

NIOS/Pur./NLE/09

27/08/2009

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject:- Rates for procurement of NLE System -reg.**

Sir/Madam,

National Institute of Open Schooling intends to purchase of NLE Systems. In this connection Sealed limited tenders are invited from the reputed firms working in the field of NLE Systems on the enclosed prescribed proforma, of Technical and Financial bids for procurement of NLE Systems against Buy Back of Non Linear Editing System (NLE) MATROX DIGISUITE mounted P-III based computer.

You are requested to provide your lowest rates complete in all respect on the prescribed Proforma (technical bid at Annexure-I and financial bid at Annexure- II). The documents ("Technical Bid for NLE SYSTEMS" and "financial Bid for NLE SYSTEMS" sealed separately and put together in a big envelope) should be addressed to "The Secretary, National Institute of Open Schooling, A-24-25, Institutional Area, Sector-62, NOIDA-201309 (U.P.) and should reach along with with requisite EMD of Rs. 10,000/- (Rupees ten thousand only) on or before the last date and time i.e. 18<sup>th</sup> September 2009 up to 2.00 P.M., on the acceptance of prescribed terms & conditions of tender documents. The Tender Document can also be downloaded from our website [WWW.nos.org](http://WWW.nos.org) and [www.nios.ac.in](http://www.nios.ac.in). Last Date Extended upto 5th October, 2009.

Yours faithfully,

(S.K.Tanwar)

Last date and time for submission of Sealed tender :-  
18/09/2009, upto 2.00P.M. at Noida

Date, time and venue for opening of the Tender  
(Technical Bid) :On 2.30 P.M.. 18.09.2009  
in the Conference Room of NIOS, 2<sup>nd</sup> Floor, A-24/25,  
Institutional Area, Sector-62, NOIDA, U.P – 201 309

**National Institute of Open Schooling (NIOS)**  
**(An Autonomous Organisation of MHRD, Government of India)**  
**A – 24/25, Institutional Area, Sector – 62, Noida**  
**Distt. Gautam Budh Nagar, U.P**

**Subject: Limited Tender Documents and terms and conditions for**  
**procurement of NLE System.**

Sealed limited tenders are invited from reputed and experienced agencies working in the field of procurement of NLE System against Buy Back of Non Linear Editing System (NLE). MATROX DIGISUITE mounted P-III based computer.

**General:**

NIOS is an autonomous organization under Ministry of Human Resource Development (HRD), Government of India. It is a premier institution for the dissemination and promotion of mass literacy and education to all upto Senior Secondary School stage. The annual student enrollment of National Institute of Open Schooling is between three lakh and four lakh students. The study material for the student is printed centrally at NIOS headquarters and is distributed to students through their study centres in India and abroad. NIOS conducts two full fledged examination in a year. Besides this, NIOS also conducts On Demand Examination (ODE) at Secondary and Senior Secondary level and provide complete flexibility to the learners to pursue learning at their own pace. This makes the system of examinations independent of the time frame and also helps the learners to take up examinations as per their wish and preparation. The above said System as mainly to be used by Media unit of NIOS

**Configuration of NLE System:**

1. National Institute of Open Schooling is required a Non-Linear Editing System with following specifications:
  - i) **System Configuration:**
    - Dual – 2.66 GHz Eight Core Intel Xeon processor or higher
    - 8 GB of 1066 MHZ DDR3 ECC SDRAM
    - 8x or higher Super Drive with double-layer support (DVD+-R DL/DVD+RW/CD-RW)
    - Nvidia GeForce (GT 120 with 512 MB GDDR 3 memory) graphics
    - 2 TB SATA storage with RAID 0 implementation

2X21” TFT Monitors

I/O: Firewire – 1 or more; USB – 2 or more

Decklink HD Extreme video I/O card preferable with a breakout box.

