procurement at 3 locations).

Tender Document

A. About ICSI:

The Institute of Company Secretaries of India (ICSI) is a statutory body constituted under an Act of Parliament i.e. the Company Secretaries Act, 1980 (herein after referred as ICSI / Institute). ICSI is functioning under the overall administrative jurisdiction of Ministry of Corporate Affairs, Government of India and having its head office at 22, Institutional Area, Lodi Road, New Delhi-110003. The Institute has two other offices at ICSI-House, C-36 & C-37, Sector – 62, Noida. ICSI is the only recognized professional body in India to develop and regulate the profession of Company Secretaries in India.

Sealed tenders are invited from reputed firms for **“Tender for Upgradation and AMC of managed complete video conferencing/board room solution at 11 locations of the ICSI for a period of Five (5) years. (under buyback of VC devices at 8 locations and new procurement at 3 locations).”** as per the details given in Part ‘A’, ‘B’ & ‘C’ of the Tender Document. The terms and conditions governing the instant Tender are as under:

B. DEFINITIONS

- (i) The “ICSI” means THE INSTITUTE OF COMPANY SECRETARIES OF INDIA, New Delhi.
- (ii) The “Contract” means Agreement entered in between the ICSI and Vendor for **“Tender for Upgradation and AMC of managed complete video conferencing/board room solution at 11 locations of the ICSI for a period of Five (5) years. (under buyback of VC devices at 8 locations and new procurement at 3 locations)”** at ICSI, through this tender.

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- (iii) "Bidder" or "Tenderer" means the bidder/firm that is engaged in the business of **"Tender for Upgradation and AMC of managed complete video conferencing/board room solution at 11 locations of the ICSI for a period of Five (5) years. (under buyback of VC devices at 8 locations and new procurement at 3 locations)"**. and applies in response to this notice inviting tender.
- (iv) "Vendor" means the successful bidder who is engaged by ICSI for **"Tender for Upgradation and AMC of managed complete video conferencing/board room solution at 11 locations of the ICSI for a period of Five (5) years. (under buyback of VC devices at 8 locations and new procurement at 3 locations)"**. through this tender process by entering into the contract with the ICSI.
- (v) "Party" means ICSI or Vendor individually and "Parties" shall mean ICSI and Vendor collectively.
- (vi) "Work Order" means the order placed by the ICSI to the vendor signed by the authorized officer of ICSI including all attachments and appendices thereto and all documents incorporated by reference therein. The work order along with the Letter of Intent, if any, tender documents and the agreement constitutes the contract.



PART 'A'

I. Instruction to Bidders

The tender document can be downloaded from **May 20, 2024 to June 14, 2024** (till 01:00 PM) from the website of the Institute (www.icsi.edu) for which Bidder would be required to enclose a demand draft of **Rs. 1,180 /- (Inclusive of 18% GST) (Rupees One Thousand One Hundred and Eighty Only)** (non-refundable) from any of the scheduled bank drawn in favour of "THE INSTITUTE OF COMPANY SECRETARIES OF INDIA" payable at New Delhi. The bidder can also make online payment of **Rs. 1,180/- (Rs. 1,000/- + Rs. 180/- for 18% GST) (Rupees One Thousand One Hundred and Eighty Only)** by using following online link: "<https://apps.icsi.edu/TenderApp/>" and enclose the receipt of online payment generated by the system towards the cost of the tender document with the bid. The bidder who fails to submit the cost of the tender document with the bid, their bid shall not be considered for evaluation and no further communication shall be entertained in this regard. If any discrepancies found in the downloaded version of the tender document, the latest version of the tender document published by the ICSI through website notification at **Institute's website: www.icsi.edu/tenders** will be treated as authentic and correct.

All bidders having registration with NSIC/MSME may take exemption from submission of requisite fee towards the cost of Tender, however, they must submit copy of valid NSIC/MSME certificate in envelope No. 1 instead of tender fee.

(1) Earnest Money Deposit (EMD)

- (i) Every bidder has to make a deposit of Earnest Money (EMD) of **Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand only)** in the form of Demand Draft from any of the scheduled bank drawn in favour of "THE INSTITUTE OF COMPANY SECRETARIES OF INDIA" payable at New Delhi. The bidder can also make online payment of the EMD using following online link: "<https://apps.icsi.edu/TenderApp/>" and enclose the receipt of online payment generated by the system with the bid.
- (ii) Tenders received without the prescribed Earnest Money Deposit (EMD) shall not be entertained and shall be rejected summarily.
- (iii) The EMD of the successful bidder can either be converted as part of the performance security on request of the bidder or will be refunded after receipt of Performance Guarantee/Security. In case the selected bidder/vendor opts to convert the EMD to be part of the performance security, balance amount towards the performance security is to be submitted by the selected bidder / vendor with the ICSI in the form of bank guarantee from scheduled bank immediately within seven (07) days of issue of work order but before execution of the agreement. The

EMD of the unsuccessful bidders will be refunded without any interest/Bank commission/collection charges within 30 days after awarding the contract / work order to the successful bidder. The balance of the performance security amount can also be submitted through demand draft issued from any of the scheduled bank drawn in favour of "THE INSTITUTE OF COMPANY SECRETARIES OF INDIA" payable at New Delhi.

(Note: The bidders having valid registration with NSIC/MSME may avail exemption from submission of EMD but must enclose valid NSIC / MSME certificate/document in envelope No. 1 instead of EMD demand draft).

(2) Forfeiture of EMD:

The EMD of the bidders shall be forfeited in the following circumstances:

- i. the bidder withdraws its bid;
- ii. the selected bidder does not accept or delay in accepting the Purchase / Work Order;
- iii. the selected bidder fails to supply goods / services as per the terms of the Tender and Purchase / Work Order.
- iv. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents may result in the rejection of its bid and will be at the bidder's own risk.

(3) The sealed tenders are to be submitted in prescribed format on the bidder's business letter head duly stamped, signed and dated on each page of Part 'A' & 'B' and 'C' as a token of the bidder's unconditional acceptance to the terms prescribed by the Institute. Details/supporting documents wherever applicable, if attached with the tender must be duly authenticated by the bidder. No over-writing shall be accepted unless authenticated with full signature of the bidder. ICSI shall reserve its discretion to decide on authenticity/ validity of the over-writing without prejudice to its any other right. Each page of the Tender document with all annexures (including blank price bid format) must be signed, stamped and submitted with the Tender by the bidder.

(4) Bid Submission: Each bidder shall submit the tender in three separate sealed envelopes, (i) EMD & Tender Fee is to be put in **envelope No. 1** (please mark the envelope as "**No.1 – EMD & Tender Fee**"), (ii) Part 'A' & 'B' including Form I (**Annexure A**), Form II(a) & II(b) (**Annexure B1 & B2 & T**), Form III (**Annexure C**) and other Annexures related to Technical bids along with all requisite documents is to be put in **envelope No. 2** (please mark the envelope as "**No. 2 – Technical Bid**"), (iii) Part 'C' (**Annexure D**) only is to be put in **Envelope No. 3** (Please mark the Envelope as "**No.3 – Financial Bid**"). All the sealed envelopes bearing No. 1, 2 and 3 are to be put in the main envelope i.e.

Envelope No. 4.

- (5) The bidders must mention the price details in the prescribed format of price bid which is to be put in the sealed envelope as instructed at Sr. No. 4 above. The bidders should ensure that price details are not mentioned anywhere, except in the prescribed price bid format. In case, during the evaluation it is found that the bidder has mentioned the price details anywhere, other than the prescribed price bid; the bid submitted by such bidder shall be out rightly rejected.
- (6) The sealed tender envelope duly super scribed, **“Tender for Upgradation and AMC of managed complete video conferencing/board room solution at 11 locations of the ICSI for a period of Five (5) years. (under buyback of VC devices at 8 locations and new procurement at 3 locations)”**. due on **June 14, 2024**” must be addressed to **Secretary, ICSI** and be sent at the Institute’s address given below either by registered post/speed post/courier or by dropping in the tender box placed at Ground floor of Institute’s Noida office address as mentioned below & should reach on or before **2.00 PM on June 14, 2024**.

Address:

The Secretary

The Institute of Company Secretaries of India

ICSI House, C-36, **(Ground Floor: Tender Box of Dte. of Purchase)**

Sector-62

Noida – 201309 (UP)

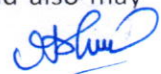
The Institute shall not be liable for any transit delays whatsoever and tenders received after the stipulated time/date are liable to be rejected summarily without assigning any reason and without any further reference to the Bidder.

- (7) The **Technical Bid shall be opened on June 14, 2024 at 3:00 PM** in the Institute of Company Secretaries of India at ICSI House, C-36, Sector-62 Noida 201309 or any other date, time or place as notified later in the presence of those bidder(s), who wish to be present. Due to any exigency, ICSI may decide to open the bids on electronic mode. Mode, Date & time of opening of bids will be informed through the e-mail id those who requests for the same and also be notified on the on ICSI’s website (www.icsi.edu). No separate communication will be sent in this regard through any other mode of communication. **In the event of due date being a closed holiday or declared Holiday for ICSI-HQ / Central Government offices, or any other exigency, the due date and time for opening of the bids can be changed on the sole discretion of ICSI, which will be notified only at the ICSI website (tender page).**

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- (8) The GST has rolled out with effect from 01.07.2017. Bidders who have not migrated to and are not registered with GST will not be eligible to participate in any tender of the Institute. Any offer received from the bidder without GST registration details will be summarily rejected.
- (9) ICSI prefers to deal with OEM. However, if for any reason OEM is not able/allowed to participate in the tender, the bid can be submitted through its authorized channel partners/authorized Resellers. If the bidder is an authorized channel partner/reseller, then it must submit an authorization certificate from the OEM along with the technical bid. If the bidder is an authorized channel partner or reseller, the bidders must provide a certificate from the OEM. This certificate is to be submitted by the bidder with the technical bid.
- (10) Licensed Operating Software
The vendor will ensure the video conferencing related Hardware systems supplied and installed must have licensed operating system (as mentioned in the technical specifications) with original product key/ certificate. It must not be copied from any source and/or not a pirated version of any nature.
- (11) ICSI shall have the right to assess the competencies and capabilities of the bidder by going through the credentials given in the Technical Bid and on the basis of such credentials, ICSI may reject the candidature of the bidder without assigning any reason. In such case(s) the Financial Bid shall not be opened for that particular bidder. The Financial Bid of only those bidders who qualify in the technical scrutiny shall be opened and time and date for opening the Financial Bid shall be communicated separately.
- (12) ICSI may call for any additional documents from the participating bidders during the technical evaluation process to establish their eligibility. ICSI may also call for further technical clarification on the proposals submitted by the bidders.
- (13) The Bidders have to submit the make and model name of the all-Video Conferencing hardware devices for which they have submitted the bid with comparative of specifications as mentioned on the tender in hard copy as well as in soft copy on a pen-drive.
- (14) The Institute at its discretion may call the bidders to discuss the technical specifications, make and model and the effectiveness of the product proposed to be supplied by them in commensuration with the Institute's requirements.
- (15) ICSI reserves the right to negotiate the rate with the bidder and also may





call for revised financial proposal as per modalities as approved by the Competent Authority of ICSI.

- (16) ICSI reserves the right to accept the bid in whole or in part without assigning any reason and such decision shall be final. The part acceptance of the bid shall not violate the terms and conditions of the tender documents and the bidder shall execute the work at the specified rates without any extra charges or compensation within the stipulated period.
- (17) Incomplete bids shall be rejected outrightly. No alterations, amendments or modifications shall be made by the Bidder in the Tender documents and if any such alterations are made or any special conditions attached, the bid shall be liable to be rejected at the discretion of the ICSI without reference to the bidder. Tempering with any format given may be liable for rejection / disqualification of the bids. Correction and overwriting anywhere in the tender document should be avoided. Every correction and overwriting must be authenticated with full signature of the bidder, otherwise the tender is liable to be rejected. Decision of ICSI on such corrections, overwriting, authentications shall be final and binding on the concerned bidder. Please note that all the information as desired needs to be provided. Incomplete information may lead to rejection of Bid.
- (18) Each Bidder acknowledges and accepts that ICSI may in its absolute discretion apply selection criteria specified in the tender document for evaluation of proposals for short listing / selecting the eligible vendor(s). All bidders responding to ICSI for this tender will be deemed to have accepted the terms of this tender document. Non acceptance of any of the terms & conditions as stated in the Tender document and non-submission of the stipulated Earnest Money Deposit (EMD) shall render the Bid invalid.
- (19) Bids submitted by forming any consortium or joint venture are not allowed. Any such bid received submitted by such bidders will be rejected outrightly and without any notice to the bidders. A single bidder can submit only one bid; any deviation, e.g. multiple bids by any bidder or bids submitted by forming a cartel will also be rejected. If at any stage of the bidding process, it is found that bids are submitted by different bidders having common Directors/promoters, such bids will be rejected.
- (20) Sub-contracts:
The BIDDER shall notify the ICSI in writing of all subcontracts awarded under the Agreement. Such notification shall not relieve the BIDDER from any liability or obligation under the Agreement. The BIDDER shall fully indemnify ICSI for any claims/ damages whatsoever arising out of the Sub-contracts.



