



STATE INSTITUTE FOR RURAL DEVELOPMENT & PANCHAYATI RAJ
Panchayati Raj & Drinking Water Department
Government of Odisha
Unit-VIII, GopabandhuNagar, Bhubaneswar-751012

www.sirdodisha.nic.in/ <https://panchayat.odisha.gov.in>
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REQUEST FOR PROPOSAL (RFP)

FOR

"The Selection of Implementing Agency for the Establishment of Interactive Training and Video Conferencing/Virtual Class Rooms (VC) through Interactive Training and Video Conferencing (VC) Infrastructure at 19 District Panchayat Resource Centers (DPRCs) & 2 nos Extension Training Centers (ETCs) across Odisha using Internet Connectivity.


DIRECTOR
SIRD & PR, Odisha
P.R. & D.W. Department
Bhubaneswar

RFP Schedule

Sl. No.	Items	Date Time
1	Availability of Bid Document in the website	Revised RPF : 13.02.2025
2	Last date for receiving pre -bid queries through e-mail:	17.02.2025 Before 11 AM
3	Pre Bid meeting	17.02.2025 at 12.30 PM
4	Issue of Corrigendum (if required)	20.02.2025
5	Last date and time for the submission of Bid	18.03.2025 up to 5.30 PM
6	Opening of Technical bids	19.03.2025 at 11. AM
7	Opening of Financial Bids	To be Informed


DIRECTOR
SIRD & PR, Odisha
P.R. & D.W. Department
Bhubaneswar

DISCLAIMER:

The information contained in this Request for Proposal (hereinafter referred to as "RFP") document provided to the Bidders, by the SIRD&PR, Panchayati Raj & Drinking Water Department (SIRD&PR) Odisha, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to assist in the formulation of Proposals. This RFP document does not aim to hold all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the SIRD & PR, Panchayati Raj & Drinking Water Department (PR&DW) Odisha to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources. Panchayati Raj & Drinking Water Department (SIRD&PR) Odisha makes 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 RFP document.

Information provided in the RFP Document to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. PR&WD accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The issue of this RFP Documents does not imply that the SIRD&PR is bound to select a Bidder or to appoint the Selected Bidder and the SIRD&PRW reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its own costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, uploading, expenses associated with any demonstrations or presentations which may be required by SIRD&PR or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the SIRD&PR shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Selection process. SIRD&PR may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

BACKGROUND INFORMATION

In view on massive capacity building needs of Elected Representatives of PRIs, National Capacity Building Framework was introduced by the Ministry of Panchayati Raj, Government of India in the year 2006 to systematically plan out the capacity building of PRIs across the country. To further carry forward the initiative, a dedicated scheme with nomenclature "Rashtriya Gram Swaraj Abhiyan (RGSA)". RGSA envisages larger role of PRIs in planning and implementation of Development Programmes for which capacity building of elected representatives and officials assumes significance. The scheme guideline also mandates to establishment INTERACTIVE TRAINING & VIRTUAL CLASS ROOMS - Interactive Training and Video Conferencing Infrastructure Unit at district and state level to support decentralized planning and capacity building of ERS & Filed functionaries.

INSTRUCTION TO BIDDERS

2) INSTRUCTION TO BIDDER

4.1. General

- a) While sincere effort has been made to provide comprehensive and accurate background information, requirements and specifications, Bidders to meet the requirements based on their past experience.
- b) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by SIRD&PR on behalf of Panchayati Raj & Drinking Water Department.
- c) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by Director, SIRD&PR on behalf of the Panchayati Raj & Drinking Water Department. Any notification of preferred bidder status by the SIRD&PR or Panchayati Raj & Drinking Water Department shall not give rise to any enforceable rights by the Bidder. The Director, SIRD&PR on behalf of Panchayati Raj & Drinking Water Department may cancel this RFP at any time prior to a formal written contract being executed.

3. Pre-Bid Meeting

- i. The Bidders' designated representatives are invited to attend the Pre-Bid meeting at their own cost, which will take place at State Institute for Rural Development & Panchayati Raj (SIRD&PR), Unit-VIII, Bhubaneswar-751012, Odisha. The Pre-proposal meeting shall be held on 17.02.2025 at 12.30 PM. (The link will be shared as per the Bidder request in case of virtual meeting). Further, addendum / corrigendum / cancellation of this RFP can be seen in the office website (www.sirdodisha.nic.in) & <https://panchayat.odisha.gov.in>) only.
- ii. The bidder may contact **Assistant Director, SIRD&PR, Bhubaneswar (Phone No 8895295978 or 9910008883)** for detailing of work & any clarification thereof.
- iii. The purpose of the meetings will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- iv. The prospective bidders are requested, to submit any queries as per ANNEXURE-5 in advance to reach Director, SIRD&PR on or before the stipulated date & time as mentioned in the advertisement through email- sirdorissa@gmail.com / sirdodisha@nic.in only as it may not be practicable at the Pre-Bid meeting to answer all questions instantly. SIRD&PR shall not be responsible for ensuring that the bidder's queries have been received by them. Any request for clarifications received after due scheduled date & time may not be entertained by this institution.
- v. The Committee notified by Director, SIRD&PR will endeavour to provide timely response to all queries. However, SIRD&PR neither makes representation or warranty as to the

- completeness or accuracy of any response made in good faith, nor does the institute undertake to answer all the queries that have been posed by the bidders.
- vi. At any time prior to the last date for receipt of bids, Director, SIRD&PR on behalf of Panchayati Raj & Drinking Water Department may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP document by corrigendum.
 - vii. The corrigendum (if any) & clarifications to the queries from all bidders will be posted on <https://panchayat.odisha.gov.in>
 - viii. Any such corrigendum shall be deemed to be incorporated into this RFP. In order to provide prospective Bidders reasonable time for taking the corrigendum into account, SIRD&PR on behalf of Panchayati Raj & Drinking Water Department may, at its discretion, extend the last date

INVITATION FOR BIDS:

SIRD& PR, Panchayati Raj & Drinking Water Department (PR&WD) invites bids from eligible Agency (hereafter called as Bidder/Agency) who have the necessary qualifications for Implementation, Maintenance, and Operations of Studio (VC Class Room) & INTERACTIVE TRAINING & VIRTUAL CLASS ROOMS /Interactive Training and Video Conferencing Infrastructure at all 19 DPRCs & 2 nos ETCs as per the "Scope of Work" described in this RFP. The Agency shall be responsible for implementing the infrastructure and providing the Maintenance Support.

The Bid document has been published in the official website of PRD&WD Dept. (<https://panchayat.odisha.gov.in>). Bidders are requested to go through the Bid document carefully and participate in the bidding process with all necessary details as required.

This RFP is issued by SIRD&PR, which is the sole point of contact during the selection process. The Nodal Officer responsible for entire process is Administrative Officer, SIRD&PR, Panchayati Raj & Drinking Water Department, and Government of Odisha.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document.

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1. FACT SHEET

This Fact Sheet comprising important factual data of the tender is for quick reference of the bidder.

Clause Reference	Topic
The Proposal	SIRD& PR, Panchayati Raj & Drinking Water Department (PR&DW) invites RFP for Selection of Agency for Establishment of Studio (VC Class Room) & SIT under INTERACTIVE TRAINING & VIRTUAL CLASS ROOMS Interactive Training and Video Conferencing Infrastructure at all 19 DPRCs & 2 ETCs Offices through High Speed internet based connectivity
Scope of Work	Selected Bidder is expected to deliver the products and services mentioned in the scope of work and Bill of quantities (BOQ) in this RFP.
Method of Selection	QCBS method shall be adopted to select Agency for Studio (VC Class Room) & INTERACTIVE TRAINING & VIRTUAL CLASS ROOMS Interactive Training and Video Conferencing Infrastructure at all 19 DPRC & 2 ETCs for SIRD&PR. The Bidder has to submit the bid in two separate sealed envelopes marked Technical & Price bid. All the bids will be evaluated on the basis of pre-qualification criteria. Technical evaluation will be done only for those bidders who satisfy all the pre-qualification criteria. Price bid of only those bidders shall be opened who qualify in Technical Bid. Technically qualified bidder, who quotes the least price, will be selected as Service Provider Agency for the assignment. Consortium is not allowed.
Non-refundable RFP Document Fee	RFP can be downloaded from https://panchayat.odisha.gov.in . The bidders are required to deposit Rs. 10,000/- (Rupees Ten thousand only) towards cost of the RFP in shape of Account Payee Demand Draft in favour of Director, SIRD&PR, payable at Bhubaneswar from any of the scheduled commercial bank along with the Proposal.
Earnest Money Deposit (EMD)	Earnest Money Deposit Rs. 10,00,000/- (Rupees Ten lakh only) in shape of Account Payee Demand Draft in favour of Director, SIRD&PR, payable at Bhubaneswar from any scheduled commercial bank must accompany with the technical bid.

Clause Reference	Topic
Performance Bank Guarantee (PBG)	Performance Bank Guarantee (PBG) @ 5% of the cost of the solution without GST from any Nationalized/Scheduled Commercial Bank in the prescribed format in favor of _____ shall be submitted by the successful bidder within 30 days of issue of LOI/work order.
Language	Bid must be prepared by the Bidder in English language only.
Currency	The bidder should quote in Indian Rupees only. The Total Price inclusive of GST will be considered for evaluation. So, the bidder must mention the base price and the GST component separately.
Validity Period	Proposals/bid must remain valid for a period of 180 days from last date for Submission of Bid.
Bid to be submitted on or before last date of submission at:	The proposal must be submitted to: The Director, SIRD&PR, Unit-VIII, Bhubaneswar-751012 through Registered Post / Speed Post / Courier Service only. The RFP paper, technical bid, RFP fees and EMD shall be put in a sealed envelope with superscription as "Technical Bid". The price bid shall be put in a separate sealed envelope with superscription as "Price Bid". Both the envelopes shall be put in a separate envelope with superscription as "Proposal for Selection Establishment of Studio (VC Class Room)& INTERACTIVE TRAINING & VIRTUAL CLASS ROOMS Interactive Training and Video Conferencing Infrastructure at all 19 DPRCs & 2ETCs

2. PROPOSAL

SIRD& PR, Panchayati Raj & Drinking Water Department (PR&DW) invites bids from eligible Agency (here after called as Bidder/Agency) for Supply, Installation & Commissioning, Maintenance of **INTERACTIVE TRAINING & VIRTUAL CLASS ROOMS -Interactive Training and Video Conferencing (VC) Infrastructure at 19 DPRC & 2 ETC** through High Speed internet based connectivity as per the "Scope of Work" described in this RFP".