Audio Monitoring System (of reputed brands like Sony, Yamaha, Tascam, Bos etc.) Specification:

- Frequency response: 20 Hz to 20 KHz
- Distortion Less than 0.01%
- Power 50 WRMS Stereo
- Output impedance 4/8/16 ohms
- Audio Line Input 1 (XLR-3)
- Audio Aux. input 1

### **Speakers**

- |                         |   |                  |
|-------------------------|---|------------------|
| Frequency Response      | - | 20 Hz to 20 KHz  |
| Type                    | - | 2 Way System     |
| Tweeter                 | - | Less than 4 inch |
| Woofers                 | - | 12 inch or more  |
| Power handling capacity | - | 100 W RMS        |
| Enclosure size          | - | 10-20 Ltr.       |

### **UPS**

- |                |   |                            |
|----------------|---|----------------------------|
| Mount Type     | - | Rack Mount                 |
| Type           | - | Online                     |
| Power          | - | 2100 watt/3000VA           |
| Output Voltage | - | 230 volt                   |
| Waveform       | - | Sine wave                  |
| Input Voltage  | - | 160v-280v                  |
| Battery Type   | - | Maintenance free batteries |
| Back-up time   | - | 30 Minutes                 |

**Note: Batteries should be boxed in a enclosure.**

### **ii) Software:**

- Final Cut Studio version 2.0
- Adobe Photoshop, After Effects, 3D Studio Max (latest version)

**Note: Software should be ‘Educational’ Version**

- |               |   |         |
|---------------|---|---------|
| iii) Training | : | 4 Weeks |
| Warranties    | : | 3 Years |

NOTE:- The above said procurement of new NLE System will be against BUY-BACK of Non Linear Editing System(NLE) Matrox Digisuite mounted P-III based Computer.

The above said system may be inspected during any working days between 10.30A.M. to 4.30P.M.

### **Completion of Schedule:**

The above said system may be supplied within 30 days from the date of Agreement/Purchase order

### **Efficiency Criteria:**

The tenderers must fulfill following efficiency criteria:

- a. The tenderer should have at least **three years** of experience in the field of supply of NLE System
- b. Have experience of national level institutions including at least one assignment from Government of India/state government/Public Sector undertaking/autonomous body/reputed private institution.
- c. The tenderer should have a turn over of about fifty lakh per year during last three years.
- d. The firm should have sufficient number of qualified experienced staff & infrastructure to complete the assigned work in a time bound manner.
- e. Tender form includes technical Bid and Financial Bid. Tenderers are to submit both Technical and Financial Bids. No column in the Technical and Financial Bid should be kept blank. Forms of Technical Bid and Financial Bid are enclosed in Annexure-I and Annexure-II respectively.
- f. The rates quoted by tenderers shall be valid and binding on them for acceptance by NIOS within 90 days from the date of opening of tenders specified in the tender document.
- g. Reputed and experienced tenderers who have qualified in Technical Bid will only be considered for financial Bid. Tenderers who have quoted lowest rates with reference to the configuration of system will be the major criteria for awarding contract for the work.
- h. The firm should be original manufacture of the NLE system or their authorization letter needs to be submitted.
- i. Tenderer will be responsible for comprehensive maintenance of supplied NLE Systems during warranty period free of charge after the acceptance of supplied material.
- j. Material will be supplied by the firm on the basis of F.O.R. at NIOS head quarter Sector-62, NOIDA, Distt. Gautam Budha Nagar, (UP)

### **Earnest Money Deposit**

- i) Earnest money for Rs. 10,000/- in the form of Bank Draft in favour of Secretary, NIOS and payable at Noida/New Delhi valid for a period of not less than six months to be enclosed with the tender technical bid application, failing which the tender will be summarily rejected.
- ii) Earnest money of tenderers who have not been selected will be refunded accordingly within one month after finalizing of tender and on receipt of a written request from the tenderer.
- iii) No interest on the Earnest money/Security Deposit will be payable.