- (21) The Bidder who was awarded any contract in the past by the Institute but terminated during the contract period due to unsatisfactory performance will not be eligible /considered to participate in this tender. Also, a bidder who was awarded any contract earlier but refused to continue the contract/refused to sign the agreement as given by the Institute will not be eligible to participate in this tender.
- (22) The acceptance of TENDER shall rest with the ICSI. ICSI does not bind itself to accept the lowest bidder and reserves itself the right to reject any or all the bids received without assigning any reason(s) whatsoever and any notice to Bidder. Non acceptance of any bid shall not make ICSI liable for compensation or damages of any kind. ICSI further reserves the right to accept a bid other than the lowest or to annul the entire bidding process with or without notice or reasons. Such decisions by ICSI shall be final and bear no liability whatsoever consequent upon such decisions.
- (23) The ICSI may at any time during the bidding process before and/or after opening the technical bid and/or financial bid, request the Bidders to submit revised Technical Bids and/or Financial Bids and/or Supplementary Bids, in case of change in Scope of Work, without thereby incurring any liability to the affected Bidder or Bidders.
- (24) In order to afford prospective Bidders a reasonable time to take the amendment into account in preparing their bids, ICSI, at its discretion, may extend the deadline for the submission of bids suitably.
- (25) The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents may result in the rejection of its bid and will be at the bidder's own risk.
- (26) The bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged between the Bidder and the ICSI shall be in English.
- (27) In the interest of the Institute, ICSI at its discretion may include or exclude any bidder who has served/worked for the ICSI by executing any similar contract through tender/TENDER in recent past. Such inclusion or exclusion of bidder shall be decided during technical evaluation of the bids of this tender process.
- (28) All costs and expenses incurred by Bidders in any way associated with the development, preparation, and submission of bid / responses, including but not limited to; the attendance at meetings, discussions, demonstrations, etc. and

providing any additional information required by ICSI to facilitate the evaluation process, and in all such activities related to the bid process, will be borne entirely and exclusively by the bidder.

- (29) Any Corrigendum, Clarifications etc. shall be binding on the Bidders and shall be given due consideration by them while they submit their bids.
- (30) In case of any work for which there is no specification given in the Tender document but the same is essential for the job / work mentioned in Tender document, such work shall be carried out in accordance with the directions of the ICSI without any extra cost to the Institute.
- (31) The Institute reserves the right to accept or reject any or all the tenders including the lowest tender(s) without assigning any reason or to cancel the whole tender process at any stage without assigning any reason, whatsoever at its sole discretion prior to award of Contract, without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders of the grounds for the ICSI's action. The decision of the Institute will be final and binding on all concerned.
- (32) This invitation for tender does not commit ICSI to award a contract / order. Further, no reimbursable cost may be incurred in anticipation of award of contract / order.
- (33) No binding legal relationship will exist between any of the Bidders and ICSI until the issue of the Purchase Order.
- (34) Bidder should have all necessary patents, license rights, authority, bidder and other proprietary rights required in respect of any device or method used by it for completing the Purchase Order. Bidder shall indemnify and hold ICSI harmless from and against any liability, penalty, cost or expense suffered or incurred as a result of Bidder failing to comply with this obligation.
- (35) Bid Validity: Price quoted must be valid for at least 270 days from the date of opening of bid. The price quoted must be valid for at least 270 days from the date of opening of technical bid. However, the prices finalized after opening the tenders shall not increase throughout the period of Contract. ICSI reserves its discretion to extend the validity of the Tender with the mutual consent of the concerned bidder.
- (36) **Eligibility Criteria Details:** Bidders who fulfil the eligibility criteria mentioned in **Annexure-B2 (Form II(b))** will only be considered for evaluation of their bids.

(37) **Guidelines for preparation of Technical Proposal:**

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Technical Proposal should comprise of the following:

A printed covering letter, on the bidding organization's letterhead with all required information and authorized representative's initials shall be submitted along with the proposal.

The technical proposal should contain a detailed description of how the bidder will provide the required services for Five (5) years. It should articulate in detail how the bidder's Technical Solution meets the requirements specified in the TENDER. The technical proposal must not contain any pricing information. In submitting additional information, please mark it as supplemental to the required response.

Proposals must be direct, concise, and complete. All information not directly relevant to this TENDER should be omitted. The department will evaluate the bidder's proposal based upon its clarity and the directness of its response to the requirements of the project as outlined in this TENDER.

The technical proposal should address the following at the minimum:

The proposal should have information specific to the ICSI Project requirement only.

It should describe how the functional requirements will be translated into technical implementations, that is, it should map with the Functional Requirements Specifications.

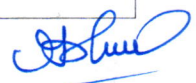
Project Management Plan including

- (i) Implementation Plan
- (ii) Training Plan
- (iii) Hand holding, Operations and Maintenance Plan
- (iv) Bill of Materials (without price) location wise to include all Hardware & Software.
- (v) Detailed specifications including make, model and version of Hardware and Networking equipment.
- (vi) Ink Signed Manufacturer Authorization letters of the OEM to be attached of all the components of the Bid Without ink signed MAF bid will be rejected.
- (vii) Two (2) VC FMS Resident Engineers to be deployed in Delhi & NCR.
- (viii) Bidder Local office details at each location will be provided separately.

Data Sheet Mapping:

It should be submitted as a separate document with all the datasheets. Without this the Bids will be summarily rejected. Bidders should also provide mapping of the datasheets in the following ways:

Name of the Product	
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Make & Model	Specification as per TENDER	Reference in Data sheet as	Remark if any.

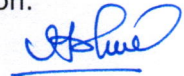
(38) Bid Evaluation:

(a) Technical bids Evaluation Criteria:

- i. The Bidder must fulfil the eligibility criteria for bidding as mentioned in this Tender. The Bidder who does not fulfil these criteria may not be evaluated further and rejected without further intimation.
- ii. Evaluation of bidder's infrastructure, manpower, financial strength, technical expertise, and experience in the relevant fields will be done through the information / documents provided as a part of the technical bids.
- iii. Evaluation of work experience in the relevant fields will be done through the information / documentary proofs such as client's certificate provided by the bidder as a part of the technical bids.

Bidders who fulfil the eligibility criteria and based on technical evaluation matrix table **Annexure X**, score will be awarded to the bidders. The minimum qualifying score in the technical evaluation is 40% of the total score. Bidders scoring less than 40% will not be considered for further evaluation.

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Annexure X

Technical Evaluation Matrix:

S. No.	Proficiency Criteria	Maximum Marks	Marks Distribution Criteria
1	No. of years in existence as on the issue date of the tender. (CIN has to provide.)	10	<ul style="list-style-type: none"> ➤ = 3 years but < 5 years - 5 marks ➤ >5 years but < 10 years – 7 marks ➤ => 10 years - 10 marks
2	Number of Video Conferencing /Boardroom Solution contracts executed in immediately preceding Five (5) years.	10	<ul style="list-style-type: none"> ➤ = 2 contracts - 5 marks ➤ > 2 contracts but < 5 contracts - 7 marks ➤ => 5 contracts - 10 marks
3	Average of Profit before tax of the immediately preceding three (3) financial years.	10	<ul style="list-style-type: none"> ➤ = Rs.2 Crs - 2 marks ➤ > Rs.2 Crs but < Rs.4 Crs - 5 marks ➤ => Rs.4 Crs but < Rs.10 Crs - 7 marks ➤ => Rs.10 Crs - 10 marks
4	Average of Paid-up Capital of the bidder during the immediately preceding three (3) financial years.	10	<ul style="list-style-type: none"> ➤ = Rs.1.00 lakh - 2 marks ➤ > Rs.1.00 lakh but < Rs.50.00 lakh - 5 marks ➤ => Rs.50.00 lakh but < Rs.1 Crs - 7 marks ➤ => Rs. 1 Crs - 10 marks
5	Average Annual Turnover of bidder during the immediately preceding three (3) financial years.	10	<ul style="list-style-type: none"> ➤ = Rs.3 Crs - 2 marks ➤ > Rs.3 Crs but < Rs.10 Crs 5 marks ➤ = > Rs.10 Crs but < Rs. 50 Crs - 7 marks ➤ = > Rs. 50 Crs - 10 marks
	Total Score	50	

Minimum Qualifying Score: The minimum qualifying score in the technical evaluation is 40% of the total score. Bidders scoring less than 40% will not be considered for further evaluation. **ICSI reserves its right to shortlist/restrict number of Bidders for further evaluation based on the score obtained by the bidders as per above technical evaluation matrix.**



Format for Queries:



Name of the Project:

Name of the Bider:

S.NO	Page No	Queries

Name:

Designation:

Signature:

(b) Financial-Bid Evaluation:

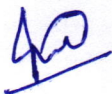
Technically Qualified bidders' financial bids will be opened for finalization of awarding the contract by the Institute. The date, time and venue for opening the financial bids will be intimated to the technically qualified bidders only.

- i. The Financial-Bid evaluation is done only for those bids which are responsive and obtains minimum technical qualifying score of 40%.
- ii. ICSI reserves its right to seek clarification on the financial bid submitted by the bidders. ICSI may also devise any method or process to derive the best competitive price for the tendered service.
- iii. In case of Commercial Evaluation of the Proposal, Full marks (100 marks) will be allotted to the Bidder who quotes the lowest financial bid (L1).

While the Bidder with lowest financial bid (L1) will get a financial proposal score (FPS) of 100 marks, other Bidders will be awarded in proportion to the marks scored in relation to the Bidder with the lowest bid. Thus, the other Bidders will get marks < 100. The Financial proposal scores (FPS) of all other bidders will be determined by the formula:

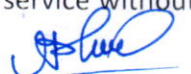
$FPS = \text{Lowest Financial bid } [(L1) / F] * 100$ (Where F is the financial bid by this Bidder). For example: If Bidder A quotes Rs.100 and Bidder B quotes Rs.50, Bidder B will be allotted 100 Marks on the ground that it is the lowest Bidder. Bidder A will get (Inversely Proportional) $FPS = (50/100) * 100 = 50$ marks.

Total score = 50% x technical proposal score + 50% x financial proposal score



II. Scope of Work:



1. Supply, Installation, testing & Commissioning of managed complete video conferencing/board room solution at 11 locations of the ICSI on CAPEX and on OPEX 5 MBPS ILL links in each site with unlimited usage model per site and Two (2) VC FMS resource at Delhi & NCR as a bundled solution with 24x7 VNoC support for a period of Five (5) Years.
2. This service includes supply, installation, commissioning of video conferencing equipment's and display units, designing, providing all related accessories, configuration, maintenance support, Implementation and integration with 5 MBPS ILL link at each site, monitoring and reporting, migration, training, documentation etc., with SLA binding the Bidder and service quality commitments.
3. **ILL Network Connectivity:** The selected Bidder to provide and manage 5 MBPS ILL (Internet Leased Line with Fiber Optical Cable media) links in each site for running the video conferencing application. The site should be provisioned with dedicated Last mile CPE equipment including modem pair, router etc. All the sites VC end points must be connected to these ILL links and support of bandwidth and all hardware devices like Routers/Modems/Cabling/ Accessories etc. have to be fully managed by service provider. In case of any repair/replacement of equipment's and cables between router/modem to VC end, points will be fully managed by vendor without any extra cost to the ICSI.
4. The selected Bidder to extend the service to ICSI locations/offices (72) and shall be scalable to add new sites as and when required by ICSI, at the contracted rates.
5. During warranty period, besides service/maintenance of Hardware, all driver software up gradation, installing patches and services shall also be provided at no extra cost.
6. All the VC end points must be supported to connect to any Cloud Based VC platform like Cisco Webex, Zoom, Blue Jeans, Microsoft Teams, Google Meet, etc. for the purpose of meetings and webinars with external stakeholders.
7. Bidder will have the responsibility for all kinds of maintenance/replacement and support of equipment, software etc. specified in this project for a period of Five (5) years.
8. Bidder will provide Two (2) VC FMS resident engineers at ICSI to extend all kinds of technical support as mentioned in scope, but not limited. Working schedule will be changed as per requirements of the ICSI. But the Institute shall have the discretion to increase / decrease the number of FMS Engineers as per its requirements during the initial / extended contract period with one-month advance notice.
9. The minimum technical specifications of VC devices are mentioned in tender. Bidder can offer higher specification products.
10. The selected Bidder to upgrade the equipment's firmware / software regularly. The same may be carried out automatically through the connectivity being provided as a part of the service without



any extra cost to the ICSI.