3. BACKGROUND INFORMATION

The purpose of this RFP is to provide interested Bidder / Agency with information to enable them to prepare and submit a proposal to provide a Comprehensive solution for Establishment of **INTERACTIVE TRAINING & VIRTUAL CLASS ROOMS - Interactive Training and Video Conferencing (VC) Infrastructure at 19 DPRCs & 2 nos ETCs** through Virtual internet based connectivity. The successful bidder will be responsible for delivery of all hardware/software and/or services requested in this proposal. S I R D & P R will consider the bidder to be the sVCole point of contact with regard to contractual matters, including pricing structure, delivery of products, warranty & operation support of equipment, and payment of any and all charges resulting from the

purchase of products specified in this proposal.

This RFP is issued by SIRD&PR, which is the sole point of contact during the selection process. The officer responsible for entire process is **Director, SIRD&PR.**

3.1 Basic Information

Any contract that may result from this RFP Processes will be issued for a term of One (01) year ("the Term") and extendable up to three years which would include, but not limited to, monitoring the day-to-day operation & maintenance of INTERACTIVE TRAINING & VIRTUAL CLASS ROOMS/Interactive Training and Video Conferencing (VC) Infrastructure at 19 DPRCs & 2 nos ETCs with a view to ensure desired Quality of Service / Performance by the Bidder, as defined in this RFP.

RFP documents must be received not later than time, date and venue mentioned on the cover page. Tender papers that are received after the deadline WILL NOT be considered in this procurement process.

3.2 Definitions

- a) "Request for Proposal (RFP)", means this detailed notification seeking a set of solution(s), services(s), materials and/or any combination of them.
- b) "SIRD&PR", shall mean the State Institute for Rural Development & Panchayati Raj, Panchayati Raj & Drinking Water Department, Government of Odisha.
- c) "Authorized Representative" shall mean any person authorized by either of the parties.
- d) "Bidder/Agency" means System Integrator (S.I), offering the solution(s), service(s) and /or materials required in the RFP. The word Bidder when used in the pre-award period shall be synonymous with Bidder, and when used after award of the Contract shall mean the successful Bidder or Agency on whom Government of Odisha will place order for rendering of services for Establishment of INTERACTIVE TRAINING & VIRTUAL CLASS ROOMS -Interactive Training and Video Conferencing (VC) Infrastructure at 19 DPRCs & 2 nos ETCs through high speed internet based connectivity.
- e) "Service" means provision of Contracted service as per this RFP.
- f) "Site" shall mean the location(s) for which the Contract has been issued and where the service shall be provided as per Purchase Order.
- g) "Termination Notice" means the written notice of termination of the Purchase Order issued by one Party to the other in terms hereof.

3.3 Need for the Project

Odisha has very diverse geography with large forest cover, Highlands, middle mountains, coastal plains etc. Almost one-third of Odisha is covered by forests which make up about 37% of the total land area of the state. The middle mountainous and highlands region is the largest of the geographic regions and covers about three-fourths of the state. Beyond this Odisha also faces difficult climatic situation being a coastal state. Strengthening of network infrastructure in the Gram Panchayats is the need of the hour with Stable, Secured and reliable solution.

Odisha has ~6794-Gram panchayats which need a robust network infrastructure with reliable connectivity for real time communication and managing all financial activities more effectively.

It is now envisaged to implement a state of art "INTERACTIVE TRAINING & VIRTUAL CLASS ROOMS -Interactive Training and Video Conferencing (VC) Infrastructure at 19 DPRCs & 2 nos ETCs through Internet IP based connectivity" to modernize the communication and training technologies of Government services and information related to government can be carried out anytime and anywhere throughout the State of Odisha. The objective of the project is to provide interactive training to Gram Panchayat level officers and workers, utilize latest communication technologies for better delivery of e-Governance initiatives, improvements in administrative effectiveness & efficiency and accelerated development of the State through better Government interfaces through High Speed internet based connectivity.

3.4 Scope of Work

The selected Agency shall carryout the following activities within the stipulated timeline at 19 DPRC & 2 ETCs of Odisha.

The bidder will quote necessary hardware, software and licenses accordingly to meet the requirement as mentioned in this RFP. The prospective bidder needs to visit Panchayat site to have a detailed view of the existing setup.

The detailed scope of work includes: -

- ✓ Supply, installation, integration, warranty support, operation & maintenance of Studio (VC Class Room) for conducting internet based Interactive Training through virtual class rooms to Panchayat members.
- ✓ Supply, installation, integration, warranty support, operation & maintenance of INTERACTIVE TRAINING & VIRTUAL CLASS ROOMS based Interactive Training Centers and Video Conferencing setup (Connectivity Hardware & VC Software) at the 19 DPRCs & 2 nos ETCs .
- ✓ The Bidder will use the hardware available in the DPRCs/ETC centers like TV, Desktop, Camera, Mike etc for integration with VC software and

- connectivity hardware.
- ✓ **The bidder has to provide Studio (VC Class Room) technical Manpower.**
- ✓ Submission of operational report as & when required by SIRD&PR during contract period.
- ✓ The bidder shall Update/Upgrade new Software as and when released by the Original Equipment Manufacturer (OEM) without additional cost to SIRD&PR during the Warranty Period.

5.1 Terms of reference

Following end-to-end services need to be integrated:

- (i) **Bidder has to conduct Studio (VC Class Room) operations as per an approved training schedule of the Institution. The sessions should be live broadcasted and also to be recorded.**
- (ii) **Bidder should provide the required High Speed Internet Connectivity at the Studio (VC Class Room) and at 19 DPRCs & 2 nos ETCs.**

Connectivity needed:

The Bidder should ensure sufficient MBPS Data speed of internet sessions from Studio (VC Class Room). The Bidder should provide managed network connectivity from High speed mbps Broadband (it can be modified according to requirement if necessary) to run training sessions, video conferencing and data for any information exchange. This will be considered as managed services from the bidder. The bidder needs to quote for the connectivity services separately as per price bid format.

5.2 Interactive Training Center Application Features

- i. The entire application should operate on High Speed internet based-based and available internet connectivity.
- ii. The application should work on multicast mode.
- iii. LIVE sessions from Studio (VC Class Room) should synchronize presenter video, audio, animations/ PPT, and notes used by trainer.
- iv. **The platform should provide necessary features for video conferencing (two-way interactive) from any DPRCs/ETCs Center to connect with SIRD&PR vis-à-vis Panchayats.**
- v. The application should enable Video Conferencing at the Training Centers.
 - a. Video Calls: High-quality video and audio streaming for face-to-face communication.

- b. Screen Sharing: Share entire screen or specific applications to collaborate on documents, presentations, or other content.
- c. Chat and Messaging: Instant messaging within the platform for real-time communication during meetings.
- d. File Sharing: Exchange files and documents during the meeting for collaborative work.
- e. Recording and Playback: Record the video conference for later reference or for participants who couldn't attend.
- f. Calendar Integration: Integration with calendar applications to schedule and join meetings easily.
- vi. The platform should be scalable.
- vii. The platform should integrate a facility for recording LIVE sessions at the Studio (VC Class Room) and the GPs. Sessions, after delivery from the Studio (VC Class Room) end, should be available as recorded sessions in GP.

4. INSTRUCTION TO THE BIDDERS

4.1 General

- a. The terms and conditions given in the RFP, subsequent corrigendum, if any, released by SIRD&PR against this RFP and release of corrigendum if any for Selection of Agency for Establishment of Interactive Training and Video Conferencing (VC) Infrastructure at DPRC/ETCs Offices through Virtual Class rooms Connectivity.
- b. Each bidder shall submit only one Proposal. The bidder who submits or participates in more than one proposal will be disqualified.
- c. While every effort has been made to provide comprehensive and accurate background information with desired responsibilities and requirements. Bidders must form their own conclusions about the support needed to meet the requirements based on their past experience.
- d. All information supplied by bidders may be treated as contractually binding on the bidders, on successful award of the assignment by the SIRD&PR.
- e. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the SIRD&PR. Any notification of preferred bidder status by the SIRD&PR shall not give rise to any enforceable rights by the Bidder. SIRD&PR may cancel this procurement at any time prior to a formal written contract being executed by or on behalf of SIRD&PR.

4.2 Completeness of the RFP Document

- a) Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
 - b) Failure to comply with the requirements of this paragraph or any clause of the RFP document may render non-compliant and the RFP document may be rejected.
- Bidders must:
- Include all documentation specified in this RFP document;
 - Follow the format prescribed in this RFP document and respond to each element in the order as set out in this RFP document.
 - Comply with all requirements as set out within this RFP document.

4.3 Key Requirements of the Bid

4.3.1 Right to Accept Any Proposal and to Reject Any or All Proposal(s)

- a) SIRD&PR reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals 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 grounds for such action.
- b) SIRD&PR makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- c) The submission of RFP does not constitute an offer by SIRD&PR. The bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.

4.3.2 Cost of RFP Document and Earnest Money Deposit (EMD)

- a) RFP Document shall be downloaded from the official web-site mentioned in the cover page. The bidders are required to deposit the non-refundable RFP document Fee of ₹10,000/- (Rupees Ten Thousand Only) in shape of an account payee Demand Draft in favor of Director, SIRD&PR and payable at Bhubaneswar and shall be valid for 90 days from the due date of the RFP, from any of the Nationalized / Scheduled Commercial bank at SIRD&PR office.
- b) The bidder has to deposit the EMD of ₹ 10,00,000/- (Rupees Ten lakh Only) at SIRD&PR office in the shape of Demand Draft (DD) from any Nationalized/Scheduled Commercial Bank in favor of Director, SIRD&PR payable at Bhubaneswar. The EMD should be valid for a minimum period of 90 days from the last date of submission of the Bid. The scan copy of the DD and receipt fee of EMD should be submitted in the General/Pre-qualification Bid.
- c) In the Demand Draft of Tender Document Fee & EMD, the bidder shall mention the bidders Name & Tender Enquiry No and GST No, in the back side of the Demand

Draft.