## **Security Deposit**

The successful tenderer will be required to submit a Bank Guarantee of 7% of value of work order in favour of Secretary, NIOS for a period of not less than 12 months from the date of offer letter. After receipt of the Security deposit in term of Bank Guarantee, the EMD deposit will be returned. In addition to the provision of the recovery clause, the said Security shall stand forfeited/appropriately adjusted in part or in full in the event of :-

- i) The supplies in part or in full are not affected in accordance with the delivery schedule.
- ii) On rejection of work on account of Sub-standard product not in conformity with the specifications and satisfaction of NIOS.
- iii) Any act of breach of trust.
- iv) In case the successful tenderer fails to complete the order in part or in whole, as the case may be, the order shall be cancelled and will be given to the next successful tenderer and the penalty as deemed fit by the Competent Authority shall be imposed on the tenderer, who fails to execute the work.
- v) NIOS reserves the right to terminate the contract at any time without prior notice and to **forfeit** whole of the Security Deposit, if the contractor fails to complete the work satisfactorily.
- vi) The selected firm has to provide the maintenance service during warranty period. If the firm fails to complete the same, the penalty as decided by Chairman, or Secretary deposit may be forfeited.

## **Payment**

- i) The payment will be made immediately on submission of bill in duplicate, complete in all respect and also after certification from the user unit.
- ii) No advance will be given for executing the work.
- iii) Counter conditions by the Tenderers in matters concerning payment of bills shall not be acceptable.

## **Penalty**

- i) The Complete NLE System alongwith software and CDs shall be given to the NIOS within prescribed time form the date of award of Contract, failing which the penalty @ 5% per month will be levied on total cost of work allotted. No extension of time for delivery of item shall normally be accorded. However, in exceptional cases the Secretary, NIOS can accord extension of time when the delay in delivery is due to reasons beyond the control of the supplier.
- ii) In case of any abnormal irregularity noticed or delay in delivery of material, the penalty levied by an independent committee constituted by the Chairman, NIOS will final and binding.

## **Tender Application must be accompanied by the following:**

a) Technical Bid on the Tender Document appearing at annexure – I duly filled up, signed and stamped alongwith following documents:

- i) Earnest Money Deposit(EMD) of Rs. 10,000/- (Rs. Ten Thousand only ) in the form of FDR/CDR/Bank Draft in favour of the Secretary National Institute of Open Schooling, payable at New Delhi/NOIDA

- ii) A complete list of client as Government/Semi Government/Private reputed Institutions served during last one year with Name, Telephone No. etc.
- iii) A list of the name of bankers of the tenderer.
- iv) Latest income tax clearance certificate
- v) The authority of the person signing the tender
- vi) An attested copy of the certificate of registration incorporation pertaining to the Company

### **Delivery of Tender**

- i. The complete limited tender document is also available on NIOS website at [www.nios.ac.in](http://www.nios.ac.in) or [www.nos.org](http://www.nos.org) for the purpose of downloading.
- ii. Sealed envelopes containing Technical Bid (Annexure-I and Financial Bid Annexure-II) in separate sealed cover superscribed as Technical Bid/financial Bid and both the covers enclosed together in a sealed envelope and should be superscribed in block letters as shown below:
 

**“ Limited Tender for Procurement of Non Linear System (NLE)”** and addressed to Secretary, National Institute of Open Schooling, A-24/25, Institutional Area, Sector-62, Noida-301309 UP should be put in the sealed tender box available at the Purchase Section, 2<sup>nd</sup> floor of the said premises for the purpose.
- iii. The tenderer will be required to send two separate envelopes first envelope containing deposit of Earnest money, technical bid specifications. The second containing the financial bid showing rates and terms and conditions.
- vi. Conditional tender will not be considered and will be rejected.
- v. Every page of the Tender Document should be signed and stamped. Tender not on the prescribed format, without requisite Details/EMD and received after closing date and time of tenders will be summarily rejected.