11. The L2 Support will be from the Bidder side and should have knowledge of the services and technical support to resolve the issues in a timely manner. The service provider will be completely responsible for SLA & Contract compliance and ensure smooth services without any discrepancy during the contract.
12. The proposal for Total Video Conferencing/Board Room solution at Eleven (11) sites should facilitate Virtual Classes and webcasting/Streaming.
13. Video Calling facility through the service provider's ILL links by using the any Cloud Based VC platform like Cisco Webex, Zoom, Blue Jeans, Microsoft Teams, Google Meet, etc.
14. **Misuse of Bandwidth:** There shouldn't be any misuse of Bandwidth. It will be the service provider's responsibility to take care of the same.
15. Service provider must provide Comprehensive on-site AMC Support to the Fourteen (14) 65-inch Full HD display Samsung Model ED65E units installed at ICSI sites (each site Two TV's) for a period of Five (5) years. In case of any issue in the display units including power cods, plastic parts etc. Service provider must take the necessary action to repair or replace the same without any extra cost the ICSI.
16. The bidder will be responsible for installation & commissioning of the VC setup, connectivity and providing on call/onsite physical end to end all kinds of maintenance and onsite support of equipment, software etc. specified in this project for a period of Five (5) years.
17. **Provision of Reports:** The vendor should provide regular reports of Number of Conferences, Streaming, Meeting schedules, Data storage, user logins, Log Reports, billing reports etc. on Monthly basis to the Institute.
18. **VC FMS Manpower for onsite support and maintenance.**

Resource	Functional Responsibility	Minimum Qualification & Experience
Level 2 Resource	<p>The candidate will be responsible for managing the complete Video setup including day-to-day operational issues.</p> <p>Candidate will be responsible for coordinating with the respective vendors for the next level of escalations and Hands & Feet support requirements.</p>	<p>Any IT/CS Degree, preferably B.Tech/B.E/MCA from a reputable institute.</p> <p>Experience: Min 3 years of experience in similar scope of</p>

	<p>The VC FMS engineer will do VC FMS technical support for any Cloud Based VC platform like Cisco Webex, Zoom, Blue Jeans, Microsoft Teams, Google Meet, etc. available with ICSI including all locations VC setups and Services. Also support and coordinate with any third-party Webinar service provider for all webinar/online sessions.</p> <p>VC FMS Engineer will schedule the VC meetings/ Webinars/ Virtual Classes and recording of sessions as per requirements. Provide recorded sessions to concern directorate/office from time to time.</p> <p>VC FMS engineer will coordinate with vendor NoC team for all extended technical/administrative support as per requirement.</p> <p>VC FMS engineer will do all troubleshooting/configurations/installations etc. of VC setups, if required get the support from OEM/ Vendor NoC team support to resolve the issues within timelines.</p> <p>On a monthly basis all VC setups connectivity/Network testing has to be done by engineer.</p> <p>Engineer will ensure VC system working and ready to use in advance to any scheduled meetings/online sessions.</p> <p>The engineer will look after and manage the complaints from the offices regarding the VC systems and ensure that the issues are resolved in coordination with M/s Airtel, its partners and the users.</p> <p>Other than the above-mentioned scope, the engineers may also be assigned any other technical jobs by the ICSI. Jobs given related</p>	work.
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	to VC services must be strictly adhered timely as per requirements of the ICSI.	
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a. **VC FMS Resource Joining/Replacement criteria:**

The VC FMS Engg's should be deputed at ICSI NOIDA Office to get KT (Knowledge Transfer) for 15 Working Days and all Cost (Including lodging and boarding of the VC FMS Engineer) will be borne by the bidder. The above said will be applicable during the VC FMS Manpower replacement, their Resumes should be provided, and an interaction should be conducted at ICSI NOIDA Office before replacement. Only one VC FMS engineer replacement is allowed in a year with the advance concurrence of the ICSI.

b. **Backup Resource criteria at ICSI:** Backup VC FMS engineers for both Primary Engineers at ICSI NOIDA Office should visit the Institute office for **Three (3)** Working days in a month to understand the VC System.

c. **Working Schedule:**

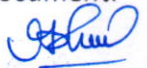
FMS Engineer 1 (Level 2):

Office Hours: 08.00 A.M to 4.30 P.M
Working days: Monday through Saturday
Extended support 24x7 online

FMS Engineer 2 (Level 2):

Office Hours: 01.00 P.M to 9.30 P.M
Working days: Monday through Saturday
Extended support 24x7 online

- d. The service provider must extend their services even after the normal duty hours and on holidays on the basis of the Institute's requirements and exigencies. The duty timing of the engineers may be changed by the Institute as per the requirements time to time with the mutual discussions.
- e. If the Engineers are advised to stay late till 9:00 P.M OR beyond on weekdays and attending office on holidays as per the requirement of the user directorates/Offices, the Institute may reimburse nominal conveyance amount as per ICSI guidelines in actual from Office to Home and having the claim from the engineers duly verified by the respective Office in charge.
- f. If the Engineers are advised to visit outside Office premises OR program site as per the requirement of the directorates/Offices, the institute may reimburse conveyance amount as per ICSI guidelines in actual on having the claim from the engineers duly verified by the respective Office in charge.
- g. The minimum specified scope of work to be undertaken by the bidder is to be performed as per the specifications and conditions mentioned in the different parts of this tender document.



- h. The VC FMS resource will be responsible for managing the complete Video Conferencing systems including day-to-day operational issues on any of the VC software's available with the ICSI.
- i. The VC FMS resources will be responsible for coordinating with the respective vendors for the next level of escalations and Hands & Feet support requirements.

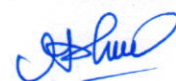
19. Sites where Supply, Install, Testing and Commissioning of VC equipment's and Support of equipment's are as under:

- | | | |
|----|--|--|
| a) | The Institute of Company Secretaries of India ICSI House, 22, Institutional Area Lodi Road, New Delhi- 110003. | Three Setups, i.e. Council room & Meeting room on 2 nd floor, Meeting room 3 rd floor. |
| b) | The Institute of Company Secretaries of India ICSI House, C-36, Sector-62, NOIDA Uttar Pradesh – 201309. | Two Setups, i.e. 2 nd floor Auditorium and Meeting room 7 th floor |
| c) | NIRC of the ICSI
4, Institutional Area, Prasad Nagar, New Delhi – 110005 | One Setup |
| d) | EIRC of the ICSI
Eastern India Regional Council, ICSI CCGRT Kolkata Campus, Action Area II, Newtown, Kolkata - 700135 | One Setup |
| e) | SIRC of the ICSI
House No.9, Wheat Crofts Road, Nungambakkam, Chennai- 600034 | One Setup |
| f) | WIRC of the ICSI
13, Jolly Maker Chambers, No. 2 (First Floor), Nariman Point, Mumbai - 400021 | One Setup |
| g) | ICSI-CCGRT Mumbai
Plot No. 101, Sector – 15, Institutional Area, CBD Belapur, Navi Mumbai – 400614 | One Setup |
| h) | ICSI-CCGRT Hyderabad
Survey No.1, Uppal IDA, Genpact Road (Near Mallikarjuna Swamy Temple), Uppal, Hyderabad - 500039 | One Setup |

And/or any other location as instructed by the authorized official of ICSI.

20. Support and Maintenance of contract:

- a. On-site, comprehensive and BACK-TO-BACK from OEM for a period of Five (5) years. The Service Provider will have to provide a back-to-back warranty certificate.
- b. Advanced replacement of hardware.

- c. Software updates and upgrades at no cost to the ICSI.
- d. L3 support from OEM/ Service Provider NoC Support Team.
- e. On-site support from Service Provider for day-to-day operational issues as and when arises.
- f. Periodic preventive maintenance/Physical Verification of hardware, once in quarter.

21. Supply:

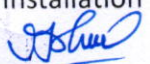
- i. The Successful Bidder to design, develop and implement the entire Project.
- ii. The successful Bidder shall supply all hardware on CAPEX as per specifications mentioned in the tender. Detailed Technical Specifications are enclosed as **Annexure-T**.
- iii. Further, the successful Bidder must not bid/supply any equipment that is likely to be declared end of support within the contract period of 5 years. The successful Bidder shall submit an undertaking from OEM in this regard stating that supplied VC hardware shall have 5 years warranty from the date of supply.
- iv. The successful Bidder shall be responsible for end-to-end implementation of the Hardware & connectivity of all the locations under this tender and shall quote and provide/ supply any item(s) of latest make and model.
- v. The successful Bidder shall supply all the installation material/accessories/ consumables necessary for the installation of the systems and sub-systems.
- vi. The successful Bidder shall provide patches and updates of Firmware free of cost during the warranty period.
- vii. The successful bidder should provide a back-to-back warranty certificate from the OEM for the entire term of the project.

22. Installation, testing, commissioning & system integration

- i. The scope of installation, commissioning shall mean to install, configure and integrate the following (but not limited to), adhering to essential security and safety measures.
- ii. Carry out installation of active components, passive components and accessories supplied as per standards for successful integration and implementation of the systems at all sites.
- iii. Configuring and fine-tuning of subsystems to achieve overall optimal network performance and highest security.

23. Civil Works, Chemical Earthing & Electrical Works

The successful bidder will conduct a site survey and share a prerequisite document for installation



of the proposed system. ICSI will ensure the site readiness before the equipment installation.

24. Project Management

- i. The successful Bidder will undertake to completely manage and maintain the said equipment/infrastructure installed and commissioned at sites for a minimum period of Five (5) years after the clearance of Final Acceptance. During the said period of undertaking, the successful Bidder will be responsible for the smooth working of the total system installed at the locations under this project. This task of management of project will be termed as 'Project Management' in the rest of the document.
- ii. Successful Bidder shall depute engineer(s) and technician(s)/rigger(s) and Project manager to operate, configure, maintain and manage the said connectivity during the Project Management period round the clock. The successful Bidder shall ensure that all engineers are available on call so that the customer can reach them for fault rectification and other related services in case of emergency beyond office hours.

25. **Replacement:** The BIDDER is required to replace, maintain & repair any equipment under this project getting damaged or becoming non- functional.

26. BIDDERS' Responsibility:

- i. The BIDDER shall implement the project strictly as per the plan approved by the ICSI. The implementation plan will take into consideration the following:
- ii. The BIDDER shall provide details of equipment that will be incorporated in the project. The location for storing spare parts and quantity there on shall also be clearly indicated.
- iii. The implementation plan will be finalized during the period in which approvals & clearances will be taken.
- iv. The BIDDER shall provide the necessary technical support, Standard Operating Procedure and other information to the ICSI and its user organizations in implementation.
- v. Electrical works wherever necessary shall be carried out by the Bidder at his own expense with discussion with the ICSI. ICSI will provide only the Power Points from backend UPS's. Beyond this any other specific requirement will be borne by the Bidder.
- vi. Earthing and Electrical points are to be provided by Bidder, wherever required, with discussion with the ICSI. Basic Earthing for the site will be there. Beyond this any other specific requirement will be borne by the Bidder.
- vii. The space cannot be used for any purpose other than for delivering the services as mentioned in TENDER as contracted under the Contract.



- viii. The ICSI shall arrange for necessary clearances, which shall enable the BIDDER to undertake any electrical works.
- ix. The entry and exit to the site and personnel of the BIDDER shall be in accordance with Security Rules and Regulations that may apply to the Government Campus where the site is located.

27. Tests

The Tests concern all the equipment, systems and sub-systems supplied against this tender.

28. Field Acceptance Test

Once the system is installed and operating, it shall be tested by the successful BIDDER and witnessed by the ICSI. The Test shall be carried out as per the detailed test procedure supplied by BIDDER and approved by the ICSI. Once the Tests are successfully performed, the temporary acceptance of the system will be given. Only then the system will be ready for "Test Run".

29. Test Run

This Test aims at keeping the complete system in operation for a period of 10 days continuously. In case of failure, the Tests will be re-started till the system operates without failure for 10 days continuously. The ICSI shall have the right to reject the complete system or part thereof in the event(s) of the acceptance Tests failing in four attempts. The "Test Run" shall be carried out after the commissioning of complete system.

Various observations and test results obtained during the various tests shall be documented and produced in the form of a report by the Bidder (after entering into the contract the bidder becomes a bidder as he is a party to the contract). LoC/NOC /acceptance will be released site wise.

If malfunctions or failure of a unit or sub-system repeats, the Test shall be terminated, and bidder shall replace the necessary components and assemblies to correct the deficiencies. Thereafter, the Test shall commence all over again from the start as mentioned above. If after this one replacement, the unit or sub-system still fails to meet the specifications, the bidder shall replace the complete unit or sub-system with the one that meets the requirements and restart the Test all over again. All cost for repair/replacement of defective unit/component/system/sub-system shall be to Bidder's account.