- d) EMD of all unsuccessful bidders would be refunded (without interest) by SIRD&PR, Bhubaneswar within 45 days. The EMD amount of successful bidder would be kept as part of Performance Bank Guarantee till acceptance of final deliverable.
- e) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- f) The bid / proposal submitted without RFP Document fee & EMD, mentioned above, will be summarily rejected.
- g) The EMD may be forfeited:
 - If a bidder withdraws its bid during the period of bid validity.
 - In case of a successful bidder, if the bidder fails to accept the Purchase Order in accordance with this tender/RFP.
 - If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures or found to have furnished false/ forged documents etc.

4.3.3 Performance bank Guarantee

- a) An unconditional and irrevocable Bank Guarantee equivalent to 5% of the total estimated cost (without GST) from any nationalized / scheduled commercial bank in the prescribed format as mentioned in this RFP in favor of the Panchayati Raj & Drinking Water Department shall be submitted by the successful bidder within period of fortnight of issuance of LOI/Purchase Order.
- b) Failure of submission PBG within the specified time period may lead to cancel the Purchase Order.
- c) The Bank guarantee must be valid for period of 15 (fifteen) Months beyond completion of all installation of the necessary Hardware/components/Licenses at SIRD&PR.
- d) In the event of the bidder being unable to provide services and other terms and conditions of the PO/RFP for whatever reason, SIRD&PR would evoke the PBG. SIRD&PR shall notify the Bidder in writing of the exercise of its right to receive such compensation within **15 days**, indicating the contractual obligation(s) for which the Bidder is in default.

4.3.4 Pre-Bid Queries

Bidders are requested to submit their queries by e-mail (One Mail-ID Per Bidder is allowed to submit the query only), to as per the format attached in **Annexure-5**, in excel format on or before 17.02.2025 by 10.30AM. Failure to submitted the queries in the asked format will result in rejection of queries. If same bidder submits the query in multiple mail ids, then the bidder's query will be rejected.

4.3.5 Responses to Pre-Bid Queries and Issue of Corrigendum

- a) The Nodal Officer mentioned in the RFP document will endeavor to provide timely response to all queries. However, SIRD&PR makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does SIRD&PR undertake to answer all the queries that have been posed by the applicants. The responses to the queries from all applicants will be published by SIRD&PR through corrigendum.
- b) At any time prior to the last date for receipt of RFP, SIRD&PR may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFP Document by a corrigendum.
- c) The Corrigendum(if any) and clarifications to the queries from the prospective bidders will be published at SIRD&PR and Odisha Govt. Website.
- d) Any such corrigendum shall be deemed to be incorporated into this RFP.
- e) In order to provide prospective applicants reasonable time for taking the corrigendum into account, SIRD&PR may, at its discretion, extend the last date for the receipt of RFP.

The tendering authority reserves the right not to respond to any/all queries raised or clarifications sought if, in their opinion and at their sole discretion, they consider that it would be inappropriate to do so or do not find any merit in it.

4.3.6 Submission of Proposals

- a. The bidders shall submit their RFP paper as per the format given in this RFP paper in the following manner
- b. Technical Bid [Form-] - in first envelope [RFP Paper, Technical Bid, EMD, Cost of RFP Paper].
- c. Price Bid [Form-] - in second envelope
- d. The response to Technical Bid and Price Bid (As mentioned in previous paragraph) should be covered in separate sealed envelopes super-scribing "Technical Bid" and "Price Bid" respectively.
- e. Please note that prices shall not be indicated in the Technical Bid but shall only be indicated in the Price Bid.
- f. The two envelopes containing copies of Technical Bid and Price Bid shall be put in another single sealed envelope clearly marked as "Proposal for Selection of Establishment of Interactive Training and Video Conferencing (VC) through in mode of INTERACTIVE TRAINING & VIRTUAL CLASS ROOMS Infrastructure at 19 DPRCs & 2 nos ETCs "
- g. **The outer envelope thus prepared shall also indicate clearly the name, address, telephone number and e-mail ID of the bidder.**
- h. All the pages of the RFP paper must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of bid.
- i. The original bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be signed by the person (or persons) who sign (s) the RFP paper.
- j. All pages of the RFP shall be signed and stamped by the person or persons who sign the bid.

4.3.7 Authentication of Bids

The RFP document shall be accompanied by an Authorization letter (**Annexure: 3**) / Power-of-Attorney in the name of the authorized signatory of the proposal.

4.4 Preparation and Submission of Bid

4.4.1 Preparation Costs

The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions / presentations, preparation of RFP paper, in providing any additional information required by the Panchayati Raj & Drinking Water Department to facilitate the evaluation process and in negotiating a definitive contract or all such activities related to the bid process. Director, SIRD&PR or Panchayati Raj & Drinking Water Department will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4.4.2 Language

The proposal shall be filled by the bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the bidders. For purposes of interpretation of the proposal, the English translation shall govern.

4.4.3 Venue & Deadline for Submission of Bid

Proposals, in its complete form in all respects as specified in the RFP paper, must be submitted on or before the last date and time of submission of bid as mentioned on the cover page of the RFP paper at the address specified below through Registered Post / Speed Post / Courier Service only. No other way of submission of RFP paper including submission through courier shall be considered. Director, SIRD&PR shall not be responsible for any postal delay.

The bid along with documents may be submitted to:
Director, SIRD&PR, Unit-VIII, Bhubaneswar – 751012
Telephone: 0674-2562645& No. 2562453.
Email: sirdorissa@gmail.com.

4.4.4 Late Bids

- Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned back unopened.
- The bids submitted by e-mail or by hand shall not be considered.
- Director, SIRD&PR shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on the subject will be entertained.
- Director, SIRD&PR reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments. Such amendments shall be hosted in the SIRD&PR website.

5. CRITERIA FOR EVALUATION

The selection process consists of below Two phases i.e.

1. Eligibility & Technical Evaluation
2. Financial Bid Evaluation

5.1 Eligibility & Technical Qualification

S. No	Specific Requirement	Documents Required
1	The bidder should be a Company registered under Indian Companies Act 1956/2013 or Partnership Firm Registered under Partnership act 1932. Consortium: Consortium not allowed	• Certificates of Incorporation / Registration/Partnership Certificate • PAN • GST Certificate
2	The Bidder should have Average Annual Turnover of at least Rs 5 crores during last three financial years i.e., for the year ending March 31, 2020-21, 2021-22 and 2022-23 as per audited balance sheets. The Bidder should have positive net worth.	CA Certificate with Registration Number, Seal, and UDIN
3	The OEM/Bidder for VC Set-Up with Software must have successfully undertaken/supplied at least the following: The OEM/Bidder should have implemented one single project in minimum 500 Gram Panchayat/Schools/Colleges with similar technology having 2-way interactivity using Internet connectivity Virtual class room for Govt./ PSU/ State or Central Ministry of Govt. in India in last 3 years.	Copy of the Work Order and Satisfactory Work completion certificates from the client. OR Copy of Work Order and Go-LIVE Certificate from the client for ongoing projects.
4	The OEM/Bidder should have turnover of at least 5 Crore during last three financial years i.e., for the year ending March 31, 2021-22, 2022-23 & 2023-24 as per audited balance sheets.	CA Certificate with Registration Number, Seal, and UDIN

5	The bidder should not have been blacklisted for fraudulent practices by any of its clients, central Government/ State government/ UT Government/ Government Undertakings/ University/ Government Bodies/PSUs in India as on the date of bid submission	Self-Declaration
6	Bidder or his Authorized Business Partner should have presence in Odisha with support Centre in case not, successful bidder must establish their support center with adequate manpower within 30 days.	- A Self Certified letter by an authorized signatory; OR Undertaking for setting up Service Support Centers direct or through Channel Partner.
7	The bidder/lead bidder must attach Manufactures Authorization certificate specific to this tender from OEMs for providing Comprehensive support and services of the OEMs product covered under the RFP.	(Original Equipment Manufacturing) OEM & MAF

5.2 Price Bid Evaluation

The Financial Bid submitted online as per the prescribed format by the technically qualified bidders will be opened. Least cost selection method will be adopted for evaluation of commercial bid. The bidder who will H1 ranked agency shall be called for further process leading to the award of the contract.

Note:

- Prices shall be quoted inclusive of all taxes, duties, freight and forwarding and cost of labour for installation.
- In case of any discrepancy between Unit Price & Total Price, the Unit Price will prevail.

Criteria for Evaluation

Proposals for this contract will be assessed in accordance with Quality Cost Basis Selection (QCBS) method. All bids will primarily be evaluated on the basis of eligibility criteria. The RFP Committee will carry out a detailed evaluation of the Technical Proposals, only those who qualifies all eligibility criteria by taking into account the following factors:

- Overall completeness and compliance with the requirement.
- Proposed work-plan which will demonstrate whether the bidder can achieve the performance standards within the time frame described in documents or not.
- Any other relevant factors, if any, listed in the document, or SIRD&PR on behalf of the Panchayati Raj & Drinking Water Department deems necessary or prudent to take into consideration.

In order to facilitate the technical proposal evaluation, the technical criteria laid down have been presented in subsequent sections. Bidders satisfying all the pre-qualification criteria would be considered for technical evaluation. Bidders qualifying in the technical evaluation will only be considered for further financial bid evaluation. Bids of RFPs which don't possess the minimum specified documents will be considered technically non-responsive and hence debarred from being considered for further evaluation.

5.1. Pre-Qualification Criteria

All bids will primarily be evaluated on the basis of Pre-Qualification Criteria. The Committee will carry out a detailed evaluation of the Proposals, only those who have submitted documents as prescribed.

5.2. Evaluation of Proposal

Four-stage evaluation process will be conducted as explained below for evaluation of the proposals:

Eligibility Evaluation (1st Stage): Preliminary evaluation of the proposals will be done to determine whether the proposal comply to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not.

Technical Evaluation (2nd Stage): Technical proposal will be opened and evaluated for those bidders who qualify the Eligibility evaluation stage.

Detailed evaluation process as per the following parameters will be adopted for evaluation of the proposals.

