

HIGH COURT OF JUDICATURE AT ALLAHABAD
LUCKNOW BENCH, LUCKNOW

Dated : 16.07.2013

TENDER NOTICE

Sealed Tenders on prescribed proforma are invited from reputed Original Equipment Manufacturers/their authorized Dealers/reputed Firms for the supply of following items:-

Sl. No.	Item	Quantity
1	3 CCD HDV Camcorder (Latest Version) Telecast quality with Accessories	One
2	Digital SLR Camera for still photography	One
3	Tripod Camera Stand	One
4	External Microphone Cordless	Two
5	V.T.R. DVC Pro	One
6	Spot light	Two
7	Cool Light	Two
8	Boom Mike	One
9	Cordless Mike	One
10	Non-Linear Editing System HD Format with Work Station	One
11	Audio Recording System (Computer, Audio Mixer (8 channel) Mikes and Speakers with necessary software and accessories.	One
12	LED TV 56"	One
13	DVD Player with Cassette Player -cum-Recorder	One
14	Video Projector with accessories	One

Tender Form can be obtained from the Cash Section of the Court on all working days between 11.00 A.M. to 2.00 P.M. till 07.08.2013 on payment of Rs. 500/- (non-refundable). Tender Forms can also be downloaded from the official website of High Court www.allahabadhighcourt.in . Downloaded forms can be submitted along with a Demand Draft of Rs. 500/- towards Tender Document fee in favour of Registrar, High Court, Lucknow Bench, Lucknow.

Bidders may submit their sealed Tenders to the office of the Registrar (Museum), High Court, Lucknow Bench, Lucknow latest by 07.08.2013 up to 2.00 P.M. positively. The Bidder should submit Terms and Conditions, Technical Bid and Financial Bid in separate sealed covers. The Terms and Conditions, Technical Bid and the Financial Bid will be opened on 07.08.2013 at 3.00 P.M. in the Chamber of the Registrar (Museum), High Court, Lucknow Bench, Lucknow in presence of the Tenderers or their representatives who wish to remain present at the time.

Each Tender should accompany a draft of Rs. 25,000/- (Rs. Twenty five thousand only) in the form of Account Payee Bank Draft payable on any branch of Nationalized Bank at Lucknow in favour of the Registrar, High Court, Lucknow Bench, Lucknow as Earnest Money Deposit along with the terms and conditions duly signed and stamped by the Bidder.

The Registrar, High Court, Lucknow Bench, Lucknow reserves the right to accept or reject any or all Tenders without assigning any reason therefor.

(A.K. Mukherjee)
Registrar
High Court, Lucknow Bench, Lucknow

ANNEXURE - A
TERMS AND CONDITIONS

For Supply Of Audio-Video Equipments To High Court, Lucknow Bench, Lucknow.

1. The Bids are invited from reputed Original Equipment Manufacturers (OEMs) , their authorized Dealers or reputed Firms.
 2. The Bids submitted by the bidders should be valid for a minimum period of 90 days from the date of opening of Tenders and the prices should be valid for a minimum period of 45 days from the date of issue of the Purchase Order or execution of Purchase Agreement.
 3. The Earnest Money Deposit (EMD) of Rs. 25,000=00 (Rs. Twenty five thousand only) should be enclosed in the form of Account payee Bank Draft payable on any branch of nationalized bank at Lucknow in favor of Registrar, High Court, Lucknow Bench, Lucknow valid for six months along with the "Terms & Conditions" duly signed and stamped by the Bidder in a separate sealed envelope.
 4. The three sealed envelopes containing "Terms & Conditions", "Technical Bid" and "Financial Bid" separately on prescribed Tender Document purchased from the HIGH COURT complete in all respects and addressed to Registrar (Museum), High Court, Lucknow Bench, Lucknow should reach High Court, Lucknow Bench, Lucknow (herein after referred as HIGH COURT) on or before 07.08.2013 up to 2.00 P.M. failing which the Tender will not be accepted.
 5. The sealed envelopes of the Bidders containing "Terms & Conditions" shall be opened on 07.08.2013 at 3:00 P.M. in the office of the Registrar (Museum). The Technical and Financial Bids of those Bidders who do not accept, sign and stamp all the terms & conditions of the Bid, shall not be opened. The Technical Bids of only those Bidders who accept, sign and stamp on all the "Terms & Conditions" of the Bids shall be opened thereafter on the same day. The bidder or his one representative may participate at the time of opening the Technical Bids.
 6. Technical evaluation of the bids shall be done on the following parameters: -
 - Technical specifications of the Audio-Video equipments and the leaflets/supporting document enclosed to confirm them.
 - Company's turnover in last three years.
 - Company's installation base and After Sales Service support at Lucknow.
 7. The delivery of Audio-Video items to be ordered shall be made by the successful bidder within 3 weeks from the date of issue of the Purchase Order by HIGH COURT to the bidder. If any loss or damage occurs in transit then it will be the responsibility of the supplier to make good the loss, within the time stipulated in the Tender/Purchase Order for installation. The supplier may take necessary action to claim the insurance money, for the item(s) lost/damaged during transit, from Insurance Company at his own level.
 8. All the items to be supplied should be new, of good quality and standard and as per the technical specifications mentioned in Technical Bid document.
 9. The Vendor will provide operational manuals and OEM documents along with the systems.
- 2-
10. If delivery of the items is not made within above stipulated period, compensation will be payable for non-adherence to the committed delivery/installation schedules by the Vendor to HIGH COURT as follows: -
 - i. 0.5% of the total order value per week of delay in delivery of Audio-Video