III. Terms and Conditions of the Contract:

1. Delivery Schedule and Duration of Contract:

- (a) Time is the essence of the Contract. The successful bidder must comply with the delivery schedule strictly as instructed/mentioned in the order.
- (b) DELIVERY PERIOD:



The delivery, installation & implementation has to be completed within 90 calendar days of placement of the purchase or work order. The site readiness as per the prerequisites will be ensured by ICSI. Any delay by the tenderer after site readiness confirmation by ICSI in the delivery or installation of items shall render the tenderer liable to any or all of the sanctions viz. penalty/ invocation of Bank Guarantee / forfeiture of security deposit/ imposition of liquidated damage etc. whichever applicable.

- (c) The contract period will be for Five (5) years or till the expiry of the warranty of the systems (whichever is maximum). The contracted rates will remain same throughout the contract period. During the contract period no price escalation whatsoever will be allowed.
- (d) This contract shall be for a period of Five (5) Years subject to evaluation of the performance on a yearly basis by the ICSI. In the event of annual review, it is perceived by the ICSI that the firm's previous year's performance is not satisfactory, it may terminate the contract after giving one month's notice in writing on the completion of the year of service. The ICSI has to issue the termination notice within one month of the completion of the yearly maintenance otherwise the contract will automatically stand valid.

2. Payment of any kind whatsoever will not be made to the vendor except the one mentioned in the related work order.

3. **Extension of Contract:** The said Agreement may be extended for a further period of maximum of Three (3) Years on mutually agreed terms and conditions between the ICSI and the vendor in writing.

4. **Onsite Review Mechanisms at ICSI**

- Weekly Review Meeting (WRM) with team lead at Noida Office
- Monthly Review Meeting (MRM) with the next level to the team lead as per the escalation matrix.
- Steering Committee Meeting (SCM) with competent authority once in two months or as and when required.

5. **Issues / Request / Tickets Handling**

All reported problems will have a priority assignment as follows			
Table - Priority definition for issues reported			
Priority	Definition	Mean Time to Respond	Mean Time to Resolve

C1-Critical	More than 70% of the users are unable to use the system or any of the critical user (President/Secretary/ CE/Council Member/ System Administrator)	2 Hours	Within 1 (One) working day
C2-Urgent	More than 20% of users are unable to use the system or any of the critical users (limited to 5 in number including HOD) are unable to use the system	6 Hours	Within 2 (Two) working days
C3-Normal	All other problems or any localized problem	8 Hours	Within 5 (Five) working days

6. Prices quoted in the bid shall expressly be inclusive of all statutory taxes, fees, cess, duties, levies, charges and any other statutory components (net to ICSI). It should clearly indicate the base price plus all additional duty & taxes. Prices quoted in the bid shall be valid for **Five (5) years onsite comprehensive warranty/AMC Support, 24 hours CRT (Call Resolution Time) for 365 days including Saturdays and Sundays, off hours support, except GST which is to be shown separately.** In case the warranty is for one (1) year by default, the vendor shall quote for the support pack from the principal manufacturer, so as to validate the warranty for **Five (5) years.**

7. The Principal Manufacturer will provide a certificate of warranty for Five (5) years for all Video Conference systems devices with serial number in the name of the Institute or Five (5) years warranty information from the date of supply should be shown on the OEM website.

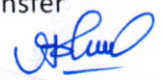
8. Escalation Matrix up to Three (3) levels should be provided.

9. Though the Institute 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. **The authorization letter from the Principal Manufacturer is to be submitted with the technical bid.**

10. The whole work included in the Tender shall be executed by the vendor and the vendor shall not directly or indirectly transfer, assign or sublet the contract or any part thereof or interest therein to any other party without the written consent of ICSI.

11. Copyright, Intellectual Property Rights and other incidental rights:

Copyright and any other intellectual property right shall vest with ICSI only. Data rights are also vested with the Institute. The vendor shall maintain the confidentiality of the same and in the event of any violation either by sharing or by transmitting or by any means including theft either in full or in part of the content / data then the vendor is liable for civil and criminal actions and liable to pay damages as determined by the Institute. The vendor shall not edit, copy, reproduce, re-print, assign, transfer

to any third party, and / or use the material for itself or for any purpose, from the date of execution of the contract and after the completion of the contract. ICSI has intellectual property rights over its trade names, corporate signs, logos, software, proprietary information and know-how which the vendor may come across through this Contract. The vendor shall recognize ICSI's intellectual property rights for all purposes. Nothing in this Agreement shall confer on vendor any right or title in the intellectual property of ICSI.

12. Security Deposit/performance guarantee:

- a. The successful bidder has to submit the security deposit/performance guarantee in form of an Account payee Demand Draft / Banker's Cheque drawn on any bank or a Bank Guarantee from any Nationalized bank (format enclosed as **Annexure G**) to cover any loss or damage caused to or suffered by the Institute due to acts of commission and omission by the successful bidder or any failure on the part of the successful bidder in fulfilment of terms and conditions of the contract and conditions contained in the contract. The value of the Security Deposit/Bank Guarantee has to be of the equivalent amount of 10% of the annual contract price. The Bank Guarantee has to be submitted within 10 days of issue of order but before execution of the contract. The Bank Guarantee shall have to remain valid for the entire duration of the Contract plus three (3) months beyond the completion of contract period. The successful bidder shall not be entitled to any claim or receive any interest on the amount of performance guarantee. The EMD of the successful bidder will be refunded after submission of the performance Guarantee/Security Deposit.
- b. The successful bidder having valid registration with NSIC/MSME on the date of submission of tender, are also required to submit requisite security deposit / performance guarantee.

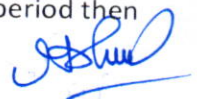
13. The vendor will not have any direct interaction on behalf of the Institute with any third-party bidder engaged by ICSI.

14. All communications to the employees or third-party agencies engaged by ICSI would be through designated channels as directed by the Institute.

15. **Payment Terms:** Payment will be released on the basis of the following points.

- a) Payment on the supplied items shall be made after successful delivery and subsequent installation of the operating software along with fully operational support services and after confirmation of warranty of the materials; duly accepted by ICSI as per the scope of work and terms of the contract. Payment will be released upon acceptance of the bills submitted duly authenticated by an authorized officer of the Institute.
- b) In case any difficulties occur of receiving support during the warranty period then

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Vendor will be fully responsible for comprehensive maintenance free of charge during the warranty and/or support period and in case of default, ICSI will have the right to arrange maintenance at vendor's risk and cost and responsibility. Payment of any kind whatsoever will not be made to the vendor except the one mentioned in the order.

- c) Payments shall be subject to deductions of any amount for which the vendor is liable under the agreement against this contract. Further, all payments shall be made subject to deduction of TDS (Tax deduction at Source) as per the prevailing income- Tax Act and any other taxes as on the date of invoice submission and/or payment date.
- d) The vendor's request for payment shall be made to the ICSI in writing, accompanied by appropriate tax invoices including all supporting documents describing, as appropriate, delivered and accepted by ICSI.
- e) If any excess payment has been made by the ICSI due to difference in contracted price and vendor's invoice, the ICSI may without prejudice to its rights recover such amounts by other means after notifying the bidder or deduct such excess payment from any payment subsequently falling due to the ICSI.

f) Payment Terms

Sl. No.	Milestone	% of Payment to be released
1	One time charge	100% on delivery of goods installation/commissioning/Testing/acceptance at site.
2	Recurring charge	Post Quarterly arrears after all site's implementation/operational, acceptance and submission of Tax Invoice.

- g) Service Provider has to sign the SLA based on the scope, terms and conditions mentioned in this tender and whenever under this tender / Work Order / Service Level Agreement (SLA), any sum of money is recoverable from and payable by the Bidder, the ICSI shall be entitled to recover such sum by appropriating in part or in whole from the security deposit / bank guarantee / earnest money deposit of the Bidder In the event of the security deposit / bank guarantee / earnest money deposit being insufficient, the balance or the total sum recoverable, as may be, shall be deducted from any sum due to the Bidder or which at any time thereafter may become due to the Bidder under this or any other tender / contract with the ICSI. If this sum is not sufficient to cover the full amount recoverable, the Bidder shall pay the ICSI on demand the remaining balance.
- h) The personnel(s) employed / hired / engaged (permanent / regular / casual / contractual / temporarily / daily wager or whatever be the status / name) by the Bidder for the execution of work as provided under this Tender, shall not be

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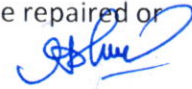
employee / officer of the ICSI for any purpose. None of such person of the Bidder shall have any right to claim anything against the ICSI.

16. Payment of Taxes

The vendor shall be responsible for and shall pay all taxes, duties, assessments or other charges of any kind or nature whatsoever levied by any government or governmental body on or in connection with the Services including without limitation all statutory levies, taxes, fee, duties, rate, charges, surcharges etc. and any other tax ("taxes") levied on service provided by the Service Provider. ICSI may withhold from payments due to the Service Provider any amounts required with respect to the aforementioned taxes and to remit the same with the relevant authorities, in case of failure on the part of the Service Provider.

17. Penalty:

- (a) Without prejudice to its right to terminate and other rights the ICSI shall levy Penalty at the following rates
- (i) ½ per cent of total value of contract, for each day of delay, in case of delivery within 7 days after the due date;
 - (ii) 1 per cent of total value of contract, for each day of delay, in case of delivery beyond 7 days but up to 14 days after the due date;
 - (iii) 2 per cent of total value of contract, for each week of delay, in case of delivery beyond 14 days subject to a maximum of 10% of total contract price.
- (b) In case of delay beyond fifteen (15) days from the stipulated period, the Institute may at its discretion cancel the order and arrange to procure the same from the next bidder on the panel/open market at the sole risk, cost and responsibility of the bidder.
- (c) In case of failure to supply the ordered quantity / specifications / quality in the time schedule and at the agreed rates in, the Institute shall have right to purchase the same from the market at the prevalent rate and the difference between the agreed price and purchase price would be recovered from the successful bidder. Further, if the supplied items are not in accordance with the ordered items, then the Institute reserves the right to reject the whole lot or accept, whole or part supply, at less than the agreed / market price. Any loss to the Institute on this account shall be adjusted from the EMD / Performance Security.
- (d) Five (5) years on site comprehensive warranty of all Video Conference systems devices and comprehensive onsite AMC support for Display units (Qty 14) with response time of 4 hours call attending support after logging the complaint has to be provided and failure to do so will attract penalty of Rs.1000/- per hour in case of default after 04 hours. The all-Video Conference systems devices and Display units must be repaired or



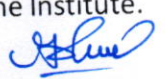
standby to be arranged within 24 hours of lodging the complaint. In case of default, a penalty of Rs.1000/- per day also would be levied. In case standby is provided, all Video Conference systems devices must be repaired and installed back within Seven (7) days of lodging the complaint. In case of default, a penalty of Rs.1000/- per day also would be levied.

- (e) Rs. 1,000 /- (Rs. One Thousand only) per day OR part thereof for Service down and violation of any Clause of Tender/Work Order/SLA.
- (f) Non availability of Manpower for more than one day in a month would attract a penalty of Rs. 1000/- (Rs. One Thousand only) per day manpower absence, if no alternate appropriate resource provided. The resource deputed at our location should sign and put IN and OUT time in the Attendance Register.
- (g) In case there are more than 3 penalties on Service Provider in any month, the ICSI shall have right to terminate the contract by giving one month notice and such decision of the ICSI shall be final.
- (h) Backup VC FMS engineers (along with Regular VC FMS) at site should visit the Institute's offices for Three (3) working days in every month during the entire contract failing which a penalty of Rs. 1000/- (Rs. One Thousand only) for each day would be imposed.
- (i) In case of ILL Network links service unavailable due to any reason/hardware issues etc. service provider has to take necessary action with response time of 4 hours call attending support after logging the complaint and failure to do so will attract penalty of Rs.1000/- per hour in case of default after 04 hours till the Network Services restoration.

18. In case any work for which there is no specification in the tender but required to be carried out for successful implementation, commissioning, and delivery of the contracted work to its entirety, as per scope of work mentioned in the tender/ work order, such work shall be carried out by the vendor in accordance with the directions of the ICSI without any extra cost to the Institute.

19. In case of any damage or loss caused to the Institute due to breach of term or condition of the tender / contract, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct of the bidder(s)/ vendor or its staff, the bidder(s)/vendor shall be liable to compensate the loss cause to ICSI and to pay damages. The Institute shall have the right to adjust the damage / loss suffered by it from the security deposit / earnest money deposit / bank guarantee and / or to charge penalty as decided by the Institute.





The decision of the Institute in this respect shall be final & binding.