Sl. No.	Particulars	Criteria	Marks
1) Technical qualifications – Firms Experience: 70 Marks.			
1.a	Average Annual turnover in last 3 financial years from the bid due date	5 Cr- 10 Cr .-5 marks >10-15 Cr. -10 marks >15-20 Cr. -15 marks >20-25 Cr. -20 marks Above 25 Cr – 25 marks	25 marks
1.b	Experience in setting up State INTERACTIVE TRAINING & VIRTUAL CLASS ROOMS /IP based services/Virtual class room and similar works in Odisha / other State / Corporate Sector / Central Government.	Any single assignment value for last 3 financial years from the bid due date 1. 0 to 1.00 Cr – 0 Marks 2. >1.00 to 1.5 Cr–5 Marks 3. >1.5 to 2.00 Cr–10 Marks 4. >2.00 to 3.00 Cr–15 Marks 5. >3.00 to 3.50 Cr–20 Marks 6. Above 3.50 Cr–25 Marks	25 marks
2)	Providing AMC service on call basis with in 24 hours		20 marks
3)	Approach & Methodology (To be evaluated through technical presentation). The Approach & Methodology (1) PPT for quality of services		30 marks
Total			100 Marks

Bidders need to score minimum 60 Marks out of 100 marks for qualifying to next stage i.e. Financial Evaluation. As Quality and Cost Based Selection (QCBS) method will be followed during the overall selection process with **weightage of 70 %** in Technical evaluation and 30 % in financial evaluation, **final score for technical bid** are based on the following method:

Normalized Technical Bid Score (TS) = Marks obtained in technical bid X 70

100

For example, consider total marks obtained in technical evaluation by three bidders A, B & C are as follows:

Bidder	Total Marks obtain in Technical
A	85
B	70
	90

20


DIRECTOR
SIRD & PR, Odisha
P.R. & D.W. Department
Bhubaneswar

Thus the technical scores for the bidders would be as follows:

Bidder	Technical Score(TS)
A	$85 \times 70 / 100 = 59.5$
B	$70 \times 70 / 100 = 49$
C	$90 \times 70 / 100 = 63$

Financial evaluation (3rd Stage):

The bidders qualified in the Technical Bid will be eligible to participate in the Financial Bid. The Institute will open the financial bids of the bidders who score minimum of 70 marks in stage 1 (Technical score for 70% weightage shall not consider eligible to participate in the opening of financial bid). The names of the bidders along with their quoted financial price will be announced during the meeting. The **final score for financial bid** are based on the following method:

The bidder quoting lowest price will be assigned as Lowest Financial Quote (LFQ). Then the price of other financial bids quoted by other different bidders will be assigned as Financial Quote (FQ). The financial Score (FS) will be arrived as: $FS = \frac{LFQ \times 30}{FQ}$

FQ

For example, consider the three bidders A, B & C quoted the following prices excluding GST

Bidder	Price quoted by the bidder in Rs.
A	4,25,000
B	3,00,000 (LFQ)
C	8,50,000

Then financial score of the bidders would be as follows (rounded off to two places after decimal):

Bidder	Financial Score (FS)
A	21.17
B	30
C	10.59

Combined Evaluation and Successful Bidder (4 Stage)

The bidders securing the highest combined scores (Technical Score + Financial Score) will be ranked H1 and thereafter others will be ranked in the order of H2, H3 and so on. H1 ranked agency shall be called for further process leading to the award of the contract

For the given example-

Bidder	Technical Score (TS)	Financial Score (FS)	Combined Score (CS)	Remarks
A	59.5	21.17	80.67	H-1
B	48	30.00	79	H-2
C	63	10.59	73.59	H-3

The successful bidder will be the one who has the maximum combined score H-1 in Stage-3 (For example, Bidder B will be the successful bidder who has quoted the price of Rs.4,25,000/-)

It may be noted here that if after combined Evaluation at Stage 4, two or more bidders have the same score, then the bidder having the highest Technical score will be the winner.

The purpose of the four-stage selection process spelt out above is to get the services which combine optimally the quality and price.

6. Appointment of Vendor

6.1 Notification of Award

SIRD&PR will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, SIRD&PR may like to request the bidders to extend the validity period of the bid. In such case extended period shall be accepted as mutually agreed upon.

6.2 Issue of Purchase Order

After Tender Process is over and subsequent approval of the competent authority, SIRD&PR shall issue the purchase order along with phase wise delivery schedule as per site readiness or within such extended period, as may be specified by the Authorized Representative of SIRD&PR, incorporating all clauses and the proposal of the bidder with the successful bidder.

6.3 Failure to Agree with the Terms and Conditions of the RFP

Failure of the successful bidder to agree with the Terms, Conditions and PO and the RFP shall constitute sufficient grounds for the annulment of the award, in which event SIRD&PR may award the contract to the next best value bidder or call for new proposals from the interested bidders. In such a case, the SIRD&PR shall forfeit the EMD of the successful bidder.

6.4 Delivery and Installation Schedule

- The Bidder should deliver & install all the Hardware/materials/Licenses as per below schedule

Duration	Delivery & Installation Location	Time
2 Months	Set 1: 19 DPRC & 2 ETCs at District level and 1 Studio (VC Class Room) at SIRD&PR	Delivery of Equipment within 4 Weeks from the date of P.O. & Installation within 4 Weeks from date of Delivery. Total timeline 8 weeks.

- Delivery of the Goods shall be made by the bidder in accordance with the terms of the Purchase Order. The bidder should take responsibility of the Goods till it reaches the delivery destination as informed by SIRD&PR, transport to such place of destination, including insurance and storage, as shall be specified in the Purchase Order, shall be arranged by the Supplier. Bidder shall arrange the Road Permits or any other document wherever required without additional cost to SIRD&PR.
- Installation/Integration will be treated as incomplete in the following situations:

- Non-delivery of any hardware or other components viz. accessories, license/ software/drivers/documentation media etc.
 - Delivery, but no installation/integration of the components and/or software.
- SIRD&PR will consider the inability of the Bidder to deliver or install the equipment within the specified time limit, as a breach of contract and would entail the payment of Liquidation Damages on the part of the Bidder.
- The liquidation damages represent an estimate of the loss or damage that SIRD&PR may have suffered due to delay in performance of the obligations (relating to up-gradation, integration, operationalization, training, acceptance, warranty, maintenance etc. of the deliverables) by the Bidder.
- SIRD&PR shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum as specified in General Terms and Conditions.

7. General Terms and Conditions of Contract

7.1 Purchaser

SIRD&PR, Panchayati Raj & Drinking Water Department, Govt. of Odisha

7.2 Cost of Proposal

The bidder shall bear all the costs associated with the preparation and submission of its Proposal, including site visits, and the GoO/SIRD&PR will in no case be responsible or liable for those costs, regardless of the conductor outcome of the proposal process.

7.3 Amendment of RFP Documents

At any time prior to the deadline for submission of Proposal, SIRD&PR reserves the right to modify and amend any of the stipulated condition/criterion in the RFP, depending upon technology solution priorities *vis-à-vis* urgent commitments. Such amendments in shape of corrigendum/addendum shall be hosted in the websites where the original RFP was hosted. The bidder shall acknowledge the receipt of each corrigendum/addendum by submitting a signed copy of it along with Pre-Qualification Bid/Price Bid to the RFP issuing authority. Failure to acknowledge receipt of each corrigendum/addendum shall be interpreted as receipt of the corrigendum/addendum by the bidder and no claim will be entertained or accepted in this regard.

7.4 Arithmetic Errors Correction

Bidders are advised to exercise greatest care in entering the pricing figures. No excuse that mistakes have been made or requests for prices to be corrected will be entertained after the quotations are opened. Arithmetic errors, if any, in the price break-up format will be rectified on the following basis: -

- If there is discrepancy in the unit price and the total price, the unit price shall prevail for calculation of total price.

7.5 Prices

- Prices quoted by the bidders should include, GST, back-to-back support with OEM during warranty for 2 years, **insurance costs**, transportation costs etc., till all hardware, Software and Licenses are installed at all 19 DPRCs & 2 nos ETCs .
- Once a contract price is arrived, the same must remain firm and must not be subject to escalation during the performance of the contract due to fluctuation in foreign currency, change in the GST structure, changes in costs related to the materials and labour or other components or for any other reason.
- No other cost whatsoever will be paid by SIRD&PR.
- Further, subsequent to the orders being placed, the Bidder shall pass on to SIRD&PR

all fiscal benefits arising out of reductions in Government Levies viz., GST, otherwise rates are firm during the entire contract period.

7.6 Payment Terms

The payment schedule is as follows: Each milestone payment will be made to the bidder

Sl. No.	Project Milestone	Payment (%)	Documents Required
1	Delivery of Equipment as per delivery schedule (Studio (VC Class Room) and Interactive Training Centers)	25 % of the Equipment value	1. Original Delivery Challan 2. Original Invoice (In triplicate)
2	Installation, Configuration & Integration as per delivery schedule	15% of the Equipment value	1. Installation Certificate 2 Training to Panchayats Officials
3	Go-Live (Acceptance) of the Project as per delivery schedule	Remaining 60% (As per Actual functional Live)	1. Go-Live (Acceptance) Certificate from SIRD&PR 2. Warranty Certificate from OEM

7.7 Technical Information

- The technical documentation involving detailed instruction for operation and user's manual etc. is to be delivered with the equipment supplied. The language of the documentation should be English.
- In addition to the above, if any additional / enhanced configuration is suggested in view of technological changes, it may be furnished as optional feature with / without cost duly explaining the additional utility of the offered model as well as commercial offer document. However, the basic quote should be confined only to the configuration / model offered for.

7.8 Acceptance

- The entire Studio (VC Class Room) and interactive training infrastructure and video conferencing set up Hardware/Licenses test will be performed after complete integration of the system at Gram Panchayat Offices including integration with High Speed internet based connectivity. The test will be conducted by SIRD&PR Technical Team.
- Successful tests Hardware/Licenses for the installed product components shall also be the sole responsibility and at the cost of the Bidder. During testing the bidder has

to demonstrate all the features of the system.

- Bidder must submit all the duly signed Installation-cum-Acceptance Certificates both by the successful bidder/OEM Technical Team and SIRD&PR Technical Team and submit to SIRD&PR and the warranty certificate for a period of 2 years from the date of acceptance.