### **Opening of Tender**

You are at liberty to be present at or authorize, a representative to be present at the opening of the tender at the time and date as specified in the schedule. The name and address of the representative who would be attending the opening of the tender on your behalf should be indicated in your tender.

- i) National Institute of Open Schooling shall not be responsible for any wrong address/delivery. The Technical bid will be opened on the 18.09.2009 at 14.30 hrs in the Conference Room, 2<sup>nd</sup> floor, A-24/25, Sector-62, Noida, U.P. in the presence of the tenderers or their authorized representative who may wish to be present.

- ii) The tender is liable to be rejected, if complete information is not given therein or if the particulars and date (in any) asked for in the schedule to the tender are not filled in.
- iii) Unless otherwise specified in the schedule to the tender, your tender must reach this office not later than 14.00 hrs on the date of closing of the tender.
- iv) NIOS reserves the right to accept fully or partially or reject any/all tenders without assigning any reasons(s), whatsoever. Tender not on the prescribed proforma(attached) without requisite details/EMD and received after the closing date/time of tenders will be summarily rejected.
- v) Canvassing in any form will be viewed seriously and if any tenderer is found to be resorting to such practice, the tender of such firm will be rejected.
- vi) The financial bid of only those firms, who qualify the technical bid will be opened at a later stage with due information to the successful tenderer.

### **Arbitration**

In case of any dispute arising out of the relations between the parties, the matter will be referred to the sole Arbitrator appointed by the Chairman, NIOS, whose decision will be final and binding on the parties. The provisions of the Arbitration and Conciliation Act 1996 shall apply. The venue of the arbitration shall be Delhi/Noida only.

### **Jurisdiction of Courts**

Any dispute arising out of the relations between the parties will be subject to the jurisdiction of Delhi Courts only.

### **Subletting and assignment**

The Contractor shall not be allowed for subletting of works subject transfer or assign the contract or any part thereof, interest therein or benefit or advantage thereof in any manner whatsoever except with the previous consent, in writing, of the Secretary, NIOS.

### **Prices**

1. The prices once accepted by the NIOS shall remain valid for 90(ninty) days and may be extended on mutual consent. The NIOS shall not entertain any increase in the rates during the period of 90 days. However, in the event there is a reduction in Government Taxes/duties during the period of execution of the order, corresponding benefit of reductions shall be passed on to the NIOS on all supplies effected with effect from the date notifying the said reduction in the Government Taxes duty. In case of any increase may be made to the taxes during the period of execution of the orders the payment of such increase may be made to supplier on all supplies effected from the date of notification and on production of relevant and authenticated documents. However, the supplier shall not be entitled to such increase in taxes during the extended period of execution.
2. The prices quoted must be net per item (inclusive all) as shown in the Schedule.
3. The rate must be stated for each item separately **in words and figures**.

4. If the rates of more than one firm are equal, the decision of the Competent Authority will be final. However, the large criteria of selection of firm will be based on experience, and better configuration of NLE.

### **UNDERTAKING**

- 1) I, the undersigned, certify that I have gone through the Terms & Conditions mentioned in the tender documents and undertake to comply with them. The rates quoted by me shall be valid and binding on me for acceptance by NIOS within 90 days from the date of opening of tenders specified in the tender document.
- 2) I, the undersigned hereby undertake to abide by the instructions of NIOS for compliance of the contract during the period of tender.
- 3) I shall forfeit the Earnest Money/Security Deposit, deposited with NIOS by me, if any delay occurs on my part in execution of the contract or non-performance of the contract or non compliance of contract. The decision of the Chairman, NIOS will be final and binding on me with regard to the amount of security deposit to be forfeited.
- 4) I hereby undertake to comply with the terms of the contract during the validity of the tender as per directions given by NIOS from time to time.