20. The vendor shall be liable for accident, injury, losses due to any accident or negligence of their staff/workers and shall also be liable to incur all the expenses in consequence thereof and Institute is in no way responsible for any damages arising out of this tender/contract.

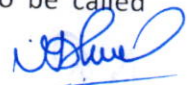
21. Warranty and support of all Video Conference systems supplied by the Service Provider.

The Warranty shall be:

1. On-site, comprehensive and BACK-TO-BACK from OEM for a period of Five (5) years from the date of acceptance. The bidder will have to provide back-to-back warranty certificate.
 2. Advanced replacement of hardware.
 3. Software/firmware's updates and upgrades at no cost to ICSI.
 4. L3 support from OEM.
 5. On-site support as and when required from bidder for hardware issues as and when arises.
22. **Training:** The bidder shall impart the training to the ICSI officials/FMS resources during installation of VC devices at respective locations. The training should include, explaining all the features and capabilities, Trouble shooting and routine maintenance of all the equipment mention in the TENDER.

IV. GENERAL:

1. **Modification/variation in Terms of Contract:** ICSI reserves the right to modify or may bring some variation in the terms and conditions of the contract on mutually agreed terms, if it is found necessary due to any operational difficulty or any other genuine reasons.
2. **ICSI has sole discretion to decide on quantity/ quantity/ amount of sites/ number of hardware / manpower resources for any increase/decrease/removal as per requirements during award of the contract OR in between the contract with advance intimation to service provider.**
3. **Recovery:** Whenever under the contract through this tender, any sum of money is recoverable by ICSI from the party or / and payable by the party to ICSI, the ICSI shall be entitled to recover such sum by appropriating in part or in whole from the security deposit of the party. In the event of the security being insufficient or if no security has been taken from the party, the balance or the total sum recoverable, as may be, shall be deducted from any sum due to the party or which at any time thereafter may become due to the party under this or any other contract with the ICSI. If this sum is not sufficient to cover the full amount recoverable, the party shall pay the ICSI on demand the remaining balance due along with penalty.
4. **Dispute Resolution:** Any dispute, difference, controversy or claim ("Dispute") arising between the successful bidder and ICSI hereinafter jointly to be called



"parties" and singularly as "party" out of or in relation to or in connection with the agreement/contract, or the breach, termination, effect, validity, interpretation or application of this agreement/contract or as to their rights, duties or liabilities hereunder, shall be addressed for mutual resolution by the authorized official of the parties.

5. **Arbitration:** If, for any reason, such dispute cannot be resolved amicably by the Parties, the same shall be referred to the Arbitration process. In the event of any dispute arising between ICSI and the vendor in any matter covered/ touched by this contract or arising directly or indirectly there from or connected or concerned with the said contract, the matter shall be referred to the sole arbitrator appointed by the mutual consent of both the parties. The decision / award of the Arbitrator shall be final and binding on the parties. Cost of Arbitration will be shared equally by the parties.
- i. The place of the arbitration shall be at, New Delhi.
 - ii. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended from time to time.
 - iii. The proceedings of arbitration shall be in English language.
 - iv. The parties are not entitled to approach any court of law without resorting to arbitration approach.
 - v. The decision / award of the arbitrator shall be final and binding on parties to the arbitration proceedings.
6. **Jurisdiction:** In respect of any dispute arising between ICSI and the vendor in any matter covered / touched this tender / contract or arising directly or indirectly there from or connected or concerned with the said contract, the courts at Delhi shall only have the jurisdiction.
7. **Right to Blacklist:** ICSI reserves the right to blacklist a party / bidder for a suitable period in case such party / bidder.
- fails to honour his bid without sufficient grounds or found guilty for breach of condition/s of the contract or guilty of fraud and mischief and misappropriation or any other type of misconduct on the part of party(s) / bidder(s).
 - Giving false, misleading or fake information/ document in the bid;
 - Withdrawing the bid after opening of the Financial bids;
 - Refusal to accept Purchase/ Work Order at the quoted prices;
 - Failure to supply goods of the ordered quantity/ quality/ specifications at the agreed rates within the time schedule;
 - Adoption of any unethical or illegal practices;
 - Any other justified reason.
8. **Confidentiality:**
- i. The bidder(s)/ vendor shall not use or disclose any Confidential Information of the Institute except as specifically contemplated herein. For purposes of this tender / contract "Confidential Information" means information that: (i) is sufficiently secret to derive economic value, actual or potential, from not being generally known to other persons who can obtain economic value from its disclosure or use; and (ii) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy or confidentiality.



ii. The successful bidder acknowledges that all material and information which has and will come into its possession or knowledge in connection with this agreement or the performance thereof, whether consisting of confidential and proprietary data or not, whose disclosure to or use by third parties may be damaging or cause loss to ICSI will alltimes be held by it in strictest confidence and it shall not make use thereof other than for the performance of this agreement and to release it only to employees requiring such information, and not to release or disclose it to any other party. The successful bidder agrees to take appropriate action with respect to its employees to ensure that the obligations of non-use and non-disclosure of confidential information under this agreement are fully satisfied. In the event of any loss to ICSI in divulging the information by the employees of the successful bidder, the ICSI shall be indemnified. The successfulbidder agrees to maintain the confidentiality of the ICSI's information after the termination of the contract also. The successful bidder will treat as confidential all data and information about the ICSI /Contract, obtained in the execution of this tender including any business, technical or financial information, in strict confidence and will not reveal such information to any other party.

9. **Sub-Contracting:** The successful bidder will not assign or transfer and sub-contract its interest/ obligations under this contract to any other concern / individual without the prior written consentof the ICSI.

10. **Statutory Compliance:** The successful bidder will be required to comply with all statutory obligations from time to time applicable to this contract.

11. **Compensation:** In case of any damage or loss caused to the Institute due to breach of term or condition of the tender / contract, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct or deficiency of Service Provider or its staff, the bidder(s)/vendor shall be liable to compensate the loss cause to ICSI and to pay damages. The Institute shall have the right to adjust the damage / loss suffered by it from the security deposit / earnest money deposit / bank guarantee and / or to charge penalty as decided by the Institute. The decision of the Institute in this respect shall be final & binding.

12. TERMINATION

The ICSI without prejudice to its right to price adjustment by way of discount or any other right or remedy available to ICSI, ICSI may terminate the Contact or any part thereof by a Witten notice to if:

- i. The vendor fails to comply with any material terms of the work order.
- ii. The vendor fails to deliver the material(s) or any part thereof within the stipulated Delivery Period and or to replace/rectify any rejected or defective material(s) promptly.



- iii. The vendor becomes bankrupt or goes into liquidation.
- iv. The vendor has misrepresented ICSI acting on which misrepresentation ICSI has placed the Purchase order on the vendor. The ICSI without prejudice to any other remedy, reserves the right to terminate the agreement in whole or in part by giving notice in writing in case Service Provider fails to discharge its obligation under this agreement without sufficient grounds or found guilty for breach of condition(s) of the agreement, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct by Service Provider or by its staff or agent or in case there are more than 3 penalties on the Service Provider in any month.
- v. Any pending or unresolved operational issues, performance, unpaid fees and any other remedies shall continue by the Service Provider during the period of termination notice and the same must be satisfied before this agreement is terminated. The ICSI may also put in place any other bidder for carrying out the remaining work and expenditure incurred on same shall be recovered from the Service Provider.
- vi. The Service Provider shall have no claim to any payment or compensation whatsoever on account of any profit or advantage, which would have been derived from the performance of this agreement in full, but which he did not derive in consequences of the full performance of this agreement not having been carried out, nor shall he have any claim for compensation / damage for the loss suffered by him by reason of termination of agreement by the ICSI. No claim for interest will be entertained by ICSI with respect to any moneys or balances, which may be in its hands owing to a dispute between itself and the Service Provider.

13. Force Majeure

- a) For the purpose of this Article, Force "Majeure" means any cause, which is beyond the successful bidder control or that of the Institute, as the case may be, which both could not foresee or with a reasonable amount of diligence could not have foreseen, and which substantially affect the performance of the order, such as: -
 - War / hostilities
 - Riot or civil commotion
 - Earth Quake, Flood, Fire, Tempest, Epidemics, Pandemic, Lightning or other natural physical Disaster, Quarantine restricts and Freight embargoes
 - Restrictions imposed by the Government or other statutory bodies, which is beyond the successful bidder control or of the Institute, which prevent or delay the execution of the order either by the successful bidder or by the Institute.



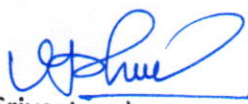


b) If a Force Majeure situation arises, the successful bidder are required to promptly notify ICSI in writing of such condition and the cause thereof within a period of three (3) days from the date of happening of such an event requiring invocation of this force majeure article. Unless otherwise directed by the ICSI in writing, the successful bidder will continue to perform its obligations under this order as far as is reasonably practical and shall seek all reasonable alternative means for performances of this order.

14. **Indemnity:** The Service Provider will indemnify ICSI against all statutory liabilities present and future arising out of this contract. In the event of violation of any contractual or statutory obligations, the successful bidder will be fully and solely responsible for the same. Further, in the event of any action, claim, damages, suit initiated against ICSI by any individual, law enforcement bidder or government authority due to acts and omissions, the successful bidder will be liable to make good/compensate such claims or damages to the ICSI. As a result of the successful bidder action, inaction or any omissions, if ICSI is required to pay any damages to any individual, law enforcement bidder or government authority, the successful bidder would be required to reimburse to ICSI such amount along with other expenses incurred by ICSI or ICSI reserves the right to recover but not limited to such amount from the payment(s) due to the successful bidder while settling its bills or from the amount of security deposit lying with ICSI. However, ICSI reserves the right to take legal recourse as permitted under the law of the land. In case of any damage caused to the institution due to negligence, carelessness or inefficiency of staff of the vendor, the vendor shall be responsible for making good the loss. The ICSI shall have the right to adjust the damage / loss suffered by it from the security deposit or / and to charge penalty as decided by the Institute. Decision of the ICSI in this respect shall be final & binding on the vendor.
15. The services indicated in Part "C" (Financial Bid) are tentative and may be increased / decreased/ Remove the quantity/locations/resources at the sole discretion of the Institute and the vendor shall have no right to claim any minimum/definite/guaranteed volume of business.

For any details / clarifications, **Shri Praveen Kumar Veyikandla** may be contacted. at **0120-4522066**; email id : praveen.kumar@icsi.edu

Date: **May 20, 2024**


(A. K. Srivastava)
Joint Secretary (Purchase &
Stores)
Email:
ashvini.srivastava@icsi.edu
Phone: 0120-4082109





(Annexure A)

ICSI HQ: ICSI HOUSE, 22, INSTITUTIONAL AREA, LODI ROAD, NEW DELHI-110003
ICSI NOIDA OFFICE: ICSI House, C-36, SECTOR-62, NOIDA-201309
(UP)

ICSI/IT/VC Systems/2024 -25/89

May 20, 2024

Sub: Tender for Upgradation and AMC of managed complete video conferencing/board room solution at 11 locations of the ICSI for a period of Five (5) years. (under buyback of VC devices at 8 locations and new procurement at 3 locations).

PART 'B': TECHNICAL BID
Form I: PARTICULARS OF BIDDER

(ALL COLUMNS ARE TO BE FILLED IN BLOCK LETTERS)

1. Name of the bidder
(a) Trade Name _____
(b) Status of the Bidder _____
(Limited Co. / Pvt. Ltd.)
(Enclose self-attested copy of document)
(c) Name of CEO/Directors _____
2. Postal Address _____
(Including India office)
3. Telephone No./ Mobile No. for communication. _____
4. (a) E-mail-id (mandatory) _____
5. Website address (if available) _____
6. Bank Draft No, date, Bank name and amount (if applicable)/MSME or NSIC Regn. No.
(a) Tender Fees _____
(b) EMD _____
(c) MSME/NSIC Regn. No. (if applicable) & its valid period _____
(Enclose self-attested certificate photocopy)
7. Name of the Banker, Branch Name, A/c No. and IFS Code (for e-payment purpose) _____
8. PAN (Enclose self-attested photocopy) _____
9. GSTIN Code (Enclose self-attested photocopy) _____
10. Trade License/Business License/CIN (if applicable) (Enclose self-attested photocopy) _____
11. Lab. License/EPF/ESIC Reg. No. (if applicable) _____
(Enclose self-attested photocopy)
12. Any other Relevant Information
(e.g. Number of Years of Experience in similar line of business / Turnover for last financial

year)

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender/quotation/NIT as stipulated in the tender notice No. _____ . Accordingly, I/we accept the terms and conditions and hereby offer the rates for “_ _____ (name of the work or supply)” as per Financial Bid (Part ‘C’).

Date _____

Signature _____
(Authorized signatory of the bidder) **Name of the bidder** _____
Official seal of bidder _____

- **NOTE:** Please submit all supporting documents (self-attested photocopies) wherever applicable in support of the information furnished above with seal and signature of the bidder's authorized representative.