7.9 Operation Support

- The warranty of entire products shall be onsite for a period of 2 years from the date of acceptance.
- The bidder will provide support for the system including operation of the system during the warranty period. Defective product shall be replaced by the bidder at his own cost, including the cost of transport.
- The warranty should cover all parts including maintenance or support for its proper operation & performance as mentioned in the RFP for a period of 24 months from the date of acceptance at no cost to SIRD&PR.
- For preventive maintenance of the system the bidder shall inform SIRD&PR, 7 days in advance before doing or pre-planned activity.
- Response time to any service call should be 'TWO HOURS'. In no case resolution time should exceed 'SEVENTY-TWO HOURS'.
- **If during operation, the down time of any piece of equipment or component thereof exceeds the agreed Call-To-Resolution time, the Supplier shall provide standby equipment of the same specifications or higher with required Licenses at no cost to SIRD&PR till the original equipment is repaired and made operational.**

7.10 Disqualification

The bid is liable to be disqualified if: -

- Bid not submitted in accordance with this RFP.
- During validity of the bid or its extended period, if any, the bidder increases his quoted prices without the consent of department to change the bid quote.
- The bidder puts his own conditions with the bid.
- Bid received in incomplete form or not accompanied by EMD.
- Bid received after due date and time.
- Bid not accompanied by all requisite documents.
- Bidder fails to enter into a contract within 30 working days of the date of notice of the award of tender or within such extended period, as may be specified by an authorized representative.

7.11 Performance Bank Guarantee

The successful bidder shall furnish an unconditional and irrevocable Performance Bank Guarantee (PBG) for 5 % (Five percent) of the total price within 30 days of issue of LOI/Purchase Order. The PBG must be from any nationalized / scheduled commercial bank in India. The PBG shall be valid for a period of 15 MONTHS (2 years and 3 Months) from the date of successful installation at SIRD&PR, extendable if the project duration extends. The bidder should calculate the delivery period and installation period from the date of issue of PO and according submit the PBG at SIRD&PR. There should be additional Claim Period of 60 Days from that last date of validity. The performance Bank Guarantee should be as per the format given in **Annexure-11**. All charges whatsoever such as premium; commission etc. with respect to the Performance Bank Guarantee shall be borne by the bidder. The Performance Bank Guarantee may be discharged / returned by SIRD&PR upon being satisfied that there has been due performance of the obligations of the Bidder. However, no interest shall be payable on the Performance Bank Guarantee. In the event of the bidder being unable to accept the PO and non-performance during Warranty period of the service or whatever reason, SIRD&PR would evoke the PBG. SIRD&PR shall notify the Bidder in writing of the exercise of its right to receive such compensation within 14 days, indicating the contractual obligation(s) for which the Bidder is in default.

7.12 Liquidated Damages

- a) SIRD&PR will consider the inability of the Bidder to deliver or install the equipment within the specified time limit, as a breach of contract and would entail the payment of Liquidation Damages on the part of the Bidder.
- b) The liquidation damages represent an estimate of the loss or damage that SIRD&PR may have suffered due to delay in performance of the obligations (relating to delivery, up-gradation, integration, training, etc., of the deliverables) by the Bidder. Penalty will be charged @ 0.5% of the total value without GST per week per center subject to maximum of 5% of total order value, in case of delay in delivery, installation & integration beyond delivery & installation schedule mentioned in Purchase Order/RFP.
- c) SIRD&PR shall without prejudice to its other remedies under the terms and condition of PO/RFP, deduct the Price, as liquidated damages from the Performance Bank Guarantee given by the Bidder.

7.13 Termination of Purchase Order

Prior to the delivery of the system, SIRD&PR may at any time terminate the Purchase Order by giving written notice to the Bidder if the Bidder becomes bankrupt or otherwise insolvent. In this event, termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to SIRD&PR. SIRD&PR reserves the right to cancel the Purchase order in the event of happening one or more of the following Conditions: -

- Failure of the successful bidder to accept the Purchase order
- Delay in delivery beyond the specified period.
- Delay in up-gradation / integration and acceptance tests beyond the specified periods.
- In addition to the cancellation of purchase contract, SIRD&PR reserves the right to appropriate the damages through encashment of Bid Security / Performance Guarantee given by the Bidder.
- SIRD&PR would not be liable to pay any damages to the selected Bidder in cases comprising termination for default.

7.14 Force Majeure Condition

- If the performance as specified in this order is prevented, restricted, delayed or interfered by reason of Fire, explosion, cyclone, floods, war, revolution, acts of public enemies, pandemics/epidemics, blockage or embargo, Any law, order, proclamation, ordinance, demand or requirements of any Government or authority or representative of any such Government including restrict trade practices or regulations, Strikes, shutdowns or labor disputes which are not instigated for the purpose of avoiding obligations herein, or Any other circumstances beyond the control of the party affected, then notwithstanding anything here before contained, the party affected shall be excused from its performance to the extent such performance relates to prevention, restriction, delay or interference and provided the party so affected uses its best efforts to remove such cause of non-performance and when removed the party shall continue performance with utmost dispatch.
- If a Force Majeure situation arises, the Bidder shall promptly notify the authorized representative of SIRD&PR in writing of such condition and the cause thereof. Unless otherwise directed by the authorized representative of SIRD&PR in writing, the Bidder shall continue to perform its obligations under the terms and conditions of PO as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

7.15 Resolution of Disputes

- It will be SIRD&PR's endeavor to resolve amicably any disputes or differences that may arise between SIRD&PR and the Bidder from misconstruing the meaning and operation of the Tender and the breach that may result.
- In case of Dispute or difference arising between SIRD&PR and a Supplier relating to any matter arising out of or connected with this Purchase Order, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996. The Arbitrators shall be chosen by mutual discussion between SIRD&PR and the Supplier OR in case of disagreement each party may appoint an arbitrator and such arbitrators may appoint an Umpire before entering on the reference. The decision of the Umpire shall be final.
- The Bidder shall continue work under the Contract during the arbitration proceedings unless otherwise directed in writing by SIRD&PR or unless the matter is such that the

work cannot possibly be continued until the decision of the Arbitrator or the umpire, as the case may be, is obtained.

- d) Arbitration proceedings shall be held at Bhubaneswar, India, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English Notwithstanding anything contained above, in case of dispute, claim & legal action arising out of the contract, the parties shall be subject to the jurisdiction of courts at Bhubaneswar, India only.
- e) Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by fax and confirmed in writing to the other party's specified address. The same has to be acknowledged by the receiver in writing. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

TECHNICAL SPECIFICATIONS

Bill of Equipment: Studio (VC Class Room)

The bill of equipment & Technical Specification is mentioned below:

Studio (VC Class Room) Setup (01 Nos)			
Sl. No	Bill of Materials for Studio (VC Class Room) Description	Quantity	Responsibility of supply and installation
1	Digital Video Camera	2	Bidder
2	Video Switcher	1	Bidder
3	Audio mixer	1	Bidder
4	Camera Tripod	2	Bidder
5	Teleprompter	1	Bidder
6	Microphone: Cordless	2	Bidder
7	Wired Mic-	2	Bidder
8	Audio System	1	Bidder
9	Multi-touch Interactive Panel with Laptop	1	Bidder
10	55 inches Professional Display	3	Bidder
11	Interactive panel 75 inches	1	Bidder
12	Transmission Server	1	Bidder
13	Laptop with HDMI output	1	Bidder
14	Preview Setup -Laptop with Application Software	1	Bidder
15	LED Lights with ceiling mount movable Grid and mounting clamps	4	Bidder
16	Video light	10	Bidder
17	Editing Setup	1	Bidder
18	Furniture	1	Bidder
19	Earthing + Cabling & Installation + Integration + Testing	1	Bidder
20	Accessories for integration	1	Bidder
21	Acoustic, Fabric Above Acoustics, Green Screen(Chroma key) with Air Condition	1	Bidder
22	UPS (10KVA) for Main Studio (VC Class Room)	1	Bidder

Interactive Virtual Training center with Video Conferencing facility

Sl. No	Bill of Materials	Quantity	Responsibility of supply and installation
3	Virtual Conferencing Application Software	1	Bidder
8	Communication Equipment- (2-Way)	1	Bidder
11	Installation + Integration + Testing	1	Bidder

Interactive Virtual Training center with Video Conferencing facility @ 19 DPRCs & 2 ETCs

Sl. No	Bill of Materials	Quantity	Responsibility of supply and installation
1	Virtual Conferencing Application Software	1	Bidder
2	Communication Equipment- (2-Way)	21	Bidder
3	Installation + Integration + Testing	21	Bidder
4	Ceiling Microphone	21	Bidder
5	Interactive Display	21	Bidder
6	Digital Signal Processor	21	Bidder
7	Wall mount speaker	21	Bidder
8	Amplifier	21	Bidder
9	USB PTZ Camera	21	Bidder
10	Wireless Handheld Mic	21	Bidder
11	Rack	21	Bidder
12	Cables & Connector	21	Bidder
13	UPS	21	Bidder

