NOTICE INVITING TENDERS

Tata Institute of Social Sciences (TISS), Deemed University invites tenders for setting up a studio for Audio and Video recording, and editing at its Mumbai Main Campus. The Technical Specifications are attached along with the call for tender. Vendors should quote based on the BOQ.

The tender will be a two bid system (Techno-Commercial). The technical bids and financial bids will be submitted in separate sealed envelopes and then put in another sealed envelope. The sealed envelopes will be opened 3 weeks from the date of advertisement.

It will then be followed by a Technical presentation. Based on the technical presentation and question and answer session with TISS personnel if there are any changes in the technical specifications fresh financial bid will have to be re-submitted. Financial bids of only those parties whose Technical bids are short listed will be considered.

Eligibility Criteria:
1. The bidder should have been in System Integration business for at least 3 years in India.
2. The bidder should have at least THREE references of build & implementation. Bidder to provide references with contact details.
3. The bidder should provide the Income Tax and Service Tax clearances.
4. The bidder should provide the respected PAN No. And ST. Reg. No.

Guidelines:
1. TISS reserves the right to reject all or any applications without assigning any reason thereof. Any bidder participating in the tender process is bound by this criteria.
2. TISS reserves the right to modify the technical specifications or the required quantity at any time. In such case, the bidders will be notified.
3. The Technical Bid and the Commercial Bid should be duly signed by the authorized representative of the bidder.
4. The Technical Bid and the Commercial Bid should be in separate sealed envelopes.
5. The prices should not be mentioned in the Technical Bid.
6. TISS reserves the right to accept or reject any proposal, in full or in part, without assigning any reason.
7. The bidders are requested to go through the Tender document, before filling out the tender. Agreeing to the terms and conditions of the tender document (by signing all pages of the copy of a tender document) is a mandatory requirement.

**Commercial Terms:**

1. Commercial Bid shall be valid for a period of 60 days from the date of opening of Technical Bid
2. Earnest Money Deposit (EMD) of Rs. 10000/- is to be submitted along with the tender by Demand Draft in favour of The Registrar, Tata Institute of Social Sciences, Deonar, Mumbai. In case the offer is accepted and if the vendor is unable to provide the services or fulfill his obligations, the EMD shall stand forfeited. The EMD furnished by the bidders other than the one selected shall be refunded within 30 days.
3. A copy of tender documents with terms & conditions duly signed by the bidder should also be attached with the “Technical Bid”, Unsigned tender documents shall not be accepted at any cost.
4. The commercial proposal should have commercials for the supply and services part separately.
5. The commercial proposal will give clear breakup of the items which will be imported and the items that will be be sourced from within the country along with their INR value.

**Tenders shall be submitted with the following details/documents:**

a) Office Address, Designated Contact Person with contact details.

b) Valid registration Number of the firm for the VAT / Service Tax purpose.

c) Income Tax Return for the last three financial Year.

d) Details of similar work undertaken, recent Purchase / Work orders of Govt. Organizations or Educational Institutions may be attached.

e) Form 16 A (copies) issued by the Government Organizations

f) Signed copy of tender document along with scope, terms & conditions.

g) Valid authorization certificates from the OEMs in the favor of tenderer
The payment terms of supply for imported items will be: 20% in form of Letter of Credit (LC)(advance), 40% on delivery of equipment(LC) and balance 40% (LC) after installation of equipment and sign off from the Internal technical team. The vendor who wins the bid will give a bank guarantee of the same amount as the advance that will be paid to him.

The payment terms of supply for items that will not be imported will be: 20% in advance, 40% on delivery of equipment and balance 40% after installation of equipment and sign off from the Internal technical team. The vendor who wins the bid will give a bank guarantee of the same amount as the advance that will be paid to him.

The payment terms of services will be: 100% after completion of project and sign off from the Internal technical team.

Interested vendors are required to get in touch with Mr. Alpesh Gajbe, System Administrator on alpesh@tiss.edu to have their survey and system study conducted. Vendors are requested to give bids in sealed envelope with
a. technical bid with necessary supporting documents as mentioned above in the eligibility criteria to prove their capability and
b. commercial bid separately.

The technical bid and commercial bid to be kept in outer cover sealed stating “Bid for an Audio/Video MOOC’s studio” addressed to:

C. P. Mohankumar,
Registrar,
TISS Mumbai
Opp. Deonar Bus Depot,
V.N. Purav Marg,
Mumbai 400088