



**Surat Smart City Development Ltd. (SSCDL)**

**Bid for  
Supply, Installation & Configuration of Video Conferencing  
Equipments  
[SSCDL-Network-04-2020]**

**Last Date of Downloading & Online Submission of Bids  
September 8, 2020**

**Last Date of Physical Submission of  
EMD, Bid Fee  
September 15, 2020**

**Surat Smart City Development Limited  
1st Floor, South Zone Office,  
Surat Municipal Corporation,  
Opp. Satyanagar, Udhna, Surat-394210.**

## Notice Inviting Bid

	<p align="center"><b>Surat Smart City Development Limited (SSCDL)</b>          1st Floor, South Zone Office,          Surat Municipal Corporation,          Opp. Satyanagar, Udhna, Surat-394210.  <b>Bid for Supply, Installation &amp; Configuration of video Conferencing Equipments</b>  <b>[SSCDL-Network-04-2020]</b></p>	
<p>Bid for Supply, Installation &amp; Configuration of Video Conferencing Equipments is being published by Surat Smart City Development Ltd (SSCDL) online on <a href="https://smc.nprocure.com">https://smc.nprocure.com</a> from the bidder meeting the basic eligibility criteria as stated in the bid document.</p>		
<p>Bid Fee (Non-refundable)</p>	<ul style="list-style-type: none"> <li>Rs. 1,680/- (Rs. 1,500/- + 12% GST) (by DD or Banker's Cheque only)</li> </ul>	
<p>EMD</p>	<ul style="list-style-type: none"> <li>Rs. 30,000/- (by DD or Banker's Cheque only)</li> </ul>	
<p>Last date to submit the Online Pre-Bid Queries</p>	<ul style="list-style-type: none"> <li>Bidders shall have to post queries by email to <a href="mailto:ceo@suratsmartcity.com">ceo@suratsmartcity.com</a> on or before 03/09/2020, 16:00 hrs.</li> </ul>	
<p><b>Online Bid End Date</b> (Last Date of Online Submission of Bids with all necessary documents as per tender document requirement in soft copy)</p>	<ul style="list-style-type: none"> <li>To be submitted online only on <a href="https://smc.nprocure.com">https://smc.nprocure.com</a> on or before <b>08/09/2020</b> up to 18:00 hrs.</li> </ul>	
<p>Submission (in Hard Copy) of Bid Fee, EMD.</p>	<ul style="list-style-type: none"> <li>In sealed envelope strictly by RPAD/Postal Speed Post on or before <b>15/09/2020</b> up to 18:00 hrs. to the Chief Accounts, Surat Municipal Corporation, Muglisara, Surat – 395003</li> </ul>	
<p>Tender Document Availability</p>	<ul style="list-style-type: none"> <li><a href="https://smc.nprocure.com">https://smc.nprocure.com</a>,</li> <li><a href="http://www.suratsmartcity.com/">http://www.suratsmartcity.com/</a></li> </ul>	
<p>The right to accept/reject any or all bid(s) received is reserved without assigning any reason thereof.</p>		
<p align="right">(Sd/-)          CEO          Surat Smart City Development Ltd</p>		

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**Surat Smart City Development Ltd. (SSCDL)**

**Bid for  
Supply, Installation & Configuration of Video Conferencing Equipments  
[SSCDL-Network-04-2020]**

**Technical Bid**

**Last Date of Downloading & Online Submission of Bids  
September 8, 2020**

**Last Date of Physical Submission of  
EMD, Bid Fee  
September 15, 2020**

**Surat Smart City Development Limited  
1st Floor, South Zone Office,  
Surat Municipal Corporation,  
Opp. Satyanagar, Udhna, Surat-394210**

## TECHNICAL BID

### 1. Key Events & Dates

Event	Target Date
Notice Inviting Tender	SSCDL-Network-04-2020
Bid Fee (Non-refundable)	Rs. 1,680/- (Rs. 1,500 + 12% GST) (by DD or Banker's Cheque only)
EMD	Rs. 30,000/- (by DD or Banker's Cheque only).
Last date to submit the Online Pre Bid Queries	Bidders shall have to post queries by email to ceo@suratsmartcity.com on or before 03/09/2020, 16:00 hrs
Online Bid End Date (Last Date of Online Submission of Bids with all necessary documents as per tender document requirement in soft copy)	To be submitted online only on <a href="https://smc.nprocure.com">https://smc.nprocure.com</a> on or before 08/09/2020 up to 18:00 hrs.
Submission (in Hard Copy) of Bid Fee, EMD.	In sealed envelope strictly by RPAD/Postal Speed Post on or before 15/09/2020 up to 18:00 hrs. to the Chief Accounts, Surat Municipal Corporation, Muglisara, Surat – 395003
Opening of Technical Bids	To be decided and communicated later
Opening of Price Bids	To be decided and communicated later

## 2. Instructions for the Bidder

### 2.1. Availing Bid Documents

Blank bid documents can be downloaded from the web site <https://smc.nprocure.com> up to the date and time mentioned in the Online Bid Invitation Notice SSCDL-Network-04-2020.

### 2.2. Addenda & Corrigenda

If required, the Addenda and Corrigenda will be issued and the same will **form the part of the original bid documents** and shall override any contradicting effects in the original bid document.

### 2.3. Submission of Price Bid and Technical BID

The price bid and the technical bid containing all the relevant supporting documents must be submitted online only on <https://smc.nprocure.com> on or before the last date of submission of the bid. No documents except the Bid Fee, EMD to be accepted in hardcopy. It is advised to keep the softcopy of the relevant documents ready and upload the same in advance on <https://smc.nprocure.com> with respect to this tender to avoid issues if any.

All the relevant softcopy should invariably follow the (n)Code portal's specific requirements pertaining to file types, file size, file name length, etc.

- **File Types:** Files with only .pdf, .doc, .txt, .xls, .ppt, .pps, .png, .gif, .jpg, .zip, .rar extension can be uploaded.
- **File name:** It should not be more than 70 characters. Special Characters Like ('% @ < >: \*? | & ~ ^) are not permitted.
- **File size:** Single file size should not be more than 3 MB.

The bid document (duly signed and stamped) in hard copy shall be submitted by the successful bidder upon intimation from SSCDL/SMC.

### 2.4. Pre-bid Queries

A prospective Bidder requiring any clarification on the RFP Document may submit his queries, via email, to the following e-mail id on or before **03/09/2020 up to 16:00 hrs.**

Email Id for submission of queries: **ceo@suratsmartcity.com**

***The queries must be submitted in the following format:***

Bidder's Request for Clarification		
Name and Address of the Organization submitting request	Name and Position of Person submitting request	Contact Details of the Organization / Authorized Representative
		Tel: Mobile: Fax: Email:

Sr. No	Bid Reference(s) (Section, Page)	Content of Bid requiring clarification	Points of clarification required

**2.5. Bid Fee & Earnest Money Deposit (EMD)**

- The bidder should pay non-refundable **Bid Fee of Rs. 1,680/- (Rs. 1,500/- + 12% GST)** and **EMD of Rs. 30,000/-** by separate Demand Draft or Banker's Cheque of any scheduled/nationalized bank payable at Surat in favour of Surat Smart City Development Limited.
- Failure to submit Bid Fee, EMD as required shall lead to the bid being rejected summarily.

**2.6.** The bid should be filled in legibly, clearly indicating the figures and its value in words too.

**2.7. Online Submission of the Technical Bid:**

The bidder will be required to upload the **duly signed, stamped and notarized colour scanned copy** of below mentioned documents in the same order of sequence online on smc.nprocure.com during e-tendering process.