Detailed Specifications

Broadcasting Studio (VC Class Room) Setup	
Sl. No.	Technical specification of each line items as scope of work
1	Digital Video Camera - Image sensor: 1 / 2" MP CMOS three Chip Image Sensor - Lens: Optical 17x Zoom and 12 x Digital zoom or better - Optical System: F1.6 –F3.8 - Focal Length: 5.33mm-110mm - Optical Image stabilizer: Required - Video S/N Ratio: >50dB - Resolution: 1280X720 or better. - Shutter Speed: 1 /24 – 1/ 8000 sec or better - Video Output Interface: 3G-SDI/HDMI/Ethernet/USB3.0 - Preset Positions: Minimum 250 - PoE: IEEE802.3af - Interface: RS-232/RS-422/Ethernet/USB/Remote Video/Audio Recording - 2-Channel AV Source Processing. - Recording resolution: 1080P - Recording Formats: FTP / SFTP / NAS(CIFS/SMB, NFS) / WebDAV / Copy to USB Flash Drive - Live Streaming: Network Protocol: RTSP//RTMP/RTMPS/MPEG-TS/SRT/TCP/UDP/HTTP - Video Compression Format: H.264/ MPEG4 /JPEG Interfaces - Video Output: HDMI/ 3G-SDI - HDMI Out: HDMI: 200 kbps to 10 Mbps - Audio Input: XLR-type 3-pin - Audio Output: 3.5 mm stereo mini jack x 1, - Video Over IP Output: Should support RTSP/ RTMPS/MPEG-TS/SRT/TCP/UDP/HTTP and RTMP Streaming. - Internal Storage: Minimum 2TB HDD
2	Video Switcher - Total Video Inputs 8 HDMI - Total Video outputs 8 HDMI - HD Video Standards: 4K60 4:4:4 - HDR10, HDR10+, and Dolby Vision® video formats - EDID management - HDCP 2.3 compliance - HDMI audio de-embedding
3	Audio mixer Quarter rack 1RU mainframe with eight user-configured card slots, , and built-in 4x4 I/O of Dante network audio. Integrated license-activated AEC. Dual core processing 40-bit floating DSP. Powered using PoE or included external power supply. Surface mount bracket included. 6ch Mic/Line input with selectable mic, line, mic gain, and phantom power per input. 32-bit analog to digital

	converters.4ch Line output. 32-bit digital to analog converters. 2ch input + 2ch output USB audio. Software license activated AEC. 8ch of AEC @ 250ms delay / 16ch @ 100ms.
4	Camera Tripod - Camera Plate Features: Sliding Balance Plate - Base Mount: 75 mm - Drag Control: Fixed - Counter Balance: Fixed - Head Mount Type: 75 mm Bowl - Materials: Aluminium - Pay Load: 12Kg or Better - Dolly: Required
5	Teleprompter 32 inch with stand Size - Size: 32" HD monitor - Reflector: Anti-glare High Efficiency Reflector - Adjustment: Angle adjustment for reflector - Mount: Adjustable balanced Floor Stand
6	Microphone: Lapel - Digital wireless lavalier Microphone with UHF transmission greatly enhances range, reliability and scalability of 56 MHz Bandwidth will allow for up to 90 channels Up to 2,200 or more selectable frequencies - Dynamic Range: 134 dB or more - Transducer Principle: Dynamic - Pick-up Pattern: Omnidirectional - Battery: In-built rechargeable lithium-ion battery – up to 10 hours' battery life - Sound Pressure Level: 130 dB SPL - Transmit Power: 10 mW
7	Wired Mic with Table Mic Stand - Connectors: 3-pin XLR-3 - Frequency Range: Dynamic cardioid microphone with uniform 120° angle of acceptance (-3dB) or better - Overall Length: 450mm or better with radio frequency interference (RFI) shielding against intermodulation from wireless equipment or devices - Frequency Response: 50 Hz to 20KHz or better. - Sound Input Level Handling: Minimum 130 dBspl or better - Nominal Equivalent Noise Level: 26 Dba or better - Phantom Power: Yes - Table stand with Microphone modes Toggle on / off, Push to mute, Push to talk, permanent on for connecting and operating XLR gooseneck microphones with XLR-3F microphone input and an XLR-3M microphone output operating on 48 V phantom power and current consumption of 3.7 mA or better
8	Audio Monitor - Type: 2 Way Active Studio (VC Class Room) Monitor - Frequency Range: 80 Hz-20 kHz or better - Max Peak SPL: 104 dB or better - LF Driver Size: Min. 5" to Max. 6.6" - HF Driver Size: 12mm" or better - Total Power Output: 80 Watt or Better - Sensitivity: 89 dB or better

9	Multi-touch Interactive Panel with 14" laptop Multi-touch Interactive Panel: Min 13.0-inch display - Resolution support up to 1920 x 1080 - USB Input - Stylus Pen - Pixel Pitch: 0.15300 (H) x 0.15300 (V) mm or better - Contrast Ratio: 100000:1 - Viewing Angle: 170° - Response time: 0.2ms or less Laptop: - Intel Core i5 - Minimum 8GB RAM - Minimum 1 TB HDD - Display Minimum 14.0" - 1 USB 3.0, 2- USB 2.0, HDMI, VGA, - Windows 10, 64 bit
10	55 inches Professional Display - Screen Size (Diagonal) / Aspect ratio: 55" / 16:9 or better - Panel Type: IPS /LED / Equivalent - Resolution (H x V): 1,920 x 1,080 pixels - Brightness: 350 cd/SqM or Better - Viewing Angle: 178° / 178° - Inputs: HDMI (2), RGB, Audio, USB or better - Mount: One floor Mount and Two Wall Mount - Certifications: BIS
11	75 inches Interactive Panel Display: - Panel Size: 75" or more - Panel Grade: Professional Grade Panel - Type/Tech: LED Backlight - Aspect Ratio 16:09 - Native Resolution: 3840*2160 (UHD) - Colors: 1.07 Billion (10 bit) - Brightness: 400 nits - Contrast Ratio: 1200:1 - Response Time: 8ms - Refresh Rate: 60Hz - Viewing Angles: H = 178, V = 178 typ. TOUCH - Type/ Tech: Infra-Red - Touch Point: 20 Point Multi Touch INPUT - HDMI x2 - Touch USB x2 - RGB / VGA x1 - Audio x1 - MIC(Microphone) x1 - OPS: OPS Slot support OUTPUT: - Audio x1 - AV out Yes - USBx2 - SPEAKERS: 15Wx2 - SPDIF-Out

	Certifications: ROHS, BIS Internet –LAN(RJ45)X2 System Version: Android 14 - CPU-Octa-core or better - GPU Mali G52 - RAM -8 GB DDR4 - Internal Storage -128GB or Better OPS System: - Intel Core i5 8th Generation or higher - 4 GB RAM - 500GB HDD or higher - Key Board & Mouse- both Wireless - OS- Windows 10 SL Preloaded
12	Vector Encoder Server (Transmission Server) - 4K60 4:4:4 video over standard Gigabit Ethernet, configurable as an encoder or decoder - Support for 5K Wide (16:9), Ultra-Wide (21:9), and Super-Wide (32:9) resolutions - HDR10, HDR10+, and Dolby Vision® video support - Real-time video performance over the network with Pixel Perfect Processing technology - One HDMI output with 4K60 4:4:4 scaler - 7.1 surround sound audio support - Two HDMI® and two USB-C® inputs - Dynamic text overlay capability - AES67 and analog audio embedding and de-embedding
13	Laptop with HDMI Output - Intel Core i5/AMD equivalent - Minimum 8GB RAM - Minimum 1 TB HDD - Display Minimum 14.0" - 1 USB 3.0, 2- USB 2.0, HDMI, VGA - Windows 10, 64 bit or Ubuntu Latest
14	Laptop with application software - Intel Core i5/AMD equivalent, - Minimum 8GB RAM, - Minimum 1 TB HDD, - Display Minimum 14.0" - 1 USB 3.0, 2- USB 2.0, HDMI, VGA - Windows 10, 64 bit or Ubuntu Latest - Virtual Conference Application Software

15	LED Studio (VC Class Room) Lights with ceiling mount movable Grid and mounting clamps/hooks - Color temperature: 5600 K/3200K - Dimmable output from 100% to 10% - Power consumption: Less than 80W. - Ceiling mounts facility - AC Adaptor, Barn door and filters - Operated from nominal 230 V/50 Hz Ac Supply
16	Video Light - Studio (VC Class Room) Grade LED stand lights with soft box, minimum 150 watt
17	Editing Machine (As per actual requirements) - Processor: 1 x Intel® Xeon Processor (6 Core/3.6GHz) - RAM: 16GB ECC DDR4 RAM - Controller: 2way (6Gbps) - HDD: 1x 256 GB SSD, 2 x 2TB 7.2K RPM Enterprise - Optical Drive: DVD RW - Network: RJ45 Gigabit Ethernet LAN ports - Graphics Card: 1 x NVIDIA 5GB GDDR5 - OS: Windows 11 64 Bit - Capture Card: Capture card with SDI input - Additional Software for Video editing: Adobe Premiere Pro Subscription (Annual Subscription) for 3 Years - Live Switching with chroma key - Video Switching and Mixing Software - Supports 4k, HD and SD Video formats - Multiple Keying - Live Stream and Recording - Supports Multiple Camera inputs, Video files - Peripherals: 2x 24" LED Monitor , Speaker, USB Keyboard & Optical Scroll Mouse
18	Furniture requirement Technical Table, Studio (VC Class Room) Table, Executive Chairs(4 no), Wooden Almira + Sofa (3+2)
19	Earthing + Cabling & Installation + Integration + Testing Cabling It is required to set-up the facility for HD/SD operations; therefore, all the cabling should seamlessly support required operations. Installation Material All installation materials including, equipment racks, power cables, interconnection cables, connectors and other accessories (including nuts, bolts, screws etc.) required for installation of the complete system shall be quoted System Completeness Completeness of the system will be responsibility of the Bidder. Any hardware and/or software including passive and active devices required for completeness of the technical workflow shall be quoted. Bidder shall be responsible for technical and operational completeness of the entire system. Workflow Diagram The Bidder has to provide schematic diagram of the technical workflow to ensure the workability of the offered solution in all respects. Any Additional Items for Complete the workflow Bidder must mention any additional items required to complete the workflow

	with proper justification.
20	Accessories for integration Accessories like required convertors, cables, audio/video connectors, adopters etc.
21	Acoustic, Fabric above Acoustics with Air Condition (20x20), Green Screen Provision & fixing of pre-fabricated acoustic panels for the walls inside the Studio (VC Class Room) topped with suitable fabric giving an aesthetic finish, Required Partitioning of room, Closing of windows. Green Screen on one complete wall. Interior Provision & fixing of pre-fabricated acoustic panels for the walls inside the Studio (VC Class Room) topped with suitable fabric giving an aesthetic finish Carpet Providing and Fixing Wall to Wall Door Type and Size - Acoustic Doors of 3X 7' with provisioning and fixing panel with vision panel for main door and control room. - Provision & fixing of frame and sound proof casement door with multipoint locking system and both sides handle with locking arrangement with vision panel for Studio (VC Class Room) main door and control room door. Air-Conditioning(As required)
22	UPS 10 KVA - Configuration: 10 KVA IGBT based On-Line UPS. UPS must support common battery bank in redundant configuration with another UPS of same type and rating. - Capacity: 10 KVA / 8 KW - AC Input Voltage Range: 160-280 V AC, 1 Phase @100% load - Input Frequency: 50Hz $\pm$ 10% - AC Output Voltage: 230 V AC, 1-phase $\pm$ 1% (Sine Wave Output) - Output Frequency: 50 Hz $\pm$ 0.05 Hz - Overload Capacity: 110% for 60 minutes, 125% for 10 minutes, 150% for 60 seconds - Harmonic Distortion: <2% for Linear Loads and <5% for non-linear loads - Crest Factor 3:1 or better - Indications & Audible Alarms: Mains On, Inverter On, Overload, Load On Mains, Load On Battery, Battery Low - Digital Metering LCD display for measurement of AC Voltage, Battery voltage, Battery Current, Load Current, Output frequency. - Battery Charger Offered UPS must have inbuilt 20 Amps Charging Current for proper charging of Battery Bank. External Chargers shall not be accepted. - Certification & Compliance: ▪ ISO 9001, ISO 14001 or latest certification as applicable. ▪ RoHS Compliance
23	Battery: - The battery back-up time should be 60 Minutes using 12V, VRLA Sealed Maintenance Free Batteries with UPS. - Required VAH: 11160 VAH for 60 minutes - Individual Battery Capacity must not be less than 62 AH