(Annexure B1)

ICSI HQ: ICSI HOUSE, 22, INSTITUTIONAL AREA, LODI ROAD, NEW DELHI-110003
ICSI NOIDA OFFICE: ICSI House, C-36, SECTOR-62, NOIDA-201309
(UP)

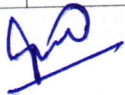
ICSI/IT/VC Systems/2024 -25/89

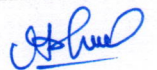
May 20, 2024

Sub: Tender for Upgradation and AMC of managed complete video conferencing/board room solution at 11 locations of the ICSI for a period of Five (5) years. (under buyback of VC devices at 8 locations and new procurement at 3 locations).

Form II(a): TECHNICAL DETAILS

S. No.	Particulars	Response
1.	List of existing clients to whom hardware supplied and giving service under Warranty in last 1 year with details of company, value of business, concerned person name & their telephone no. (Please attach full details)	
2.	A) List of existing sites being maintained as per following: Name of the Company/Type of Hardware being maintained. B) Please indicate the hardware principal/s brands, the bidder represents and bidders' level of association.	
3.	Please indicate in full the following details: A) Manpower available - Technical & Non-technical Number and name of the personnel who can provide hardware support and do trouble shooting. B) "Provide Escalation Matrix up to Director/CEO of the firm". C) Duly signed and stamped at each page Tender document submitted	
4.	Ink Signed OEM Authorization letter/Certificate from OEM as an Authorized Dealer/Partner to be attached from OEM along with Bid specific	
5.	Brochure of the product with detailed specifications.	





(Annexure B2)

ICSI HQ: ICSI HOUSE, 22, INSTITUTIONAL AREA, LODI ROAD, NEW
DELHI-110003 ICSI NOIDA OFFICE: ICSI House, C-36, SECTOR-62, NOIDA-
201309 (UP)

ICSI/IT/VC Systems/2024 -25/89

May 20, 2024

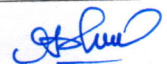
Sub: Tender for Upgradation and AMC of managed complete video conferencing/board room solution at 11 locations of the ICSI for a period of Five (5) years. (under buyback of VC devices at 8 locations and new procurement at 3 locations).

Form II(b): Eligibility Criteria Details

Sl. No.	Criteria	Supporting Document with Page No.
1.	The bidder must be incorporated and registered in India under the Indian Companies Act 1956 or 2013 or under any other relevant legal provision in any other Country and should have been operating in India and must have their operating office in India. Please enclose self-attested copy of Certificate of Incorporation, copy of Memorandum of Association (MOA) and Article of Association (AOA) or any other relevant document of incorporation and proof of having office in India.	
2.	ICSI prefers to deal with OEM. However, if for any reason OEM is not allowed to participate in the tender, the bid can be submitted through its authorized channel partners/authorized Resellers. If the bidder is an authorized channel partner/reseller, then it must submit ink signed authorization certificate from the OEM along with the technical bid. We may verify the document from OEM on email.	
3.	The bidder should have an Annual Turnover of a minimum of Rs.50 Crores or equivalent of a similar amount in any other currency during the immediately preceding three (3) financial years. (Attach Copies of duly audited balance sheets and profit and loss Account for all three (3) financial years, or any other valid document filed or submitted with the respective relevant regulatory authority)	
4.	The Bidder should have minimum Three (3) years of Experience in supplying, installation and providing support of Video Conferencing / Boardroom Solutions (Attach documentary evidence e.g. copy of work order, contract document, award letters, agreement etc. or any other relevant document)	

5.	The bidder should have at least two clients, out of that one must be from business house/Central Government/State Government/Public Sector organizations /PSU/Autonomous Bodies/ Statutory Bodies with whom similar Video Conferencing/ Board Room Solution contract has been executed in immediately preceding Five (5) years ended as on 31st March 2024. Please enclose copy of work order, contract document, award letters, agreement etc. or any other relevant document (Please also provide name and contact details of the concerned officials of the respective clients).	
8.	Copy of PAN. Please enclose self-attested photocopy of the PAN.	
9.	Copy of GSTIN Certificate. Please enclose self-attested photocopy of the GSTIN certificate.	
10.	The Bidder who was awarded any contract in the past by the Institute but terminated during the contract period due to unsatisfactory performance will not be eligible /considered to participate in this tender. Also, a bidder who was awarded any contract earlier but refused to continue the contract/refused to sign the agreement as given by the Institute will not be eligible to participate in this tender. Please enclose declaration from Authorized Signatory on the Bidder's Business Letter Head.	
11.	Bidder should not have been blacklisted by any Firm/Organization/School/ Board/ University / Institution or any Government organization and no litigation is pending in the court of law against the bidder. Bidder also should not be under any legal action or not declared ineligible to participate for unsatisfactory past performance by the Government of India for indulging in corrupt, fraudulent, coercive, undesirable, or restrictive practices or any other unlawful or unethical business practices with any Central/ State Government Ministry/Department/ PSU/ Statutory Body / Government Company in last 5 years. The Bidder also must not have been declared bankrupt/insolvent or should not have filed for bankruptcy/insolvency in the past Five (5) years or in the process of being declared bankrupt / insolvent before any designated authority. Please enclose declaration from Authorized Signatory on the Bidder's Business Letter Head.	
12.	The bidder must have a valid (as on the date of submission of the bid) ISO 9001:2008 /9001:2015 Equivalent certificate for quality and ISO 27001:2005 Equivalent certificate for Data Security. (Please attach valid supporting document).	
13	A self-certified letter by the designated official of the responding firm for taking the responsibility of all kinds of	



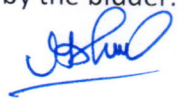


	Comprehensive onsite Warranty, Maintenance and Support of equipment's, software etc. specified in this project for a period of Five (5) years .	
14	Bidder should have a 24x7 Videoconferencing NoC facility (Bidder Should be available on 24x7 Call Support and ensure the smooth service in co-ordination with OEM and also prepared for 24x7 call escalations/support. Bidder will be responsible to ensure full 24x7 supports to ICSI.)	
15	The Principal Manufacturer must have a local logistics support by maintaining a direct spare warehouse in the Country.	
16	The bidder should be a profit-making company for the immediately preceding three (3) financial years and its net worth should be positive during this period.	

NOTE: Please submit all the documentary evidence in support of the above conditions. If any of the above eligibility criteria is not fulfilled and not supported by documentary evidence as per the prescribed format, the bid will be summarily rejected.

NOTE:

- i. Each and every page of the tender document has to be signed and stamped by the bidder.
- ii. Conditional bids will be summarily rejected.



Name and Signature of Bidder
with office Seal



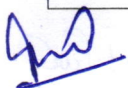
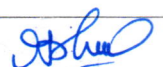
TECHNCIAL SPECIFICATIONS OF VC DEVICES

Minimum Technical specification of VC for medium size room			
Sr. No.	Description	Specification Parameter	Compliance
1	Package	System should be Integrated Microphones, Speakers, Codec, 4K Camera, Remote Control/Touch Controller from the same OEM.	
2	Video Standards and Resolutions	Device should support H.323 & SIP standards for communications.	
		Device should support interoperability and bandwidth saving using video compression H.264 AVC & H.265. It should support 1080p 60fps.	
3	Content Standards and Resolutions	Device should support both wired and wireless content sharing using standard based H.239 and BFCP. It should also support audio from Laptop used for content sharing.	
		Device should transmit content to the far end location up to 4K15fps during VC call.	
		Device should be built in Miracast & Airplay without downloading any application on PC/Desktop. Endpoint should have built in Wi-Fi 802.11a/b/g/n/ac (MIMO) Multi-channel Concurrency and Bluetooth 5.0 or better connectivity. Device should support Content Annotation and Whiteboarding/Blackboarding capability when connected to Touch Enabled Display/Monitor.	
4	Audio Standards and Features	It should support G.711, G.729A, G.722, G.722.1, G.719 or better	
		It should support 20 kHz or better bandwidth with crystal clear audio and stereo sound. Keyboard Noise Reduction, Noise Block	
5	Video and Audio Inputs	1 x HDMI input to share content from PC/Laptop along with audio.	
		2 x HDMI/USB inputs to connect additional PTZ cameras from same OEM	
6	Video and Audio Outputs	2 x HDMI output to connect Full HD display	
7	Other Interfaces	1 x 1 Gbps Ethernet port	
8	Camera	Integrated 20 Megapixel camera supports UHD 2160p (4K) capture resolution or better	
		Minimum 5x digital automatic zoom and 90° HFOV or better	
		Device shall come with Privacy cover.	
		The camera should support automatic speaker framing and group framing.	
9	Microphone and Speaker	Video Conference Camera and Codec should be controlled using same touch panel.	
		Inbuilt Microphones and Stereo Speakers. Up to 20 ft of microphone pickup range.	
		Speaker output Power Handling should be 40 Watts	
		Mic should support noise filtering Support for expansion microphone with mute/unmute button. Bidder must supply these.	
10	USB Pass-Thru Mode	Codec should have inbuilt USB C Port to utilize the VC system as an external camera and microphones when connected to a Laptop/PC over a single USB cable without using any external hardware, software components or converter to connect to any Cloud Based VC platform like Cisco Webex, Bharat VC, Zoom, Blue Jeans, Microsoft Teams, Google Meet, etc.	

		The system should be able to support up to 1080p30fps video transmit in USB Pass-thru mode.	
		The system should be supplied with 9 meters. single USB cable from the same OEM for USB Pass-thru mode for seamless functionality.	
		Endpoint shall be natively Microsoft Teams and Zoom Certified to support OTD.	
11	Network Features	H.323 and SIP bandwidth supporting up to 6 Mbps or more. Must support IPv4 and IPv6 from day one on both H.323 and SIP. Endpoint should support provisioning. Auto Gatekeeper Discovery, Lost Packet Recovery technology, IP Precedence and DiffServ, Configurable MTU size	
12	Security	Media Encryption: AES 128 bit & 256 bit on IP & SIP both (IPv4 and IPv6), H.235.6 support. Authenticated access to admin menus and web interface access. Local account password policy configuration. Global Directory/Centralized Directory/LDAP support.	
13	Other Standards/features	H.460.18, H.460.19, SSL, TLS	
14	Warranty	Five (5) years comprehensive warranty onsite. The bidders should submit the Ink signed MAF, UL certificate. If required, the bidder may call to demonstrate the above technical parameters.	

Minimum Technical specification of VC Large room & Auditorium


Sr. No.	Description	Specification Parameter	Compliance(Y/N)
1	Package	Full HD PTZ Camera, 4K Codec, Omnidirectional Digital Microphone, Cables and Touch Controller from the same OEM.	
2	Video Standards and Resolutions	It should support H.323 & SIP standards for communications.	
		It should support interoperability and bandwidth saving using video compression H.264 AVC & H.265	
		Camera should support 1080p60fps or better.	
3	Content Standards and Resolutions	It should support both wired and wireless content sharing using standard based H.239 and BFCP. It should also support audio from Laptop used for content sharing.	
		It should transmit content to the far end location up to 4K15fps during VC call.	
		Endpoint should have built in Wi-Fi 802.11a/b/g/n/ac (MIMO) Multi-channel Concurrency and Bluetooth 5.0 or better connectivity.	
		It should support inbuilt features for wireless content sharing from Windows, MacOS, Android, iOS Smartphones & Tables without downloading any application on the user device.	
		It should support Content Annotation and White Board/Blackboard capability when connected to Touch Enabled Display.	
4	Audio Standards and Features	It should support G.711, G.728, G.722, G.722.1, G.719 or better	
		It should support 20kHz or better bandwidth with crystal clear audio and stereo sound.	
		Automatic Gain Control and Automatic Noise Suppression	
		Keyboard Noise Reduction, Noise Block.	
5	Video and Audio Inputs	1 x HDMI/HDCI/USB input for connecting main Full HD camera	
		1 x HDMI input to share 4K/Full HD content from PC/Laptop/Document camera/PTZ Camera.	
		3 x HDMI/USB inputs to connect additional PTZ cameras from same OEM to capture whiteboard/presenter and podium area in future	