1. Scan copy of work order / Completion certificate/ Contract certificate issued by client clearly specifying Bidders Name, details of Work, Date of issue of respective document satisfying the eligibility criteria as per Section-3, Clause-3.1 & Section 4, Clause 1.1. (duly notarized)
2. Scan copy of Surat Office Address proof in form of Telephone Bill/Utility Bill/Shops & Establishment Certificate/Property Tax Bill/Lease or Rent Agreement or any valid document issued by Government indicating office address satisfying the eligibility criteria as per Section-3, Clause-3.1 & Section 4, Clause 1.2. (duly notarized)
3. Scan copy of Audited Balance sheet of Last 3 last three financial years i.e. FY 2018-19, FY 2017-18, FY 2016-17/Certificate of Auditor satisfying the eligibility criteria as per Section-3, Clause-3.2 & Section 4, Clause 2. (duly notarized)
4. Scan copy of work order / Completion certificate/ Contract / Performance certificate issued by client clearly specifying Bidders Name, details of Work, Date of issue, amount of contract/work order value satisfying the eligibility criteria as per Section-3, Clause-3.3 & Section 4, Clause 3 (duly notarized)
5. Scan copy of Authorization letter from OEM as per **MAF format specified** at Section – 7, Part – C (Form – A: Authorization Letter from OEM) satisfying the eligibility criteria as per Section-3, Clause-3.4 & Section 4, Clause 4. (duly notarized)
6. Scan copy of Compliance letter/ Self-declaration / Undertaking by bidder as per Section – 7, Form–B satisfying the eligibility criteria as per Section-3, Clause-3.5 & Section 4, Clause 5. (duly signed & stamped)

7. Scan copy of EMD & Bid Fee satisfying the eligibility criteria as per Section-3, Clause-3.6 & Section 4, Clause 6.
8. Scan copy of Solvency Certificate amounting 20% of the consideration of the Contract from a scheduled/nationalised bank satisfying the eligibility criteria as per Section-3, Clause-3.7 & Section 4, Clause 7. (duly notarized)
9. Scan copy of Information of Authorized Signatory / Contact Person as per Section 7 Annexure A & B as per Section 4, Clause 8. (duly signed & stamped)
10. Scan copy of duly filled Section – 6 [Technical Specification] must be **on OEM's letter head** as per Section 4, Clause 9. (duly notarized)
11. Scan copy of duly filled Section – 6 [Technical Specification] must be **on Bidder's letter head** as per Section 4, Clause 10 (duly signed & stamped)
12. Technical details/brochures/specification sheet of bided/offered products as per Section 4, Clause 11. (duly notarized)
13. Scan copy of the Goods & Service Tax (GST) Registration Certificate & PAN Card as per Section 4, Clause 12. (duly notarized)
14. Scan copy of valid document issued by State/Central Government as per Section 4, Clause 13. (duly notarized)
15. Scan copy of Authorization Letter as per Section 4, Clause 14. (Original and duly signed & stamped)
16. Scan copy of Tender Document along with Addendum & Corrigendum, if any. duly (signed & stamped)
17. Scan copy of any other document not mentioned above but required to be attached as per the tender requirement (Optional).

**2.8. Demand Draft for E.M.D. & Tender (Bid) fee shall be submitted in electronic format through online mode (by scanning) while uploading the bid. This submission shall mean that E.M.D. & tender fee are received for purpose of opening of the bid. Accordingly offer of those shall be opened whose E.M.D. & tender (bid) fee is received electronically. However, for the purpose of realization of D.D. bidder shall send the D.D. in original through RPAD / Speed post as per Clause-2.11 below so as to reach to Chief Accountant, SMC within 7 days from the last date of online submission of the bid as per tender notice. Penaltative action for not submitting D.D. in original to shall be initiated and action shall be taken for abeyance of registration and cancellation of E-tendering code for one year. Any documents in supporting of bid shall be in electronic format only through online (by scanning) & hard copy will not be accepted separately.**

**2.9. All documents must be coloured scanned to be seen as original. Scanning in black and white or grey shall not be acceptable.**

**2.10. All documents must be notarized with clearly-displaying stamp, number and name of the notary.**

**2.11. Sealing, marking and submission of the Bid Fee, EMD:**



Following documents shall only be submitted in Hard Copy to Surat Smart City Development Limited/SMC by the bidder:

- Earnest Money Deposit (EMD)
- Bid Fee

The "Bid Fee, EMD" shall be put in an envelope containing Bid Fee, Earnest Money Deposit (EMD) and shall be super scribed as "**Bid Fee, EMD**"

**The envelope must be sealed and super scribed and must be sent as under:**

<b>Details to be mentioned exactly on sealed envelop</b>	
<p><b>TENDER DETAILS</b></p> <ul style="list-style-type: none"> <li>• Notice No.: SSCDL-Network-04-2020</li> <li>• Bid for Supply, Installation, &amp; Configuration of Video Conferencing Equipments.</li> <li>• Last date of Online Submission: <b>08/09/2020</b> up to 18:00 hrs.</li> <li>• Last date of Physical Submission: <b>15/09/2020</b> up to 18:00 hrs.</li> </ul>	<p>To,  <b>The Chief Accountant,</b>  <b>Surat Municipal Corporation,</b>                      Mahanagar Seva Sadan,                      Gordhandas Chokhawala Marg,                      Muglisara, Surat - 395 003,                      Gujarat, INDIA.</p>

The envelope containing EMD, Bid Fee must be sent **strictly by Postal Speed Post or Registered Post AD** only so as to reach on or before **15/09/2020 up to 18:00 hrs.** **Bids received in any other manner or mode (like courier, in person, etc.) will not be considered. SSCDL/SMC won't be responsible for postal delays.**

**TECHNICAL BID & PRICE BID**

The technical bid & price bid must be submitted online on <https://smc.nprocure.com>. It should not to be sent physically, if submitted physically the bid shall be rejected.

**2.12.** The bidder will be bound by the details furnished to SSCDL/SMC, while submitting the bid or at subsequent stage. In case, any of such documents furnished by the bidder is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable to legal action besides termination of contract.

**2.13. Late Bids:** Bids not reaching on or before the specified time limit will not be accepted.

**2.14. Conditional Bids:** All the terms and conditions mentioned herein must be strictly adhered to by all bidders. Conditional tenders shall not be accepted on any ground and shall be subject to rejection without assigning any reason.

**2.15. Withdrawal of Bids**

Bid once filled in, submitted shall not be allowed to be withdrawn till the validity of the bid remains in force or else the EMD shall be liable for forfeiture.

**2.16. Period of Validity**

The offer should be valid for acceptance for a minimum period of **120 days** from the date of opening of the Price Bid. If required, SSCDL/SMC may request the bidder to have it extended for a further period.

**2.17. Language of Bids**

The bids prepared by the bidder shall be in the English language. The supporting documents in language other than English/Hindi/Gujarati must have its English

translation (which is to be duly attested by the bidder), for purposes of interpretation of the bid, the English translation shall govern.

#### **2.18. Right to Accept or Reject Any Bid or All Bids**

SSCDL/SMC reserves the right to accept or reject any bid and annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for SSCDL/SMC's action.

#### **2.19. Firm Prices & Bid Currency**

Prices quoted must be firm and final and shall not be subject to any upward modifications, on any account whatsoever. Prices shall be expressed in Indian Rupees (INR) only.