Sl. No.	Interactive Training Center with Video Conferencing Set up
1	Interactive Training Software + Video Conferencing Setup As per the RFP needs
2	Communication Equipment a) Antenna/Broad band equipment's - o Antenna /Board band Machine as per actual requirement - o Mount Type -Elevation over Azimuth heavy-duty mount. - o Type of Feed - Offset feed b) High Speed internet based Modem - o High Speed internet based Modem with Ethernet output 10/100/1000 BaseT, RJ 45 - o Two-way system, able to Transmit and Receive data - o Accessories like adaptor, connecting cables etc. c) Ku-band LNB: - o Receive Frequency :10.70 to 12.75 GHz - o Output Frequency: 950 to 1450 MHz, L band d) BUC: - o Power Output: Minimum 2 Watt Power should be adjustable to counter rain-fade effect during rainy days to maintain the quality of communication - o Transmit (Output) frequency:13.75-14.50 G Hz - o Receive (Input) frequency :950 to 1450 MHz, L band - o OEM should be ISO certified - o 2 Way communication service provider should have more than 5,000 active virtual communication installations base in India
3	Installation + Integration + Testing High quality device as per actual requirement
4	Ceiling Microphone: - Coverage area around 35 - 40 sq m with automatic dynamic beamforming, with voice lift facilities, exclusion zones, priority zone for fitting into ceiling panel / mountable / flush within ceiling - Having 14 or more electret condenser microphone capsules within the same unit or can be mounted separately - Dante interface 1x RJ 45 socket and 1 x RJ-45 Ethernet Port for PoE and control - Sensitivity shall be 0 dBV/Pa (890 mV/Pa) or better - Maximum SPL shall be 97 dB SPL or more - Dynamic range shall be 83 dB(A) or better

5	Interactive Display: 75 inches Interactive Panel Display: - Panel Size: 75" or more - Panel Grade: Professional Grade Panel - Type/Tech: LED Backlight - Aspect Ratio 16:09 - Native Resolution: 3840*2160 (UHD) - Colors: 1.07 Billion (10 bit) - Brightness: 350nits - Contrast Ratio: 1200:1 - Response Time: 8ms - Refresh Rate: 60Hz - Viewing Angles: H = 178, V = 178 typ.
	TOUCH - Type/ Tech: Infra-Red - Touch Point: 20 Point Multi Touch INPUT - HDMI x2 - Touch USB x2 - RGB / VGA x1 - Audio x1 - MIC(Microphone) x1 - OPS: OPS Slot support OUTPUT: - Audio x1 - AV out Yes - USBx2 - SPEAKERS: 15Wx2 - SPDIF-Out Certifications: ROHS, BIS Internet -LAN(RJ45)X2 System Version: Android 14 - CPU-Octa-core or better - GPU Mali G52 - RAM -8 GB DDR4 - Internal Storage -128GB or Better OPS System: - Intel Core i5 8thGeneration or higher - 4 GB RAM - 500GB HDD or higher - Key Board & Mouse- both Wireless - OS- Windows 10 SL Preloaded
6	Digital Signal Processor: Quarter rack 1RU mainframe with eight user-configured card slots, , and built-in 4x4 I/O of Dante network audio. Integrated license-activated AEC. Dual core processing 40-bit floating DSP. Powered using PoE or included external power supply. Surface mount bracket included. 6ch Mic/Line input with selectable mic, line, mic gain, and phantom power per input. 32-bit analog to digital converters. 4ch Line output. 32-bit digital to analog converters. 2ch input + 2ch output USB audio. Software license activated AEC. 8ch of AEC @ 250ms delay / 16ch @ 100ms.

7	Wall mount speaker: Column Loudspeaker, 12 X 2" Aluminium Cone LF Driver ; Max Power Handling 240W or more ; Multiple 100V Taps : 40W / 20W / 10W / 5W or more; Frequency range 120Hz – 20Khz or more; Sensitivity 92 dB and Max SPL 112 dB or more; Beamwidth 170° x 8° (H X V) or more
8	Amplifier: Dual Channel Energy Star Rated Class D Amplifier , 2 X 250W @ 4Ω, 2 X 130W @ 8Ω, 1 X 500W @ 8Ω Bridge or better, Signal / Noise > 90 dB or better THD+N (@ 1 kHz) < 0.1% or better Crosstalk (@ 1 kHz) > 70 dBA or better
9	USB PTZ Camera: 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 & USB 3.0, 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 200° 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.
10	Wireless Handheld Mic: Digital wireless handheld Microphone with UHF transmission greatly enhances range, reliability and scalability of 56 MHz Bandwidth will allow for up to 90 channels Up to 2,200 or more selectable frequencies with Mobile App integration setup 134 dB or more transmitter dynamic range Lithium Ion battery pack delivers up to 10 hours of operation (up to 6 hours of operation with AA batteries) Transducer principle dynamic with Pick-up pattern cardioid, Sound pressure level 154 dB SPL, Transmit power : 10 mW
11	Rack : High quality device as per actual requirement
12	Cables & Connector: High quality device as per actual requirement
13	UPS: High quality device as per actual requirement

Annexure: I

(To be in company letter head)

Particulars of the Bidders

Sl. No.	Information Sought	Details to be Furnished
1	Name of the bidding Company	
2	Address of the Company	
3	Incorporation status of the firm (Public limited / Private limited, etc.)	
4	Year of Establishment	
5	Date of registration	
6	RoC Reference No.	
7	Details of company registration	
8	Details of registration with appropriate authorities for GST	
9	Name, Address, e-mail ID, Phone nos. and Mobile Number of Contact Person	
10	Roles & Responsibilities	
Name of the Bidder:		

Authorized Signatory:

..... Signature:

Seal: *

Date:

Place:

Annexure: 2

**Self-Declaration
(Non-blacklisted in Company Letter Head)**

To,

The Administrative Officer,
SIRD&PR, Panchayati Raj & Drinking Water Department
Unit-VIII, Bhubaneswar-751012, Odisha

Sir/Madam,

In response to the RFP Ref. No: _____, Dated XX-XX- 2023, RFP for Selection of Agency for Establishment of Interactive Training and Video Conferencing (VC) Infrastructure at 19 DPRC & 2 ETCs through High Speed internet based Connectivity as an owner/ partner/ Director of (organization name)

I/ We hereby declare that presently our Company/ firm is not under declaration of ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

I/We further declare that there is no past / ongoing legal trial in name of any of the Owner / Partner / Director of the bidding company as on the tender submission date.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Name of the Bidder:
Authorized Signatory:

Signature:
Seal:
Date:
Place:


DIRECTOR
SIRD & PR, Odisha
P.R. & D.W. Department
Bhubaneswar

Annexure: 3
(To be in company letter head)

Authorization Letter

RFP Enquiry No: XXX-XXX-XXX-XXX, Date: XX.XX.2025

To

The Administrative Officer,
SIRD&PR, Panchayati Raj & Drinking Water Department
Unit-VIII, Bhubaneswar-751012, Odisha

Sir/Madam,

Ms. /Mr. _____ is hereby authorized to sign relevant documents on behalf of the firm/organization/company in dealing with the RFP Enquiry No: SIRD&PR-XXX-XXX-XXX, Date: XX.XX.2023, She/he is also authorized to attend meetings & submit the commercial information as may be required by you in the course of processing above said application.

Thanking you,

Authorized Signatory


DIRECTOR
SIRD & PR, Odisha
P.R. & D.W. Department
Bhubaneswar

Annexure: 4
(To be in company letter head)

Acceptance of Terms & Conditions Contained In the RFP Document

RFP Enquiry No: SIRD&PR-XXX-XXX-XXX, Date: XX.XX.2025

To

The Administrative Officer,
SIRD&PR, Panchayati Raj & Drinking Water Department
Unit-VIII, Bhubaneswar-751012, Odisha

Sir/Madam,

I have carefully gone through the Terms & Conditions contained in the RFP Enquiry No: SIRD&PR-XXX-XXX-XXX, Date: XX.XX.2023, for Selection of Agency for Establishment of Interactive Training and Video Conferencing (VC) Infrastructure at 19 DPRCs & 2 ETCs Offices through High Speed internet based Connectivity.

I declare that all the provisions of this RFP document are acceptable to my company. I further certify that I am an authorized signatory of my company and I am, therefore, competent to make this declaration.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:


DIRECTOR
SIRD & PR, Odisha
P.R. & D.W. Department
Bhubaneswar

Annexure: 5
(To be in company letter head)

Pre-Bid Queries Format

RFP Enquiry No: SIRD&PR-XXX-XXX-XXX, Date: XX.XX.2025

Name of the Bidder/Company:

Tender Fee Receipt No. _____ Dated _____ for ₹ _____ /--
GST NO: _____

Name of Person(s) Representing the Bidder/Company:

Name of Person	Designation	Email-ID(s)	Tel. Nos. & Fax Nos.

Company/Firm Contacts:

Contact Person(s)	Address for Correspondence	Email-ID(s)	Tel. Nos. & Fax Nos.

Query / Clarification Sought:

Sl.No.	RFP Page No.	RFP Clause No.	Clause Details	Query / Suggestion / Clarification

Note: - Queries must be strictly submitted only in the prescribed format (.XLS/ .XLSX). Queries not submitted in the prescribed format will not be considered/ responded at all by the tendering authority. Also, kindly attach the colored scanned copy of the receipt towards the submission of the bidding/tender document fee.