		whenever required.	
		3 x IP Microphone Inputs or more with support for a minimum of 3 digital IP omnidirectional mics. The bidder needs to quote 3 digital IP omnidirectional microphones with mute/unmute soft touch button on the microphone. Each microphone should have at least 20 feet pickup range and total 60 feet pickup range. Bidder must supply these.	
		1 x 3.5mm stereo line-in	
6	Video and Audio Outputs	2 x HDMI output for connecting primary and secondary 4K(UHD)/Full HD displays.	
		1 x 3.5 mm stereo line-out	
7	Other Interfaces	1 x 10/100/1000 Ethernet port	
		1 x USB to support system software upgrade	
		1 x RS-232 Serial Port or equivalent port for connecting to external RS-232 controller	
8	Camera	1/2.33" CMOS sensor or better with at least Horizontal field of view: 65°	
		The camera should support minimum 10x or better Optical Zoom, PAN +/-100°, Tilt +20/-30° & minimum 10 camera presets.	
		Camera should get connected over single cable to avoid cable clutter.	
		Video Conference Camera and Codec should be controlled using same touch panel.	
9	Network Features	H.323 and SIP bandwidth supporting up to 6 Mbps or more.	
		Must support IPv4 and IPv6 from day one on both H.323 and SIP.	
		Endpoint should support Provisioning feature to get it centrally configured and get updates.	
		Auto Gatekeeper Discovery, Lost Packet Recovery (LPR) technology, IP Precedence and DiffServ, Configurable MTU size.	
10	USB Pass-Thru Mode	Codec should have inbuilt USB C port to use the VC system as an external camera and microphones when connected to a Laptop/PC over a single USB cable without using any external hardware, software or converter components to connect to any Cloud Based VC platform like Cisco Webex, Zoom, Blue Jeans, Microsoft Teams, Google Meet, etc.	
		The system should be able to support up to 1080p30fps video transmit in USB Pass-thru mode.	
		It should be possible to Mute/Unmute all the microphones and control camera functionality from the same touch control panel during USB pass-thru mode.	
		The system should be supplied with 9 mtr cable from the same OEM for USB Pass-thru mode for seamless functionality.	
11	Certification	Device shall be natively certified from Microsoft Teams & Zoom to support OTD	
12	Security	Media Encryption: AES-128 & AES-256 on H.323 & SIP (IPv4 & IPv6), H.235.6 support	
		Authenticated access to admin menus, web interface and APIs	
		Local account password policy configuration	
		Global Directory/Centralized Directory/LDAP support	
13	Other Standards/features	H.460.18, H.460.19, SSL, TLS	
14	Warranty	The complete solution should be from the same OEM with 5-years warranty from day one and shall work with existing VC setup.	

15	OEM	The bidders should submit the Ink signed MAF, UL certificate. If required, bidder may call to demonstrate the above technical parameters.	
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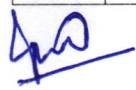
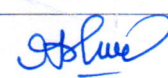
Technical specification of 75" inch Display for Auditorium			
S.No	Specifications	Parameter	Compliance (Y/N)
1	Type of Display Technology	LED Backlit LCD	
2	Screen Size (Inches)	75	
3	Resolution (Pixels)	(3840x2160) UHD	
4	Category	Smart	
5	Operating System in case of Smart TV	Web OS	
6	Static contrast Ratio	1200:01:00	
7	Typical Brightness	300 - 350	
8	Screen Mirroring	Yes	
9	Mount Type	Both table and wall mount	
10	Inbuilt Speakers	Yes	
11	If Yes, Wattage of Speakers	10W x 2	
12	Sub Woofers	No	
13	Power Consumption (Watts)	202	
15	Number of HDMI Ports	3	
16	Number of USB Ports	1	
17	Number of VGA Ports	0	
18	Number of Ethernet Ports	1	
19	Built-in Wi-fi	Yes	
20	Wi-fi Direct	Yes	
22	Composite Input	No	
23	Component Input	No	
24	RF Input	Yes	
26	Built-in set-top Box	No	
27	Details of accessories (included in the scope of supply)	Remote Control, Connecting Cable, Batteries	
28	Certification		
29	BIS Registration as per CRS of Meity	Yes	
30	BIS Registration	Yes	
31	Energy Star Rating in line with the Government of India Notification number S O 1896(E) and S O 1897(E)	NA	
33	Minimum Operating Temperature (Degree C)	0	
34	Maximum Operating Temperature (Degree C)	40	
35	Minimum Operating Humidity (%RH)	10	
36	Maximum Operating Humidity (%RH)	80	
37	Warranty	Five (5) Years comprehensive warranty onsite.	

Technical specification of 65" inch Display for Medium VC Room			
S.No	Specifications	Parameter	Compliance (Y/N)
1	Type of Display Technology	LED Backlit LCD	
2	Screen Size (Inches)	65	
3	Resolution (Pixels)	(3840x2160) UHD	
4	Category	Smart	
5	Operating System in case of Smart TV	Web OS	
6	Static contrast Ratio	1200:01:00	
7	Typical Brightness	300 - 350	
8	Screen Mirroring	Yes	
9	Mount Type	Both table and wall mount	
10	Inbuilt Speakers	Yes	
11	If Yes, Wattage of Speakers	10W x 2	
12	Sub Woofers	No	
13	Power Consumption (Watts)	202	
14	Number of HDMI Ports	3	
15	Number of USB Ports	1	
16	Number of VGA Ports	0	
17	Number of Ethernet Ports	1	
18	Built-in Wi-fi	Yes	
19	Wi-fi Direct	Yes	
20	Composite Input	No	
21	Component Input	No	
22	RF Input	Yes	
23	Built-in set-top Box	No	
24	Details of accessories (included in the scope of supply)	Remote Control, Connecting Cable, Batteries	
25	BIS Registration as per CRS of Meity	Yes	
26	BIS Registration	Yes	
27	Energy Star Rating in line with the Government of India Notification number S O 1896(E) and S O 1897(E)	NA	
28	Minimum Operating Temperature (Degree C)	0	
29	Maximum Operating Temperature (Degree C)	40	
30	Minimum Operating Humidity (%RH)	10	
31	Maximum Operating Humidity (%RH)	80	
32	Warranty	Five (5) Years comprehensive warranty onsite.	

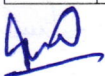
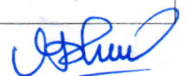
Technical specification of Auditorium items

S.No	Specifications	Parameter	Compliance (Y/N)
1	20x Optical Zoom PTZ Broadcast Camera	Supply of Full HD 1080p @ 60 frames per second PTZ Camera with minimum 20X Optical Zoom and FoV of minimum 57 deg, min 100 Presets. Camera should support simultaneous outputs through Ethernet, HDMI, 3G-SDI, Audio In and can be controlled via RS232 & 422 In & Out & IP. Panning angle -170° ~ +170°, Tilting angle -30° ~ +90°. The tilting and panning speed of camera should be minimum 300° per second. Camera should support SRT, FreeD Protocol, PoE and Virtual USB Driver. Quoted model should be BIS, CE, FCC & RoHS Certified with Test Lab Reports.	
2	Video Capturing System	Supply of 4 HDMI digital / 4 female HDMI type-A Resolution, Range 480i~1080p 60fps / Source (H.264 1080p 60/30fps) ,VIDEO PROCESSING Video Compression H.264/AVC, 4:2:0 8bit color Encoding profile: High, Main, Baseline Bitrate 200 kbps to 10 Mbps VIDEO OUTPUT Number / Signal 3 H.264/AVC digital video over Ethernet 2 HDMI digital video Scaled Resolution 1080p Frame Rate 30 / 60 fps RECORDING AND STORAGE Internal Storage Standard 1TB HDD / Optional 2TB HDD External Storage 1 USB 3.0 port in front panel File Type H.264 and AAC in an MP4 container, JPEG Resolution 360p, 720p, 1080p Frame Rate Max. 1080p 60/30 fps AUDIO INPUT Number / Signal 4 Line In (stereo, 3.5mm phone jack) 4 stereo, digital de-embedded audio from HDMI IP Audio Source (RTSP, AAC-Raw, 16K / 44.1K / 48K) AUDIO PROCESSING Compression AAC-LC AUDIO OUTPUT Number / Signal 1 stereo, unbalanced 3.5mm phone jack 2 stereo, digital de-embedded audio from HDMI COMMUNICATION USB 2 rear panel USB 2.0 type A Support USB mouse, keyboard, HID touch display Serial Control RS-232 / RS-485 port Ethernet Host Port 1 female RJ-45 10/100/1000 Base-T high/full duplex Streaming Protocol Pull: RTSP Push: RTMP / RTMPS / MPEG-TS TCP, UDP, HTTP DHCP Client FUNCTIONS RTSP Scenes Switch Yes, preset for layout, background, and overlay Layout Switch Yes (Single, PIP, PBP, 3 and 4 windows layouts) Background Switch Yes Overlay Yes, PNG overlay or System time overlay File Backup FTP / SFTP / NAS(CIFS/SMB, NFS) / USB Flash Drive GENERAL Power Supply DC In , 12 V / 2A Power Consumption 24W Dimensions Standard 1u rack.	
3	Multi viewer 2HPIP	Supply of HDMI Multi viewer capable of scaling up to 2 HDMI sources and displaying both simultaneously on a single HDMI output within their own windows, Inputs support resolutions up to 1080p@60Hz and output support HD Scaled resolutions up to 1080p@60Hz, Supports audio pass-through of 7.1 channel LPCM sources via HDMI, 2 HDMI sources may be displayed individually, full screen, or they can be displayed using a variety of multi-window modes including Picture-in-Picture, Side-by-Side, or	

		freely positioned (with layer priority control). Each window can also be mirrored, flipped, swapped, or frozen (with live audio). Chroma keying and a custom upload able logo/graphic are also supported. Support 8 Trigger inputs for easy remote control. Supports front panel buttons (with OSD), Web GUI, Telnet, RS-232, IR, and support Trigger controls.	
4	8 Button Keypad Controller	Supply of 8-Button Control Keypad, should have 30 macros for controlling user equipment, Up to 128 total commands, Input Port 1 DC 5V, Control I/O, 1x LAN (RJ-45) Service Port 1x USB2.0 (Mini B), Can be powered by an Ethernet switch that supports the IEEE 802.3af PoE standard, Controllable via Telnet and Web GUI.	
5	HDMI To USB 3.0 Converter	Supply of HDMI to USB 3.0 video converter. Supports up to 4K UHD (18Gbps, 4K@50/60Hz 4:4:4, 8-bit) video input and output. simultaneously streaming the audio and video signal at 1080p to a USB connected PC for capture or re-broadcast. Automatically scales 4K sources to 1080p for USB capture. Video timing stabilization feature helps to ensure that the USB capture stream won't lock up or drop, even if the HDMI input source is intermittent or becomes disconnected. Digital stereo audio from either HDMI (LPCM 2.0) or the 3.5mm analog audio input will be captured with the HDMI video source and is selectable within the configuration software. Inputs 1x HDMI [1x Uncompressed AV and Data] 1x 3.5mm [1x Stereo(L/R)]. Outputs 1x HDMI [1x Uncompressed AV and Data].	
6	RS 232 Extender	Supply of control cable extenders can be setup with any PTZ camera and are easy to use. cable extenders can extend the distance between the controller and cameras up to 300 feet (100 meters) via the RJ45 CAT5/6 cable. In addition, the supports the daisy chain to link up to 7 cameras.	
7	RS232/Visca based Joystick Controller	Supply of Joystick for PAN/Tilt/Zoom and Focusing, RS232C/RS455 Communication Interfaces, High Brightness OLED Display, Auto Backlit Keys, should be able to control minimum 5 Cameras. Quoted model should be BIS, CE, FCC & RoHS Certified with Test Lab Reports.	
8	DSP	Frequency Response: 20Hz to 20kHz, output: +0.25 dB/-0.5 dB, THD+N (22Hz to 22kHz): 0dB gain, +4dBu input: < 0.006%, EIN (22Hz to 22kHz): < -125dBu, Dynamic Range:- > 108dB, Input Impedance (balanced): 8kΩ, Output Impedance (balanced): 207Ω, Maximum Input: +24dBu, Input Gain Range: 0-66dB, Crosstalk (channel to channel) 0dB gain, +4dBu input: < -85dB, Sampling Rate: 48kHz, A/D - D/A Converters: 24-bit, Power Consumption: < 35W, The input connections shall include Acoustic Echo Cancellation (AEC) hardware and firmware, the parameters, routing and operation of which shall be software programmable. The fixed I/O DSP shall provide 8 balanced output channels for the transmission of microphone or line level analog audio signals on screw-down, removable connectors. The fixed I/O DSP shall be CE marked, UL listed, and shall be compliant with the RoHS directive.	