#### **2.20. Costs to be Borne by Bidder**

All costs and expenses (whether in terms of time or money) incurred by the bidder in any way associated with the development, preparation and submission of the bid, including but not limited to attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by SSCDL/SMC, will be borne entirely and exclusively by the bidder.

#### **2.21. Acceptance of Terms & Conditions**

The bidder will, by taking participation in the bidding process and submitting the bid documents, be deemed to have thoroughly read, studied and understood the bid documents including scope of work, the terms and conditions, instructions, etc. referred there in and the same are acceptable to the bidder.

**2.22.** All entries in the bid form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. However, the interlineations, erasures or overwriting, if any, in the Technical Bid Application must be attested by the person authorized to sign the bids.

**2.23.** It is to be ensured that the complete information as required by this office may be furnished by the bidders in the prescribed format. Formats submitted with incomplete information and not conforming to the requirements are liable to be rejected.

**2.24.** The agency will be bound by the details furnished by him/her to SSCDL/SMC, while submitting the bid or at subsequent stage. In case, any of such documents furnished by the agency is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable to legal action besides termination of contract.

**2.25.** The participation in the online tendering process implies that the bidder have thoroughly read, studied and understood the instructions of the Bid documents, Scope of work, formats as well as the terms and conditions referred there in and the same are acceptable to the bidder.

#### **2.26. Authorized Signatory**

For the purpose of submission of the bid, the bidder may be represented by either the Principal Officer (Owner/MD/Director/Company Secretary) or his duly Authorized

Representative, in which case he/she shall submit a certificate of authority along with the technical bid. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the authorized representative or the principal officer.

**2.27. Arithmetical errors will be rectified on the following basis. If there is a discrepancy** between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the supplier does not accept the correction of the errors, its bid will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

**2.28. Disqualifications:** A Bidder shall be disqualified and Bids will not be considered if

- a) Hardcopy envelop does not show on it the reference of bid number and description as denoted and thus gets opened before due date(s) of opening specified in Notice Inviting Bids.
- b) The Price Bid and Technical Bid is submitted physically which leads to revelation of prices before the due date of opening of the Price Bid.
- c) The Earnest Money Deposit (EMD) & Bid fee is not deposited in the manner specified above Clause 2.11.
- d) The Bid documents are not in a language as per Clause 2.17.
- e) The Bid documents are not signed affixing stamp by the authorized signatory.
- f) The Bid documents submitted are incomplete and/or ambiguous in any respect.
- g) Non-compliance of provisions and requirements of the Bid documents.
- h) Any or all correction(s) or pasted slip(s) is/are not initialled, authenticated by the Bidder.
- i) The Bid documents are not submitted in the manner specified in the bid document.
- j) Eligibility criteria are not met with.
- k) Any form of canvassing/lobbying/influence/query regarding short listing, status, etc. will result in a disqualification.

(Sd/-)

CEO

Surat Smart City Development Ltd

### 3. Eligibility Criteria

The bidder must possess the requisite experience, strength and capabilities in providing the equipments necessary to meet the broad requirements, as described in the bid document. The bidder interested in being considered for this bid must meet the following eligibility criteria.

- 3.1. The bidder should have completed at least 3 years of experience/operation in the field of supply, installation and Configuration of Video Conferencing Equipments / AV Equipments from bid start date and should have local office in Surat.
- 3.2. Bidder should have a minimum average annual turnover not less than Rs. 10 Lacs (Rs. Ten Lacs) for last three financial years i.e. FY 2018-19, FY 2017-18, FY 2016-17.
- 3.3. The bidder should have executed / undertaken minimum three assignments of supply, installation and configuration of Video Conferencing Solution comprising video codec and/or video camera and/or video conference software with minimum order value of Rs. 2 lakh in last 3 years as on tender publishing date.
- 3.4. The bidder shall be the manufacturer/OEM of the Video Conferencing Equipments specified. In case the bidder is not manufacturer/OEM, the bidder should be duly authorized by the manufacturer/OEM to supply the goods/equipments by submitting Manufacturer's Authorization **in format as per Section 7 Annexure C**, Form A.
- 3.5. The bidder should not be black-listed / debarred by any of the Government or Public Sector Units in India as on the date of the submission of the tender as per Section 7 Annexure D.
- 3.6. The bidder should furnish Bid Fee and an Earnest Money Deposit (EMD) as per Clause No. 2.8.
- 3.7. The bidder should furnish Solvency Certificate amounting 20% of the consideration of the Contract from a scheduled/nationalised bank.
- 3.8. The bidder should furnish Duly filled Technical Specification must be submitted **on OEM's letter head**. The same must be duly signed and stamped by authorized person.
- 3.9. The bidder should furnish Duly filled Technical Specification must be submitted **on Bidder's letter head**. The same must be duly signed and stamped by authorized person.

**Note:**

Bidders who wish to participate in this bid will have to register on <https://smc.nprocure.com> Further bidders who wish to participate in online bids will have to procure Digital Certificate as per Information Technology Act 2000 using which they can sign their electronic bids. Bidders can procure the same from (n) code solutions – a division of GNFC Ltd., or any other agency licensed by Controller of Certifying Authority, Govt. of India. Bidders who already have a valid Digital Certificate need not procure a new Digital Certificate.

## 4. Indicative list of Documents to be submitted

The bidder will be required to upload the **duly signed, stamped and notarized colour scanned copy** of below mentioned documents online on <https://smc.nprocure.com> to ascertain the claims made. Following is the indicative list of documents that are to be submitted.

#	Description of Requirement	Proof Required to be Submitted
1.	The bidder should have completed at least 3 years of experience/operation in the field of supply, installation and Configuration of Video Conferencing Equipments / AV Equipments from bid start date and should have local office in Surat.	1. Copy of work order / Completion certificate/ Contract certificate issued by client clearly specifying Bidders Name, details of Work, Date of issue of respective document. <b>(duly notarized)</b> 2. Office Address proof in form of Telephone Bill/Utility Bill/Shops & Establishment Certificate/Property Tax Bill/ or any valid document issued by Government indicating office address <b>(duly notarized)</b>
2.	Bidder should have a minimum average annual turnover not less than Rs. 10 Lacs (Rs. Ten Lacs) for last three financial years i.e. FY 2018-19, FY 2017-18, FY 2016-17.	Copy of Audited Balance sheet of Last 3 Financial Years/Certificate of Auditor. <b>(duly notarized)</b>
3.	The bidder should have executed / undertaken minimum three assignments of supply, installation and configuration of Video Conferencing Solution comprising video codec and/or video camera and/or video conference software with minimum order value of Rs. 2 lakh in last 3 years as on tender publishing date.	Copy of work order / Completion certificate/ Contract / Performance certificate issued by client clearly specifying Bidders Name, details of Work, Date of issue, amount of contract/work order value. <b>(duly notarized)</b>
4.	The bidder shall be the manufacturer/OEM of the Networking equipments specified. In the case the bidder is not manufacturer/OEM, the bidder should be duly authorized by the manufacturer/OEM to supply the goods/equipments by submitting Manufacturer's Authorization as per <b>Section 7 Annexure C, Form A.</b>	Submit Authorization letter from OEM as per <b>MAF format specified</b> at Section – 7, Part – C (Form – A: <b>Authorization Letter from OEM</b> ). <b>(duly notarized)</b>
5.	The bidder should not be black-listed / debarred by any of the Government or Public Sector Units in India as on the date of the submission of the tender as per <b>Section 7 Annexure D.</b>	Compliance letter/ Self-declaration / Undertaking by bidder as per Section – 7, Form–B. <b>(duly signed &amp; stamped)</b>
6.	EMD & Bid Fee.	As per Section 2, Item No 2.8 & 2.10