Annexure: 6
(To be in company letter head)

Format for List of Previous Work Orders Executed

RFP Enquiry No: SIRD&PR-XXX-XXX-XXX, Date: XX.XX.2025

SL. No	Name of Client	Name of the Project	Solution Brief	Project Value	Status (Complete/ In Progress/ Delay)
1					
2					
3					
-					
-					

Note: The information provided in the above table must supported by copies of relevant work order and completion certificate.

Signature of witness
Date:
Place:

Signature of the Bidder
Date:
Place:


DIRECTOR
SIRD & PR, Odisha
P.R. & D.W. Department
Bhubaneswar

Annexure: 7
(To be in company letter head) Price Bid Letter

RFP Enquiry No: SIRD&PR-XXX-XXX-XXX, Date: XX.XX.2025

To

The Administrative Officer,
SIRD&PR, Panchayati Raj & Drinking Water Department
Unit-VIII, Bhubaneswar-751012, Odisha

Subject: Submission of the Bid for Selection of Agency for Establishment of INTERACTIVE TRAINING & VIRTUAL CLASS ROOMS -Interactive Training and Video Conferencing (VC) Infrastructure at 19 DPRCs & 2 ETCs Offices through High Speed internet based Connectivity.

Sir/Madam,

We, the undersigned, offer to provide our services or Selection of Agency for Establishment of INTERACTIVE TRAINING & VIRTUAL CLASS ROOMS -Interactive Training and Video Conferencing (VC) Infrastructure at 19 DPRCs & 2 ETCs Offices through High Speed internet based Connectivity. In accordance with your RFP Enquiry No: SIRD&PR-XXX-XXX-XXX, Date: XX.XX.2025 and our bid document with Price Bid is attached in **Annexure: 8**.

1. Price and Validity

All the prices mentioned in our RFP are in accordance with the terms as specified in the RFP documents. We declare that our Bid Price is for the entire scope of the work as specified in the appropriate section in the RFP. All the prices and other terms and conditions of this Bid are valid minimum for a period 180 days from last date for Submission of Bid subject to further extended period as mutually agreed upon. We understand that the actual payment would be made as per the existing tax rates during the time of payment.

2. Unit Rates

We have indicated in the relevant forms enclosed, the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to / decrease from the scope of work under the contract.

3. Qualifying Data

We confirm having submitted the information as required by you in your Instruction to Bidders. In case you require any other further information/documentary proof in this regard before evaluation of our bid, we agree to furnish the same in time to your satisfaction.

4. Bid Price

We declare that our Bid Price is for the entire scope of the work as specified in the RFP. These prices are indicated at Price Bid attached with our bid as part of the Bid.

We understand you are not bound to accept any tender you receive.

We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

We understand that our bid is binding on us and that you are not bound to accept a bid you receive.

Thanking you,

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Annexure:8
(To be in company letter head)

Price Bid Format

- One-time charges - As per the format-I
- Recurring charges – As per the format-II

Annexure: 9
(To be submitted in OEM's letter head)

Manufacturer Authorization Format

RFP Enquiry No: SIRD&PR-XXX-XXX-XXX, Date: XX.XX.2025

To

The Administrative Officer,
SIRD&PR, Panchayati Raj & Drinking Water Department
Unit-VIII, Bhubaneswar-751012, Odisha

Subject: - Submission of Manufacturer Authorization Letter.

We **<OEM Name>** having our registered office at **<OEM Address>** are an established and reputed manufacturer of **<hardware details>** do hereby authorize M/s _____ (**Name and address of the Partner**) to offer their quotation, negotiate and conclude the contract with you against the above invitation for tender offer.

We hereby extend our full guarantee and warranty as per terms and conditions of the tender and the contract for the solution, products/equipment and services offered against this invitation for tender offer by the above firm and will extend technical support and updates / upgrades if contracted by the bidder.

We also confirm that we will ensure all product upgrades (including management software upgrades and new product feature releases) are provided by **M/s** for all the products quoted for and supplied to the SIRD&PR during the one year product warranty period. Further we confirmed that the Equipment being quoted for the Tender in the bid should not be declared as End of Sale / End of Support on the date of submission of the bid. Service / Support including spares, patches etc. for the quoted products shall be available for the complete duration."

<OEM Name>

<Authorized Signatory>

Name:

Designation:

Note: This letter of authority should be on the letterhead of the OEM and should be signed by a person competent and having the power of attorney to bind the manufacturer. It should be included by the bidder in its Pre-qualification bid.

Annexure: 10

Installation-cum-Acceptance Certificate

Bidder Name	
RFP Enquire No.	
Purchase Order No and Date	
Description of equipment	
Date of delivery of equipment	
Installation Date	
Serial No's of equipment Installed	
Acceptance of equipment	Equipment has been delivered and successfully installed & configured and commissioned as per our RFP requirements and all the systems are working satisfactorily. Accordingly the Equipment may be accepted.

Name of SIRD&PR official: _____

Designation: _____

Signature: _____

Date: _____

Seal:

Annexure: 11
Performance Bank Guarantee

To

The Administrative Officer,
SIRD&PR, Panchayati Raj & Drinking Water Department
Unit-VIII, Bhubaneswar-751012, Odisha

Whereas, << name of the agency and address >> (hereinafter called "the Bidder") has undertaken, in pursuance of Order no. << insert contract no. >> dated, <<Insert date >> to provide Implementation services for << name of the assignment >> to SIRD&PR (hereinafter called "the beneficiary")

And whereas it has been stipulated by in the said contract that the Bidder shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, << name of the bank >> a banking company incorporated and having its head /registered office at << address of the registered office >> and having one of its office at << address of the local office >> have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of Rs.<< insert value >> (Rupees << insert value in words >> only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of Rs.<< insert value >> (Rupees << insert value in words >> only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until << Insert Date

>>) Notwithstanding anything contained herein:

- I. Our liability under this bank guarantee shall not exceed Rs<< insert value >> (rupees << insert value in words >> only).
- II. This bank guarantee shall be valid up to << insert expiry date >>)
- III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before << insert expiry date >>) failing which our liability under the guarantee will automatically cease.

(Authorized Signatory of the Bank)

Seal

Date

List of Enclosures

RFP Enquiry No: SIRD&PR-XXX-XXX-XXX, Date: XX.XX.2025

Please check whether following have been enclosed.

Sl. No.	Enclosure description	Enclosed (Yes / No)	Annexure / Attachment / Page No. / Envelop No. of the Enclosure
1	Annexure-1 Particulars of the Bidder		
2	Copy of Registration Certificate of the firm		
3	Organization Profile		
4	Self -Declaration that the bidder hasn't been black listed by any Govt./PSU (Annexure-2)		
5	Copy of GST Return for the latest quarter		
6	Copy of GST Registration No & PAN No with Date		
7	Copy of the IT Return previous 3 Years		
8	Audited Balance Sheet and Profit & Loss Account statement for previous three years.		
9	Authorization Letter (Annexure-3)		
10	Acceptance of terms and condition (Annexure-4)		
11	List of previous work orders executed (Annexure-6)		
13	Tender document fee payment proof with pre-qualification bid.		
14	EMD payment proof with pre-qualification bid.		
15	Price Bid Letter (Annexure-7)		
16	Manufacturer Authorization Format (Annexure-9) with pre-qualification bid.		

PRICE BID FORMAT-I

TECHNICAL SPECIFICATIONS

Bill of Equipment: Studio (VC Class Room)

The bill of equipment & Technical Specification is mentioned below:

Studio (VC Class Room) Setup (01 Nos)			Bidder Quoted Price	
Sl. No	Bill of Materials for Studio (VC Class Room) Description	Quantity (As per RFP Specification)	Brand	Price Including GST & Other Logistic cost
1	Digital Video Camera	2		
2	Video Switcher	1		
3	Audio mixer	1		
4	Camera Tripod	2		
5	Teleprompter	1		
6	Microphone: Cordless	2		
7	Wired Mic-	2		
8	Audio System	1		
9	Multi-touch Interactive Panel with Laptop	1		
10	55 inches Professional Display	3		
11	Interactive panel 75 inches	1		
12	Transmission Server	1		
13	Laptop with HDMI output	1		
14	Preview Setup -Laptop with Application Software	1		
15	LED Lights with ceiling mount movable Grid and mounting clamps	4		
16	Video light	10		
17	Editing Setup	1		
18	Furniture	1		
19	Earthling + Cabling & Installation + Integration + Testing	1		
20	Accessories for integration	1		
21	Acoustic, Fabric Above Acoustics, Green Screen(Chroma key) with Air Condition	1		
22	UPS (10KVA) for Main Studio (VC Class Room)	1		

Interactive Virtual Training center with Video Conferencing facility				Bidder
				Quoted Price
Sl. No	Bill of Materials	Quantity (As per RFP Specification)	Brand	Price Including GST & Other Logistic cost
3	Virtual Conferencing Application Software	1	Bidder	
8	Communication Equipment- (2-Way)	1	Bidder	
11	Installation + Integration + Testing	1	Bidder	

Interactive Virtual Training center with Video Conferencing facility @ 19 DPRCs & 2 ETCs				Bidder
				Quoted Price
Sl. No	Bill of Materials	Quantity (As per RFP Specification)	Brand	Price Including GST & Other Logistic cost
1	Virtual Conferencing Application Software	1	Bidder	
2	Communication Equipment- (2-Way)	21	Bidder	
3	Installation + Integration + Testing	21	Bidder	
4	Ceiling Microphone	21	Bidder	
5	Interactive Display	21	Bidder	
6	Digital Signal Processor	21	Bidder	
7	Wall mount speaker	21	Bidder	
8	Amplifier	21	Bidder	
9	USB PTZ Camera	21	Bidder	
10	Wireless Handheld Mic	21	Bidder	
11	Rack	21	Bidder	
12	Cables & Connector	21	Bidder	
13	UPS	21	Bidder	

PRICE BID FORMAT-II

Interactive Virtual Training center with Video Conferencing facility @ 19 DPRCs & 2 ETCs			Bidder Quoted Price
Bill of Materials	Quantity/Service (As per RFP Specification)	Brand	Price Including GST & Other Logistic cost
Recurring Charges • Annual Maintenance Cost of Studio • Annual Maintenance/Subscription of Software			


 DIRECTOR
 BIRD & PR, Odisha
 P. & D.W. Department