9	5 Port Expansion Device	Supply of the room connection device shall support two-way transmission of media and control signals via RJ-45 connectors. The room connection device shall support data transmission speeds of 100Mb per second and 1Gb per second on all RJ-45 ports. The room connection device shall support connections to up to four endpoints; each of the four RJ-45 ports shall support PoE+ power (IEEE 802.3at Class 4, 30W). One RJ-45 port on the room connection device shall support device daisy chaining or direct connection to a digital signal processor (DSP). The room connection device shall be CE marked, UL listed, and shall be compliant with the RoHS directive.	
10	Half Rack Expander Box	Supply of expanders shall be built in a half rack chassis and be powered by PoE+ (IEEE 802.3at Class 4). The expander shall utilize the AVB network for all audio networking as well as software configuration and control. The input, AEC, and input/output expander shall receive mic or line level analog input on plug-in barrier strip connectors. The output and input/output expander shall deliver mic or line level analog output on plug-in barrier strip connectors. Analog-to-Digital and Digital-to-Analog conversion shall be 24-bit with a sampling rate of 48kHz. The expanders shall be CE marked, UL listed and compliant with the RoHS directive. The input expander with AEC.	
11	4 x 4 USB 3.2 Gen 1 Industrial Hub Switch.	Supply of Hub switch for 4 computers to share 4 USB 3.2 Gen1 devices, support port selection via remote controller or RS-422/RS-485 link through 5-pin terminal block, supports DC 9-24V power input by terminal block, supports USB BC 1.2 and over current protection.	
12	Gooseneck Microphone	Supply of Gooseneck microphone for Podium, Audio frequency bandwidth: - 70 - 18000 Hz, Equivalent noise level: - 30 dB-A, Signal to Noise: - 64 dB-A, Electrical impedance: - 600 Ohms, Recommended load impedance: - 2000 Ohms, Type: - Balanced XLR, Gender: - Male, Contacts 3-pin, Voltage: - 9 to 52 V, Current: - 3 mA	
13	Wireless Lapel Microphone	Supply of Wireless Lapel Microphone, Receiver specification:- 30.5 MHz tuning range , Half 19" all metal case diversity receiver , automatic setup function, up to 16 pre-programmed frequencies per group, Pilot Tone prevents unexpected start-up noise, Infrared link of all frequency and setup data to the transmitter, Transmitter battery status monitoring, programmable warning functions using a two-color display backlighting to indicate critical operation conditions (low battery, audio peak, RF low), Transmitters are powered by single AA size, Alkaline (LR6), Lithium (FR6) or Ni-MH rechargeable (HR6) battery and provide up to 14 hours of continuous operation. Modulation Wideband FM, Audio bandwidth 35 – 20 000 Hz (± 3 dB).	
14	Wireless Handheld Microphone	Supply of Wireless handheld Microphone, Receiver specification:- 30.5 MHz tuning range , Half 19" all metal case diversity receiver , automatic setup function, up to 16 pre-programmed frequencies per group, Pilot Tone prevents	

		unexpected start-up noise, Infrared link of all frequency and setup data to the transmitter, Transmitter battery status monitoring, programmable warning functions using a two-color display backlighting to indicate critical operation conditions (low battery, audio peak, RF low), Transmitters are powered by single AA size -Alkaline (LR6), Lithium (FR6) or Ni-MH rechargeable (HR6) battery and provide up to 14 hours of continuous operation.	
15	Amplifier	Supply of 300W Amplifier, built-in 70V and 100V, Space-saving 2 RU design, Sleep mode disable function, Energy-efficient amplifier, sleek industrial look with illuminated rings making knobs, supports wall controller via CAT5 cable with RJ45 connectors, euro-block style input connectors, barrier strip output connectors, independent bass and treble controls for each output channel, capable of RS232 control of volume, mute and sleep mode. Input Sensitivity (8 Ω Load):- Balanced line input: 775mV RMS, Frequency Response (8Ω, 20Hz - 20kHz):- +/- 1.0 dB, Total Harmonic Distortion (THD):- <0.5%, Signal-to-Noise Ratio:- >97dB, Input Impedance:- Euro Block: 20 kΩ (balanced), Maximum Input Level:- +22dBu (Nominal), Tone Controls:- Bass +/-12dB @100Hz & Treble +/-12dB @10kHz, Nominal AC Line Voltages:- 100V, 120V, 220V, 230-240V, 50/60 Hz.	

Handwritten signature

Handwritten signature

(Annexure C)

Form III: Tender acceptance letter to be printed on the business letterhead of the bidder and to be submitted with the Technical Bid.

To
The Secretary
Institute of Company Secretaries of
India (ICSI) ICSI House,
C – 36,
Sector 62, Noida-201309

Sir,

This is with reference to the Tender No.: **ICSI/IT/VC Systems/2024 -25/89** dated **May 20, 2024** due on **June 14, 2024**. We are interested in participating in the Tender.

We declare that:

- i) We have read and understood the terms and conditions given in the quotation / tender Document;
- ii) We are eligible for award of the contract as per the qualification criteria mentioned in the quotation / tender Document;
- iii) We accept and agree to all the terms and conditions of the quotation / tender;
- iv) We shall comply with all the terms and conditions of the quotation / tender;
- v) All the information / documents provided in this bid are true to the best of our knowledge and belief. If at any stage, the information / documents are found to be false, misleading or incorrect then this Bid / Purchase Order shall be cancelled at our cost and risk and we shall indemnify the Institute (ICSI) for the loss caused due to the cancellation and we shall be liable for penal / legal action including black listing by ICSI.
- vi) We understand that ICSI reserves the right to cancel the quotation / tender at any stage or cancel /reject any one or more bid without incurring any liability.
- vii) The duly signed copies of all the tender pages are attached herewith.

Date:

40

Name and Signature of Bidder
with office Seal



(Annexure D)

ICSI HQ: ICSI HOUSE, 22, INSTITUTIONAL AREA, LODI ROAD, NEW DELHI-110003
ICSI NOIDA OFFICE: ICSI House, C-36, SECTOR-62, NOIDA-201309
(UP)

ICSI/IT/VC Systems/2024 -25/89

May 20, 2024

Sub: Tender for Upgradation and AMC of managed complete video conferencing/board room solution at 11 locations of the ICSI for a period of Five (5) years. (under buyback of VC devices at 8 locations and new procurement at 3 locations).

PART 'C' FINANCIAL BID

(A) Rates Quoted should be all inclusive rate except GST which should be shown separately as percentage rate (%) (figure in Rs.)

(I) Recurring Charges (OPEX) for all sites for Five (5) years Support.

Sr. No.	Item Description	Quantity (a)	Monthly unit rate (in INR) (b)	Total Annual Charges (in INR) (c = a*b*12)	GST @18% (d = c*.18)	Total Recurring charge for Five (5) years (including GST) (e = c+d)
1	5 MBPS ILL (Internet Leased Line with Fiber Optical Cable Media) at each site bundled with Dedicated router/modem, unlimited usage and 24x7 VNoC support.	8+3=11				
3	Resident Engineer at on site Delhi/NCR for 5 years.	1+1=2				
4	AMC for Displays (65-inch Full HD display Samsung Model ED65E))	14				
Total -- I						

(II) Supply, Installation, Testing and Commissioning (SITC) on Onetime Charges (CAPEX) for all Equipment's for Five (5) years Warranty Support.

Sr. No.	Item Description	Quantity (a)	unit rate (in INR) (b)	Total Charges (in INR) (c = a*b)	GST @18% (d = c*0.18)	Grand Total Cost (including GST) (e = c+d)
1	SITC of New VC hardware 4K Video conferencing Codec, 4K Ultra High-Definition Camera, Microphone, Remote Control with all accessories / cables etc. as per specifications indicated in tender with Five (5) years warranty support.	8				
2	SITC of New VC hardware 4K Video conferencing Codec, Full High-Definition Camera, Microphone, Remote Control with all accessories / cables etc. as per specifications indicated in tender with Five (5) years warranty Support.	3				
3	SITC of UHD 75' inch TV	1				
4	SITC of UHD 65' inch TV	3				
5	SITC of Full HD PTZ Camera.	2				
6	SITC of Video capture system	1				
7	SITC of 2x1 HDMI Multi viewer.	1				
8	SITC of 1080p USB Capture.	1				
9	SITC of 8-Button Control Keypad	1				
10	SITC of PTZ Camera Controller with Joystick	1				
11	SITC of VISCA Cable Extender.	2				
12	SITC of Professional Gooseneck Microphone for Podium	1				

13	SITC of Professional Wireless Handheld Microphone	3				
14	SITC of Professional Wireless Lapel Microphone	3				
15	SITC of Dual-Channel 300W Amplifier.	1				
16	SITC of DSP	1				
17	SITC of 4 x 4 USB 3.2 Gen 1 Industrial Hub Switch.	1				
18	SITC of Various types of Cables and Connectors	Lump-Sum				
19	Programming Charges	1				
20	Installation, Testing and Commissioning Charges	1				
Total – II						

Buyback Items Details:

Sr. No.	Item Description	Quantity (a)	unit rate (in INR) (b)	Total Charges (in INR) (c = a*b)	GST @18% (d = c*0.18)	Grand Total Cost (including GST) (e = c+d)
1	Polycom Group 500 codec, camera, mic & remote.	8				
Total – III						
Grand TOTAL = I + II – III						

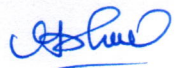
Bidders are requested to note the following:

1. All the details must be provided as per format.
2. All the rates must be quoted in INR.
3. L1/R1 would be determined on the basis of the Grand Total Cost of the Project for Five (5) years.
4. Conditional commercial bids would be rejected.
5. Bidder has to clearly specify the make & model along with datasheet.
6. Bidder has to offer the buyback value.
7. ICSI reserves the right to negotiate with L1/R1 bidder based on L1/R1 rates quoted against each line item by other bidders.
8. The Bidder has to mention the HSN Code of above item(s)
9. The Institute has the discretion to increase/decrease the number of sites and/or increase / decrease the hardware's OR resident FMS engineers in a site during awarding the contract. Further, the Institute shall have the discretion to increase / decrease the number of resident FMS Engineers as per its requirements during the initial / extended contract period with one-month advance notice.

Date:



Name and Signature of Bidder
with office Seal



(Annexure G)

**Format- Performance Bank Guarantee from a Nationalized Bank FOR
PERFORMANCE GUARANTEE**

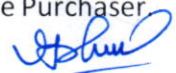
Ref. No.

Bank Guarantee No

Dated

To,
The Secretary
Institute of Company Secretaries of India
ICSI House, C-36, Sector-62, Noida, UP-201309

1. Against contract *vide* Advance Acceptance of the Tender covering "TENDER " (hereinafter called the said 'contract') entered into between the Institute of Company Secretaries of India, (hereinafter called the Purchaser) and _____ (hereinafter called the Vendor) this is to certify that at the request of the Vendor we ___ Bank Ltd., are holding in trust in favour of the Purchaser, the amount of Rs _____/- (Rs only) to indemnify and keep indemnified the Purchaser against any loss or damage that may be caused to or suffered by the Purchaser by reason of any breach by the Vendor of any of the terms and conditions of the said contract and/or in the performance thereof. We agree that the decision of the Purchaser, whether any breach of any of the terms and conditions of the said contract and/or in the performance thereof has been committed by the Vendor and the amount of loss or damage that has been caused or suffered by the Purchaser shall be final and binding on us and the amount of the said loss or damage shall be paid by us forthwith on demand and without demur to the Purchaser.
2. We _____ Bank Ltd, further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for satisfactory performance and fulfilment in all respects of the said contract by the Vendor i.e. till _____ hereinafter called the said date and that if any claim accrues or arises against us _____ Bank Ltd, by virtue of this guarantee before the said date, the same shall be enforceable against us _____ Bank Ltd, notwithstanding the fact that the same is enforced within six months after the said date, provided that notice of any such claim has been given to us _____ Bank Ltd, by the Purchaser before the said date. Payment under this letter of guarantee shall be made promptly upon our receipt of notice to that effect from the Purchaser.
3. It is fully understood that this guarantee is effective from the date of the said contract and that we ___ Bank Ltd, undertake not to revoke this guarantee during its currency without the consent in writing of the Purchaser.



4. We undertake to pay to the Purchaser any money so demanded notwithstanding any dispute or disputes raised by the Vendor in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present bond being absolute and unequivocal.
5. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Vendor shall have no claim against us for making such payment.
6. We _____ Bank Ltd, further agree that the Purchaser shall have the fullest liberty, without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the Vendor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Purchaser against the said Vendor and to forbear or enforce any of the terms and conditions relating to the said contract and we, ___ Bank Ltd., shall not be released from our liability under this guarantee by reason of any such variation or extension being granted to the said Vendor or for any forbearance by the Purchaser to the said Vendor or for any forbearance and or omission on the part of the Purchaser or any other matter or thing whatsoever, which under the law relating to sureties, would, but for this provision have the effect of so releasing us from our liability under this guarantee.
7. This guarantee will not be discharged due to the change in the constitution of the Bank or the Vendor.

WITNESS NO. 1

 (Signature) Full
 name, designation and
 Address (in legible letters)

WITNESS NO. 2

 per power of (Signature)
 No.....
 Full name and official
 Address (in legible letters)

Authorized Bank Representative

 (Signature) Full name and official Full
 address (in
 legible letters)
 with Bank
 stamp

Attorney as
 Attorney

Dated.....