7.	Solvency Certificate amounting minimum 20% of the consideration of the contract from a scheduled/nationalised bank.	Solvency Certificate as per Section –5, Item No 5.10. (duly notarized)
8.	Compliance with technical specification as mentioned in Section – 6	Duly filled Section – 6 [Technical Specification] must be submitted <b>on OEM's letter head</b> . The same must be duly signed and stamped by authorized person. (duly notarized)
9.	Compliance with technical specification as mentioned in Section – 6	Duly filled Section – 6 [Technical Specification] must be submitted <b>on Bidder's letter head</b> . The same must be duly signed and stamped by authorized person. (duly signed & stamped)
10.	Information of Authorized Signatory / Contact Person as per <b>Section 7 Annexure A &amp; B.</b>	Self-Declaration in this regard by the authorized signatory of the bidder. (duly signed & stamped)
11.	Product literature	Technical details / brochures / specification sheet of bided/offered products duly notarized. (duly notarized)
12.	Goods & Service Tax Registration Nos. & PAN No Details	Copy of the Goods & Service Tax (GST) Registration Certificate & PAN Card. (duly notarized)
13.	Company registration with State government/central government.	Necessary proof in form of any valid document issued by State/Central Government. (duly notarized)
14.	Authorization Letter as per Section 7, Annexure to Technical Bid <b>E.</b>	On a stamp paper of appropriate value. (Original and duly signed & stamped)
15.	Copy of Tender Document along with Addendum & Corrigendum, if any.	Duly signed and stamped.
* Note: Additional documents other than above if any, required for supporting the claims made by the bidder should be attached.		

## 5. General Terms and Conditions

### 5.1. The prices/charges quoted should also include:

- a. Cost of necessary power cables, signal cables, connectors, controllers, converters and necessary device drivers.
- b. Warranty as specified in Technical Specification section for each item including service and parts/modules. Warranty of particular Item will be start from the date of delivery/supply to SSCDL/SMC.
- c. Delivery & Installation at Various SMC offices located throughout the city or at any other office to be decided by the SSCDL/SMC.
- d. Transit Insurance, Freight and loading, unloading charges up to SMC's site location.
- e. Supplying, Installation, Configuration & Integration with existing LAN & WAN of SMC.

### 5.2. OEM / Implementation Partner Participation Criteria

- i. The bidder shall be the manufacturer or the authorized service provider or authorized **service partner** of the hardware quoted.
- ii. The bidder will be required to submit a manufacturer's authorization form from all the OEMs stating that the bidder in concern would be bidding for their products/solutions and have to provide "**Authorization Letter from OEM**" (as per **Form 'A'**) in soft copy online on <https://smc.nprocure.com> on its letter head duly signed by the authorized signatory.
- iii. Hardware provided must be latest released product from OEM and it must not be under the list end of sale, end of support from OEM till **5 years** from date of Delivery/commissioning/activation of services and in any case if subscription/support/hardware parts/model is not available/provided from OEM after few years but before the end of contract period than bidder is required to provide equivalent or higher model released by OEM with all features/subscriptions mentioned till the validity of contract period.
- iv. Bidders are required to specify only one specific make and model of each item and provide the details in the Technical bid. Providing more than one option shall not be allowed.
- v. As part of Technical Compliance/validation of the features/specifications, if required, SSCDL/SMC may ask bidder for Demonstrations/Proof of concept (PoC) of the product quoted/proposed with full/All features enabled and as per configuration requirement of SSCDL/SMC. In case bidder fails to provide successful Demonstrations/Proof of concept (PoC) of the product as per requirement of SSCDL/SMC, product proposed/quoted will not be considered for further process of tender.

- 5.3.** The bidder has to submit the "**Self-Declaration**" as per the Performa of Compliance Letter (as per **Form 'B'**) in soft copy online on <https://smc.nprocure.com> on its letter head duly signed by the authorized signatory.

- 5.4.** The offer should be valid for acceptance for a minimum period of **120 days** from the date of opening of the Price Bids. If desired by SSCDL/SMC, it will have to be extended for a further period also.
- 5.5.** SSCDL/SMC may buy/order full/partial quantity from one/more bidder(s) and may split/defer/ stagger the order(s)/ deliveries. The quantities shown in the tender are approximate and no claim shall be entertained for variation of quantities being less or more than those mentioned in the bid. The variations in the quantities shall not vitiate the contract. The selected bidder shall be bound to supply additional quantity up to 30% (thirty percent) of tender amount/quantity at the approved rate, in accordance to any instruction, which may be given to him in writing by SSCDL/SMC. The rates quoted by the bidder will be applicable on full / partial /additional quantity also.
- 5.6.** The Bidder may participate in the bid by quoting for one, more or all the items depending on his techno-commercial capability to supply & support that range of products.
- 5.7.** The right to reject accepts any/all Bids(s) without assigning any reason thereof is reserved.
- 5.8.** In case the quoted Item is not available in the market, the bidder will have to supply Higher Version/replacement of that Item in the quoted cost in the same time duration with prior approval of SSCDL/SMC. No "End of Life" product should be quoted to minimize such instances till the bid validity (Make & Model quoted by the bidder should be available till the bid validity, duly supported for spares/OEM support for 5 years).
- 5.9. Security Deposit:**  
The successful agency will be required to place Security Deposit @ 5% of the consideration of the Contract by Demand Draft or Banker's Cheque Payable at Surat in favour of Surat Smart City Development Limited of any scheduled/nationalized bank within 10 working days from the date of notice of award of contract, failing which a penalty @ 0.065% of the amount of security deposit will be imposed for delay of each day. The EMD placed may be considered for conversion towards the security deposit and amount falling short of the required amount shall be payable. No interest shall be paid on Earnest Money Deposit and/ or Security Deposit placed.
- 5.10. Solvency Certificate**  
Along with the technical bid documents, the bidder should submit Solvency Certificate amounting 20% of the consideration of the Contract from a nationalized bank. The Solvency Certificate should valid and should not be older than one year from the bid start date.
- 5.11.** In case, the awardee i.e. the selected agency fails to supply specified quantity and quality of goods in time or the performance of such supply/supplies is/are not found up to the mark or found of an inferior quality vis-à-vis specifications, the security deposit will be forfeited at once.
- 5.12. Agreement & Undertaking:**



The Awardee i.e. the selected agency will have to enter into an Agreement and submit an Undertaking with SSCDL/SMC for supply of goods and its/their installation, Commissioning etc. on a Rs. 300/- stamp paper each of Government of Gujarat at the agency's own cost within 10 (Ten) working days (of SSCDL/SMC) period from the date of Notice of Award. No claims for payments will be entertained without completion of this process.

### **5.13. TAX LIABILITY**

GST (Goods & Service Tax) has come in existence from 1st July 2017. Contractor / Successful Bidder is bound to pay any amount of GST prescribed by the Govt. of India as per the Terms of Contract agreed upon during the course of execution of this Contract.