equipments & other items subject to maximum of 5.0% of total order value.

ii. 0.5% of the total order value per week of delay attributable to supplier in installation of all the items subject to a maximum of 5.0% of total order value.

11. HIGH COURT reserves the right to cancel the total/part Purchase Order, if the delivery gets delayed from the stipulated period of 3 weeks given in the Purchase Order. Penalty as mentioned in clause 10 above shall however be applicable even if the Order is cancelled in part or full. HIGH COURT shall have no responsibility what-so-ever for any damages sustained by the supplier due to cancellation of the Purchase Order. In such case, the Earnest Money Deposit submitted by the Vendor in HIGH COURT shall be forfeited in full.

12. HIGH COURT reserves the right to reject any items supplied against the Purchase Order, if found not working satisfactorily at the time of delivery at High Court, Lucknow. The rejected items, if any, shall have to be taken back and replaced by good quality items forthwith at the cost of the supplier. No payment will be made for the rejected item(s).

13. In case, Excise Duty and/or Trade Tax/Sales Tax are reduced or increased subsequently by the Government at the time of placement of the Purchase Order or delivery, then the same will be adjusted by either party on production of requisite proof thereof.

14. Payment will be released to the Vendor within 10 days after supply and Acceptance Test of all the supplied items at sites and imparting training to the users and furnishing of a performance bank guarantee of 10% amount of total order value in favor of HIGH COURT on the format acceptable to the High Court only from a Nationalized Bank valid for one month beyond the full warranty period from the date of successful commissioning of all the supplied items.

Payment shall be released on receipt of the original Bills in triplicate complete in all respect and original delivery challans of all the items. No payment shall be released for part delivery of the equipment, software and other related accessories against the Purchase Order, except if action is taken vide clause 10.

15. All the Audio-Video equipments and other related items carry three years on site comprehensive warranty unless and otherwise specifically mentioned in PO/Technical/Financial specifications.

16. The successful tenderer shall sign an agreement immediately after the acceptance of the Tender. The Purchase Order shall be issued only after signing of the Purchase Agreement with the selected Bidder.

17. If the Tender is submitted by a Firm other than the manufacturer, then the Vendor should furnish the details for providing all service support during and beyond warranty period.

-3-

18. The Tender must be submitted on the prescribed Tender Document issued by the HIGH COURT. Any other technical details required to supplement the information quoted in the prescribed Tender Document may please be attached separately.

19. In case of Tenderers whose Tenders are not considered for placing the Purchase Order, the Earnest Money Deposit (EMD) will be refunded normally within one month of taking the purchase decision. In case of selected Tenderer, the Earnest Money Deposit will be converted into Security Money and will be retained till the complete items are supplied and commissioned and the training is completed. If the Tenderer is not able to supply the ordered items completely within the specified period, the Security Money will be forfeited in full in addition to the penalty.