During the course of execution of Contract, if there is any change in Rate of GST (Goods & Service Tax) by the Government, the same shall be reimbursed / recovered separately by SSCDL/SMC, subject to the submission of Original Receipt / Proof of the amounts actually remitted by the Successful Tenderer / Contractor to the Competent Authority along with a Certificate from Chartered Accountant of Contractor / Successful Bidder certifying that the amount of GST paid to the Government and the same shall be intimated / submitted / claimed within 30 (Thirty) Days from the date of payment. Remittance of GST within stipulated period shall be the sole responsibility of the Successful Bidder / Contractor, failing which SSCDL/SMC may recover the amount due, from any other payable dues with SSCDL/SMC and decision of Municipal Commissioner shall be final and binding on the Contractor / Successful Bidder in this regard. Further, the non-payment of GST to the Government may lead to the termination of contract and forfeiture of Security Deposit / Performance Guarantee Amount.

If imposition of any other new Taxes/Duties/Levies/Cess or any other incidentals etc. or any increase in the existing Taxes/Duties/Levies/Cess or any other incidentals etc. (excluding GST) are imposed during the course of the contract, the same shall be borne by the Contractor/Successful Bidder Only, in no case SSCDL/SMC shall be liable for the same.

The contractor will submit the invoice to the SSCDL/SMC having GSTIN of SSCDL/SMC mentioned therein and the taxes shall be shown separately on the face of the invoice so as to claim as ITC by SSCDL/SMC.

***SURAT SMART CITY DEVELOPMENT LIMITED GST ID 24AAWCS9229G1ZR.***

- 5.14.** Technical details/Datasheets of goods to be supplied shall be submitted along with the Bid.
- 5.15.** Manuals relating to Hardware/Peripherals shall be supplied.
- 5.16.** It shall be noted that the lowest rate(s)/price(s) will not be the sole criterion for accepting Bid for any of the goods but emphasis will be given to the quality of the products and even the readiness to offer innovative technology thereof.

**5.17.** Any offer/Bid not meeting the terms and conditions mentioned hereinabove will be liable for rejection without assigning any reason thereof.

**5.18. Delivery schedule:**

The successful agency shall deliver, install, configure the goods as detailed in this Bid within **21 calendar days** from the date of the Work/Purchase order. A penalty of 0.2% of the consideration of contract for a particular item will be charged for delayed supply and installation for delay of each day thereafter.

**5.19.** The agency shall extend all the benefits to the SSCDL/SMC such as free samples of products, materials, goods, articles including any kind of discount, rebate, commission, incentives normally offered to any other buyer in the form of gift or otherwise as part of the sales promotion scheme(s). If any such sales promotion scheme(s) is /are already launched for the product and is/are in force while the Bid process is on, mention of details of such scheme(s) must be made explicitly in the offer.

**5.20.** The liability as to any damages and/or loss otherwise to any movable or immovable properties, assets during loading, unloading or otherwise during the period of supply, whether knowingly or unknowingly done or occurred shall be made good forthwith to the SSCDL/SMC by the Awardee agency upon a communication made therefore.

**5.21.** The contract shall be governed by the Laws in India and shall be subject to the jurisdiction of Surat.

**5.22.** Bid once filled in, submitted shall not be allowed to be withdrawn till the validity of the bid remains in force or else the EMD shall be liable for forfeiture. The agency is expected to examine the Bid Document carefully. Failure to furnish all information required as per the Bid Document may result in the rejection of the bid.

**5.23.** The agency will be bound by the details furnished by him/her to SSCDL/SMC, while submitting the bid or at subsequent stage. In case, any of such documents furnished by the agency is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable to legal action besides termination of contract.

**5.24.** On commissioning of the product, the successful agency shall ensure maximum uptime for the product/service during warranty period. The call must be attended within **4 working hours** and problem to be resolved within **16 working hours** of reporting by either repairing or replacing the Switch/Hardware with same or higher configuration in case of product replacement is required. Failing which a penalty as per below mentioned rate will be deducted from the amount payable and/or security deposit for each day of downtime

Delay > 16 Hrs. to 5 working days	Penalty at 0.5% of the product cost per day
Delay beyond 5 working days	Penalty at 1% of the product cost per day

If any component/equipment gives continuous trouble, the bidder shall replace the same with the new compatible component/equipment of the same or higher configuration without any additional cost to the purchaser. Also it is responsibility of

successful bidder to coordinate with OEM for issues related call logging/Troubleshooting/configuration support/Hardware replacement and any other support required for maximum uptime.

- 5.25.** All goods to be supplied shall be of specified or higher speed/technology/version. The SSCDL/SMC or its representative shall have the right (if it so desires) to test the goods to ascertain their conformity to the specifications. The SSCDL/SMC shall notify to the agency for this purpose & nature.
- 5.26. Terms of Payment:** SSCDL/SMC will not make any advance payment. Payment will be made once the ordered products are delivered and installed. The Security Deposit will be released only after the successful completion of the minimum warranty period of five years.
- 70% in 15 days of Full Supply.
  - 20% in 15 days of complete installation/configuration/integration/activation or within 30 days of supply/activation in case site condition is not ready due reasons within control of SSCDL/SMC (whichever is earlier)
  - 2.5 % on completion of 1<sup>st</sup> year of warranty.
  - 2.5 % on completion of 2<sup>nd</sup> year of warranty.
  - 2.5 % on completion of 3<sup>rd</sup> year of warranty.
  - 2.5 % on completion of 4<sup>th</sup> year of warranty.
- 5.27.** Chairman, SSCDL/Municipal Commissioner, SMC reserves the right to reject, accept any/all bid(s) without assigning any reason thereof.
- 5.28.** The participation in the online tendering process implies that the bidder have thoroughly read, studied and understood the instructions of the Bid documents, Scope of work, formats as well as the terms and conditions referred there in and the same are acceptable to the bidder.
- 5.29.** The agency will be bound by the details furnished by him/her to SSCDL/SMC, while submitting the tender or at subsequent stage. In case, any of such documents furnished by the agency is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable to legal action besides termination of contract.
- 5.30.** The total penalty could be up to 10% of the Consideration of Contract and the decision of the SSCDL/SMC shall be treated as final in such cases.
- 5.31. Consortium or JV or Sub-contracting**  
The Bidder is NOT allowed to form Consortium or Joint Venture for any specific service within the scope of the tender. Sub-contracting is also NOT be permitted.
- 5.32.** If it is found that the same firm has submitted multiple bids under different names for the proposed contract, all such tender(s) shall stand rejected and bid deposit of each such firm/establishment shall be forfeited. In addition, such firms/establishments shall be liable, at the discretion of the Chairman, SSCDL/Municipal Commissioner, SMC for further penal action including blacklisting.

**5.33.** The bidder shall indemnify SSCDL/SMC from and against any costs, loss, damages, expense, claims including those from third parties or liabilities of any kind howsoever suffered, arising or incurred inter alia during and after the Contract period out of:

- any negligence or wrongful act or omission by the bidder or any third party associated with bidder in connection with or incidental to this Contract; or
- any breach of terms as stated in the bid document, the bidder's Bid and the Contract with the bidder
- Any infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied goods and related services or any part thereof.

## 6. Technical (minimum) Specification

- The Bidder may participate in the bid by quoting for one, more or all the items depending on his techno-commercial capability to supply & support that range of products. Bidders are required to mention Make & Model of the product.
- The bidder can quote only one option (i.e. only one product can be quoted) against each item meeting or exceeding the below mentioned minimum specification.
- The bidder must clearly specify the features of the offered product vis-à-vis specification and deviation if any in the Column-C and Column-D of Table-I respectively.
- The exact make and model of the product offered must be specified in the Table-II provided.
- The technical spec sheet and the product brochure of the product offered should also be submitted along with technical bid.
- In case the space provided is not enough then a separate paper as per the format below can be annexed to the bid. The same must be duly signed and stamped.
- The Technical Specification Sheet must be submitted separately on OEM's letter head as well as on Bidder's letter head (for all items). The same must be duly signed and stamped by authorized person of respective entity.

<b>Table-1</b>			
<b>Item</b>	<b>Description and Minimum Specification</b>	<b>Compliance [Yes/No]</b>	<b>Deviation from Specification /Remarks if Any</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>I</b>	<b>Video Conferencing Equipment (Codec with Camera &amp; Mic)</b> (Make: _____ ) (Model: _____ )		
<b>1</b>	<b>Primary PTZ Camera</b>		
	2-megapixel PTZ camera		
	Zoom:18 X total zoom (including 12 X Optical zoom)		
	Pan:+/-110°		
	Tilt:+25°/-25		
	Horizontal angle of view 70° (Wide end) - 6° (Tele end) Vertical angle of view 40° (Wide end) - 3.5° (Tele end)		
	Camera should support Upside-Down feature, 3D de-noise feature, min. 9 Presets, Auto focus / Exposure / White balance, FECC.		
	<b>Video Resolution:</b> up to full HD 1080P(1980 x 1080) at 30 fps		
<b>2</b>	<b>Codec Functionality</b>		
	<b>Content Sharing Resolution:</b> up to 1080P(1980 x 1080) at 30 fps		

<p><b>Support for External Secondary Camera</b> Codec should support any HDMI camera as a secondary camera.</p>		
<p>Codec should have provision for connecting the camera proposed at Item No. II along with provision to control the same through remote control of the codec.</p>		
<p><b>Simultaneous Transmission:</b> Codec should support simultaneous transmission of multiple feed through camera (both primary and secondary camera) and presentation source in side-by-side or picture-in-picture mode.</p>		
<p><b>MCU:</b> Built in MCU with license to connect minimum 15 sites in video conference.</p>		
<p><b>Video Standards Support</b></p> <ul style="list-style-type: none"> <li>• H.264, H.264 HP, H.264 SVC, H.263+, H.263</li> <li>• Dual video streams: H.239(H.323) BFCP(SIP)</li> <li>• Forward Error Correction (FEC)</li> <li>• RTMP for live video streaming (optional)</li> </ul>		
<p><b>Video inputs:</b></p> <ul style="list-style-type: none"> <li>• Primary PTZ camera</li> <li>• HDMI or USB for Secondary camera</li> <li>• HDMI or DVI for presentation</li> </ul>		
<p><b>Video outputs:</b> Minimum 2 output with one HDMI port and other HDMI or VGA port</p>		
<p><b>Audio Standards Support:</b> G.711, G.722, G.722.1, G.728, G.722.1C, G.729, AAC-LD</p>		
<p><b>Audio inputs:</b> microphone daisy chain up to 4, HDMI, Line-in (3.5 mm)</p>		
<p><b>Audio output:</b> HDMI, Line-out (3.5 mm)</p>		
<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>• H.323, SIP standards, SIP TLS</li> <li>• Microsoft Teams (optional)</li> <li>• WebRTC (optional)</li> </ul>		
<p><b>Network &amp; other interface</b></p> <ul style="list-style-type: none"> <li>• 10/100/1000Mbps</li> <li>• NAT/firewall traversal</li> <li>• IPv4 and IPv6 support</li> <li>• Network Test</li> <li>• Quality of service (QoS)</li> <li>• Manual bandwidth settings</li> <li>• VLAN (802.1Q / 802.1P)</li> <li>• EAP 802.1x</li> <li>• Wake-on-LAN (WOL) support</li> <li>• USB port for direct recording using pen drive/HDD</li> </ul>		
<p><b>Security</b></p> <ul style="list-style-type: none"> <li>• AES (Advanced Encryption Standard) function (128-bit)</li> <li>• Password protection for system settings</li> <li>• Password protection for remote system management</li> </ul>		

	<p><b>Web Management Tool</b></p> <ul style="list-style-type: none"> <li>• Remote management</li> <li>• Live monitoring</li> <li>• Firmware update</li> <li>• Phonebook download/upload/edit</li> <li>• Restore system settings</li> <li>• Export call history</li> </ul>		
	<p><b>Recording</b></p> <ul style="list-style-type: none"> <li>• Recording of the Offline session and Video conferencing session including video, audio and shared content. Should support Snapshot feature.</li> <li>• Should support external storage devices like USB flash drive / USB HDD for recording.</li> <li>• <b>External Playback:</b> Software should be supplied along with the codec to playback recorded videos in Laptop / Desktop.</li> </ul>		
	<p><b>Gatekeeper:</b> Codec has H.323 gatekeeper setting for video conferencing through H.323 protocol.</p>		
	<p><b>SIP server (optional):</b> Built-in SIP server (Up to 100 Registrations, 50 Pair calling) &amp; Supports SIP voice calls also. SIP Client software shall be provided along with the codec from OEM to do Video call within themselves without affecting video conferencing session.</p>		
	<p><b>Live Streaming (optional):</b> Should support RTMP Live streaming to any third party Streaming Server. (e.g. Youtube, Facebook etc.)</p>		
	<p><b>Codec Remote Control:</b> Codec should be controlled from Remote control.</p>		
3	<p><b>Microphone:</b> Microphone pickup range of minimum 4 meter, daisy chain up to 4</p>		
4	<p><b>Warranty:</b> Minimum <b>5 Years OEM Comprehensive</b> Replacement warranty with onsite support &amp; subscription of all modules/software/components if any required to utilize the product/solution with above all features enabled.</p>		
5	<p><b>Min. Package contents:</b></p> <ul style="list-style-type: none"> <li>• Main system unit (codec) (As described above)</li> <li>• Primary Camera (As described above)</li> <li>• microphone array (As described above)</li> <li>• IR remote control with batteries</li> <li>• Power Cord (Indian standard: AC 100V ~ 240V)</li> <li>• VGA cable</li> <li>• Camera cable</li> <li>• Microphone cable</li> <li>• Network cable</li> <li>• HDMI cable X 2</li> <li>• DVI to HDMI Converter</li> <li>• DVI to VGA Converter</li> <li>• HDMI to VGA Converter</li> <li>• Warranty card</li> </ul>		