20. All the documents required should be submitted along with the Technical Bid of the Tender only.
21. Printed conditions of the Vendor submitted with the Tender will not be binding on HIGH COURT.
22. The documents containing Bids shall be free from cutting and erasures. However, alterations, if any, in the Tender should be attested properly by the Bidder, failing which the Tender is liable to be rejected.
23. The Tenders submitted by telex/telegrams/fax/email will not be considered. No further correspondence will be entertained on this matter.
24. HIGH COURT will not be responsible for any delay in obtaining the Tender document by the Vendor from HIGH COURT or submission of the completed Tender Document to HIGH COURT.
25. The Registration Number of the Firm along with the CST/U.P.T.T. No. allotted by the Sales Tax / Trade Tax authorities and I.T. Registration Number (P.A.N.) along with the place of registration should invariably be given along with the Technical Bid.
26. Tender will be rejected, if technical specifications offered by the firm in the Technical Bid differ from what is quoted in Financial Bid.
27. The Bidder shall submit an affidavit that the Bidder's Firm has not been black listed from Government of U.P./Government of India. The bids of the black listed Bidders shall be out rightly rejected.
28. Tender not conforming to any or all the above terms and conditions will be rejected.
29. Incomplete Tenders are liable to be rejected.
30. HIGH COURT reserves the right to increase/decrease the specified quantities of any item(s) given in the Tender.
31. Canvassing in any form in connection with Tender is strictly prohibited and will disqualify the Vendor.
32. Bids must be submitted for items as mentioned in the Tender Form. However, HIGH COURT reserves the right to select only one Vendor for all items or more than
-4-
one Vendor for different items.
33. Bidders may quote for more than one make/model of the equipments.
34. HIGH COURT reserves the right to reject any or all the Tenders without assigning any reason whatsoever. HIGH COURT would not be under any obligation to give any clarifications to those Vendors whose Tenders have been rejected.
35. All disputes are subject to Lucknow Civil Court jurisdiction.

DECLARATION BY THE BIDDER

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the Tender Document for which I/We have signed and submitted the Tender under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the Tender Document are fully acceptable to me/us and I/We will abide by the conditions from serial no. 1 to 35.

This is also certified that I/We/our principal manufacturing firm have no objection in signing the agreement if the opportunity for the supply of the items against this tender is given to me/us.

Date:

Signature:

Address:

Name:

E-mail:

Designation:

Phone Nos.

On behalf of:

Mobile Nos.

(Company Seal)

ANNEXURE-B
TECHNICAL BID

1	Name of the Company/Bidder	
2	Full address of Company/Bidder along with following details Contact Person Telephone no. Fax no. E-mail address: Website URL:	
3	Local address of Company/Bidder for communication, if any	
4	Are you a Manufacturer or Dealer (Manufacturer or Dealer)	
5	Annual turn over in last 3 financial years. (i) Year 2010-2011 (ii) Year 2011-2012 (iii) Year 2012-2013	
6	VAT/Trade Tax / Sales Tax Registration No. with place	
7	Income Tax Registration No. with place	
8	Any other information you feel necessary (Separate sheets may be used if required)	
9	Details of Earnest Money Deposit attached. (i) Amount Rs. (ii) Bank Draft No. (iii) Bank Draft issue date (iv) Drawn on (Bank & Branch)	

ANNEXURE - C
FINANCIAL BID

1	Name of Company	
2	Full Address of Company alongwith Telephone No.: Fax. No.: E-mail Address: Website URL:	
3	Excise Duty included in the quoted price	___ . ___ % of basic price
4	Any other charges included in the quoted price (i) VAT/Trade Tax/Sales Tax (ii) Service Tax (iii) Other Levies (Please Name) _____ _____ _____	___ . ___ % of (basic price + Excise Duty) ___ . ___ % ___ . ___ % ___ . ___ % ___ . ___ %
5	Discount, if any	___ . ___ %
6	AMC Charges (Should not be more than 6% of the value)	___ . ___ %

7	Cool Light	Two								
8	Boom Mike	One								
9	Cordless Mike	One								
1	2	3	4	5	6	7	8	9	10	11
1 0	Non-Linear Editing System HD Format with Work Station	One								
1 1	Audio Recording System (Computer, Audio Mixer (8 channel) Mikes and Speakers with necessary software and accessories.	One								
1 2	LED TV 56"	One								
1 3	DVD Player with Cassette Player -cum- Recorder	One								
1 4	Video Projector with accessories	One								

Date:

Signature:

Designation:

Address:

Name:

On behalf of:

(Company Seal)

TECHNICAL BID FOR

AUDIO-VIDEO EQUIPMENTS

S l. N o.	Items	Make & Model	Technical Specifications	Warranty
1	2	3	4	5
1	3 CCD HDV Camcorder (Latest Version) Telecast quality with Accessories			
2	Digital SLR Camera for still photography			
3	Tripod Camera Stand			
1	2	3	4	5
4	External Microphone Cordless			
5	V.T.R. DVC Pro			

6	Spot Light			
7	Cool Light			
1	2	3	4	5
8	Boom Mike			
9	Cordless Mike			
10	Non-Linear Editing System HD Format with Work Station			
11	Audio Recording System (Computer, Audio Mixer (8 channel) Mikes and Speakers with necessary software and accessories.			
1	2	3	4	5
12	LED TV 56"			
13	DVD Player with Cassette Player			

	-cum-Recorder			
1 4	Video Projector with accessories			

Date:

Signature:

Address:

Name:

Designation:

behalf of:

On

(Company Seal)