<b>II</b>	<b>Video Conferencing HDMI Camera</b> (Make: _____ ) (Model: _____ )		
1	<b>Camera features</b>		
	2-megapixel PTZ camera		
	Minimum 9 camera presets (through remote control)		
	<b>Zoom:</b> 18 X total zoom (including 12 X Optical zoom)		
	Horizontal angle of view 70° (Wide end) - 6° (Tele end)		
	Vertical angle of view 40° (Wide end) - 3.5° (Tele end)		
	F1.8 (Wide end) - F2.8 (Tele end)		
	<b>Pan:</b> ±130°		
	<b>Tilt:</b> +90° (up) -25° (down)		
	Support image Mirror, flip, AE, white balance		
2	<b>Video features:</b>		
	<ul style="list-style-type: none"> <li>Support for video compression format of H.264, MJPEG etc.</li> <li>Resolution: (16:9) 1920 x 1080, 1600 x 900, 1280 x 720, 960 x 540, 848 x 480, 800 x 448, 640 x 360, 424 x 240, 320 x 180; (4:3) 800 x 600, 640 x 480, 480 x 360, 320 x 240 at 30, 15fps</li> </ul>		
3	<b>Ports &amp; Communication:</b>		
	<ul style="list-style-type: none"> <li>USB port (backward compatible with USB 2.0)</li> <li>UVC (USB video class) 1.1</li> <li>HDMI (Up to 1080p 30fps)</li> </ul>		
4	<b>Min. Package Contents:</b>		
	<ul style="list-style-type: none"> <li>Camera (As described above)</li> <li>Remote control (IR (Infrared), min. 9 camera presets)</li> <li>USB type-A connection cable</li> <li>Power Cord (Indian standard: AC 100V ~ 240V)</li> <li>Warranty card</li> <li>Tabletop/wall/ceiling mount kit</li> <li>HDMI cable</li> </ul>		
5	<b>Software:</b> OEM has to provide software for camera setting, camera control, firmware upgrade, diagnostic, live video view, etc. with perpetual license.		
6	<b>Compatible applications:</b> Support for popular video conferencing application like Skype, Google Meet, Cisco Webex, Zoom, Microsoft Teams, Vidyo, etc.		
7	Proposed camera should also act as a secondary camera for connection with codec proposed under Item No. I.		
8	<b>Warranty:</b> Minimum 5 Years OEM Comprehensive Replacement warranty with onsite support & subscription of all modules/software/components if any required to utilize the product/solution with above all features enabled.		
<b>III</b>	<b>Video Conferencing USB Camera</b> (Make: _____ ) (Model: _____ )		
1	<b>Camera features</b>		



	2-megapixel PTZ camera		
	Minimum 9 camera presets (through remote control)		
	<b>Zoom:</b> 18 X total zoom (including 12 X Optical zoom)		
	<b>Pan:</b> ±130°		
	<b>Tilt:</b> +90°/-25°		
	Horizontal angle of view 70° (Wide end) - 6° (Tele end) Vertical angle of view 40° (Wide end) - 3.5° (Tele end)		
	Support image Mirror, Flip, Backlight Compensation, 2D and 3D Denoise, Auto Iris etc.		
2	<b>Video features:</b> <ul style="list-style-type: none"> <li>It should Support video compression format of H.264, MJPEG etc.</li> <li>It should Support the below resolution: Full HD (1920x1080), HD 720p (1280x720), PAL (1024x576), VGA (640x480), QVGA (320x240), QQVGA (160x120) at 30, 15fps</li> </ul>		
3	<b>Ports &amp; Communication:</b> <ul style="list-style-type: none"> <li>USB 2.0</li> <li>UVC (USB Video Class) 1.1 with H.264 extension</li> </ul>		
4	<b>Min. Package contents:</b> <ul style="list-style-type: none"> <li>Camera (As described above)</li> <li>Remote control (IR (Infrared), min. 9 camera presets)</li> <li>USB type-A connection cable</li> <li>Power Cord (Indian standard: AC 100V ~ 240V)</li> <li>Tabletop/wall/ceiling mount kit</li> <li>Warranty Card</li> </ul>		
5	<b>Software:</b> OEM has to provide software for camera setting, camera control, firmware upgrade, diagnostic, View live video etc.		
6	<b>Compatible applications:</b> Support for popular video conferencing application like Skype, Google Meet, Cisco Webex, Zoom, Microsoft Teams, Vidyo, etc.		
7	<b>Warranty:</b> Minimum 5 Years OEM Comprehensive Replacement warranty with onsite support & subscription of all modules/software/components if any required to utilize the product/solution with above all features enabled.		
<b>IV</b>	<b>Video Conferencing Software</b> (Make: _____ ) (Name: _____ )		
<b>#</b>	<b>Minimum Specification</b>		
1	Software being Virtual Video Conference Endpoint to connect video call through H.323 & SIP communication protocol & ensure to give high-quality video conferencing by clear Audio and Video.		
2	Software having SIP server-client setting for video conferencing through SIP protocol.		
3	Software having H.323 gatekeeper setting for video conferencing through H.323 protocol.		

4	Software having NAT and Firewall setting such that video conferencing can be done via intranet and internet.		
5	Software to communicate to any H.323 & SIP enabled video conferencing systems/devices.		
6	<ul style="list-style-type: none"> <li>Connect with H.264/H.264 High Profile video codec</li> <li>Receive resolution up to full HD 1080p 30fps</li> <li>Transmit resolution up to full HD 1080p 30fps</li> <li>Support content sharing, capture and recording</li> </ul>		
7	Software having perpetual/life time license for minimum 15 users/devices and must have support for windows based desktop/laptop for installation and operations.		

<b>Table-II: Summary of Products Proposed</b>		
<b>Item</b>	<b>Description</b>	<b>Make, Model, Part Code</b>
I	Video Conferencing Equipment (Codec with Camera & Mic)	
II	Video Conferencing HDMI Camera	
III	Video Conferencing USB Camera	
IV	Video Conferencing Software	

Place:

Signature of Authorized Person:

Date:

Designation:

Company stamp:

Name:



**Surat Smart City Development Ltd. (SSCDL)**

**Bid for  
Supply, Installation & Configuration of Video Conferencing Equipments  
[SSCDL-Network-04-2020]**

**ANNEXURES TO TECHNICAL BID**

**Last Date of Downloading & Online Submission of Bids  
September 8, 2020**

**Last Date of Physical Submission of  
EMD, Bid Fee  
September 15, 2020**

**Surat Smart City Development Limited  
1st Floor, South Zone Office,  
Surat Municipal Corporation,  
Opp. Satyanagar, Udhna, Surat-394210.**

## 7. ANNEXURES TO TECHNICAL BID

All the documents listed below shall be annexed to the bid in the prescribed formats along with the necessary supporting documents to ascertain the claims made by the bidder.

### A. Bidder's Details

1		Details of responding firm/company	
a.	Name of the Bidder/Supplier		
b.	Address		
c.	Telephone		Fax:
d.	Website		
e.	Are you a Manufacturer / Authorized dealer / Sub dealer / Any other		
f.	Income Tax Number [PAN]		
g.	Goods & Service Tax (GST) No.		
2		Information about responding firm / Company	
a.	Address of Head Quarter/Head Office		
b.	Address of Registered Office		
c.	Main Office in Gujarat		
d.	Office in Surat		
e.	No. of years of operation in India		
f.	Turnover (figures as per last three audited balance sheets are to be provided)	Yr.-1 (2016-17)	
		Yr.-2 (2017-18)	
		Yr.-3 (2018-19)	
3		Details of Contact Person	
a.	Name		
b.	Designation		

c.	Address			
d.	Telephone No.			
e.	Mobile No.			
f.	Fax No.			
g.	E-mail			
<b>4 Details of Authorized Signatory</b>				
a.	Name			
b.	Designation			
c.	Address			
d.	Telephone No.			
e.	Mobile No.			
f.	Fax No.			
g.	E-mail			
<b>5 Forum of Business (Select appropriate option and provide the Registration Details along with attested copies of certificates)</b>				
#	Forum of Business	Yes/ No	Registration Details (submit attested copies of certificates)	Validity Date
h.	Sole Proprietor? (Registration Number under Shops and Establishment Act.)			
i.	Hindu Undivided Family?			
j.	Partnership Firm?			
k.	Public Limited Company under The Companies Act?			
l.	Private Limited Company under The Companies Act?			
m.	State Govt. owned Undertaking/ Corporation / Enterprise?			
n.	Central Govt. owned Undertaking/ Corporation / Enterprise?			
o.	Co-operative Society?			
p.	Association of Persons?			

## B. Information of Authorized Signatory / Contact Person

Name		Recent Passport Size Photograph
Address		
Phone No.		Signature
Fax No.		
Mobile No.		
Email		Capacity/Designation
Web Address		

Name		Recent Passport Size Photograph
Address		
Phone No.		Signature
Fax No.		
Mobile No.		
Email		Capacity/Designation
Web Address		

## C. Authorization Letter from OEM

### FORM – A

(To be submitted on OEM's letterhead duly signed by its Authorized signatory)

Date:

To

The Chief Executive Officer,  
Surat Smart City Development Ltd.  
1st Floor, South Zone Office,  
Surat Municipal Corporation,  
Opp. Satyanagar, Udhna, Surat-394210.

**Sub : Bid for Supply, Installation & Configuration of Video Conferencing Equipments**

**[SSCDL-Network-04-2020]**– Authorization Letter from OEMs

**Ref :** Tender No: <No> Dated <DD/MM/YYYY>

Dear Sir/ Madam,

We \_\_\_\_\_, (name and address of the manufacturer) who are established and reputed manufacturers of \_\_\_\_\_ having factories at \_\_\_\_\_ (addresses of manufacturing / development locations) do hereby authorize M/s \_\_\_\_\_ (name and address of the bidder) to bid, negotiate and conclude the contract with you against the above mentioned tender for below mentioned equipment manufactured / developed by us.

Item	Description	Make, Model, Part Code
I	Video Conferencing Equipment (Codec with Camera & Mic)	
II	Video Conferencing HDMI Camera	
III	Video Conferencing USB Camera	
IV	Video Conferencing Software	

We herewith certify that the above-mentioned equipment / products are neither end of sale nor end of the life nor end of support and we hereby undertake to support these equipments till the successful completion of Warranty/Contract Period for five years from date of delivery/supply/activation.

Yours faithfully,

(Signature of the Authorized Signatory  
from OEM)

Name

Designation

Seal.

Date:

Place:

Business Address:

(Signature of the Authorized Signatory  
from Bidder)

Name

Designation

Seal.

Date:

Place:

Business Address:

## D. Self-Declaration

### FORM – B

#### Performa of Compliance letter

(To be submitted on Bidder's letterhead duly signed by Authorized signatory)

To

The Chief Executive Officer,  
Surat Smart City Development Ltd.  
1st Floor, South Zone Office,  
Surat Municipal Corporation,  
Opp. Satyanagar, Udhna, Surat-394210.

**Sub:** Compliance with the bid terms and conditions, specifications and Eligibility Criteria.

**Ref:** Bid for Supply, Installation & Configuration of Video Conferencing Equipments [SSCDL-Network-04-2020]

Dear Sir,

With reference to above referred bid, I, undersigned <<**Name of Signatory**>>, in the capacity of <<**Designation of Signatory**>>, is authorized to give the undertaking on behalf of <<**Name of the bidder**>>.

I/We the undersigned, hereby submit our proposal along with the necessary documents. The information/documents furnished along with the above application are true and authentic to the best of my/our knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

I/We have thoroughly & carefully read, studied and understood the Bid documents and Addenda and Corrigenda (if any) including the technical specification, terms and conditions, instructions, etc. referred there in and the same are acceptable to our company.

We hereby confirm that all our quoted items meet or exceed the requirement and are absolutely compliant with specifications mentioned in the bid document, moreover the items bided are not end of life items .

We hereby confirm that all the components/parts/assembly/software which we shall supply on award of contract shall be original new components /parts/assembly/software from respective OEMs of the products and that no refurbished/duplicate/ second hand components/parts/ assembly / software shall be used.

We also explicitly understand that all quoted items meet technical specification of the bid & that such technical specification overrides the brochures/standard literature if the same contradicts or is absent in brochures.

I/We also state that our company is not black-listed / debarred by any of the Government or Public Sector Units in India as on the date of the submission of the tender

Further, I/we agree to abide by all the terms and conditions as mentioned in the bid document without any condition(s). We have also noted that SSCDL/SMC reserves the right to consider/ reject any or all bids without assigning any reason thereof.

In case of breach of any tender terms and conditions or deviation from bid specification other than already specified as mentioned above, the decision of SSCDL/SMC for disqualification will be accepted by us.

Duly Sign &  
Stamp

Supply, Installation & Configuration of Video Conferencing Equipments  
[SSCDL-Network-04-2020]



Thanking you,

For

<<Name of the bidder>>

<<Authorized Signatory>>

<<Stamp of the bidder>>

## E. Format for Power of Attorney for Signing of the Proposal

(On a Stamp Paper of appropriate value)

*(Applicable in case of bid not being signed by the person directly authorized by Board of Firm. In the latter case, please provide a copy of the relevant Board Resolution signed by Company Secretary/ Director authorizing the Signatory.)*

**Dated:**

To  
The Chief Executive Officer,  
Surat Smart City Development Ltd.  
1st Floor, South Zone Office,  
Surat Municipal Corporation,  
Opp. Satyanagar, Udhna, Surat-394210.

**Ref:** Bid for Supply, Installation & Configuration of Video Conferencing Equipments [SSCDL-Network-04-2020].

Dear Sir,

**<Bidder's name>** \_\_\_\_\_ hereby authorizes **<Designated Representative's name>** \_\_\_\_\_ to act as a representative of **<Bidder's name>** \_\_\_\_\_ for the following activities vide its Board Resolution/Power of Attorney attached herewith.

To attend all meetings with Surat Smart City Development Limited or other entities associated with this project including Surat Municipal Corporation and to discuss, negotiate, finalize and sign any bid or agreement and contract related to Bid for Supply, Installation & Configuration of Video Conferencing Equipments [SSCDL-Network-04-2020].

Yours faithfully,

**<Signature of appropriate authority of the Bidder >**

Name of appropriate authority of the Bidder:

**<Signature and name of the Designated Representative of the Bidder for acceptance of this Power of Attorney>**

For

**<Name of Bidder > Encl: Board Authorization**

Notarised



**Surat Smart City Development Ltd. (SSCDL)**

**Bid for  
Supply, Installation & Configuration of Video Conferencing  
Equipments  
[SSCDL-Network-04-2020]**

**Price Bid**

**Last Date of Downloading & Online Submission of Bids  
September 8, 2020**

**Last Date of Physical Submission of  
EMD, Bid Fee  
September 15, 2020**

**Surat Smart City Development Limited  
1st Floor, South Zone Office,  
Surat Municipal Corporation,  
Opp. Satyanagar, Udhna, Surat-394210.**

## 8. PRICE BID

[Note: Must be submitted online, not to be sent physically]

Item No.	Description	Make, Model	Qty.	Unit Rate exclusive of all taxes	GST (%)	Amount inclusive of all/GST (In words & numbers)
A	B	C	D	E	F	$G=D*(E + (E*(F/100)))$
I	Video Conferencing Equipment (Codec with Camera & Mic)		01			
II	Video Conferencing HDMI Camera		01			
III	Video Conferencing USB Camera		09			
IV	Video Conferencing Software		01			
<b>Grand Total</b>						
<b>Note: Bidders have to fill "0" in "Unit Rate exclusive of all taxes" and "GST" column in case bidders do not want to quote particular item/items.</b>						

### Note:

1. The rates (Quoted in Unit Rate Column) should be exclusive of all taxes. The applicable GST should be quoted separately in GST column in Price Bid.
2. The taxes at prevailing rate will be considered for payment purpose.