**Signature of Tenderer with Seal**

## NATIONAL INSTITUTE OF OPEN SCHOOLING

NOTE: TO BE SEALED SEPARATELY  
(Technical Details for NLE SYSTEMS)

(TECHNICAL BID)

TECHNICAL INFRASTRUCTURE:- (The following documents need to be enclosed alongwith technical bid)

1. The firms must be registered with VAT/ Sales Tax Department and copy of the same may be enclosed with the tender. Service Tax Registration may also be attached.
2. The firm must be OEM / authorized dealer of the manufacturer of the product Authorization letter must be enclosed.
3. The firms should have minimum 3 years experience in field of supplying the NLE SYSTEMS.
4. List of Institutions with a copy of order issued by the departments where NLE SYSTEMS have been supplied/installed by firm during last 3 years may be attached along with the tender.
5. DETAILS OF EXPERIENCE OF TECHNICAL EXPERTISE AND ADEQUATE INFRASTRUCTURE FOR MAINTENANCE THE SUPPLIED NLE SYSTEMS DURING THE WARRANTY PERIOD.
6. THE FIRM'S TURNOVER SHOULD BE FIFTY LAKHS PER ANNUM DURING LAST THREE YEARS.
7. COPY OF THE INCOME TAX RETURNS FOR LAST THREE YEARS SHOULD BE SUBMITTED ALONG WITH THE TENDER.
8. COPY OF THE STATEMENT OF ANNUAL ACCOUNTS OF LAST THREE YEARS SHOULD BE SUBMITTED ALONG WITH THE TENDER.
9. DETAILS OF STAFF
  - A) PERMANENT (INCLUDING TECHNICAL STAFF)
  - B) CONTRACTUAL

**PRESCRIBED TECHNICAL BID PERFORMA FOR NLE SYSTEMS**

<b><u>Items for Technical Bid</u></b>	<b><u>Details/Qty</u></b>
<b>NAME &amp; ADDRESS OF THE FIRM</b>	
<b>YEAR OF ESTABLISHMENT</b>	
<b>TYPE OF FIRM (COPY ENCLOSED) (PROPRIETARY/PRIVATE/PUBLIC/GOVT.)</b>	
<b>TOTAL TURNOVER DURING</b>	
<b>2005-06</b>	
<b>2006-07</b>	
<b>2007-08</b>	
<b>PAST EXPERIENCE</b>	
<b>COPY OF THE INCOME TAX RETURNS ENCLOSED YES/NO</b>	
<b>PERMANENT STAFF (INCLUDING TECHNICAL AND DEVELOPMENT OF THE SOFTWARE) AND ITS PROOF.</b>	
<b>CONTRACTUAL STAFF AND ITS PROOF</b>	
<b>DETAILS OF EARNEST MONEY DEPOSIT: (PLEASE ATTACH EMD DRAFT WITH THIS ANNEXURE)</b>	
<b>THE TERMS AND CONDITIONS AS PER TENDER DOCUMENT ARE ACCEPTABLE OR NOT.</b>	

Place:

Authorized Signatory

DATE:

(WITH FULL NAME, DESIGNATION AND STAMP)

**PRESCRIBED FINANCIAL BID PERFORMA FOR NLE SYSTEMS****NOTE: TO BE SEALED SEPARATELY****(FINANCIAL BID)**

To,

The Secretary,  
National Institute of Open Schooling,  
A 24-25, Institutional Area,  
Sector-62, NOIDA-201309 (U.P.)

After having gone through the terms and conditions as enlisted in tender document and the technical Bid of the Tender document for supply of NLE SYSTEM, we accept all the terms and conditions and quote our lowest rates for the same in the given below prescribed proforma. The EMD of Rs. 10,000/- (Rupees ten thousand) for supply of NLE SYSTEM under Buy Back Scheme drawn on \_\_\_\_\_ in favour of the Secretary, National Institute of Open Schooling payable at NOIDA is also enclosed along with technical bid.

**PART-A (RATES FOR NEW NLE SYSTEM)**

Sl. No.	Item/Description	Qty req.	Unit price	Total price at F.O.R NOIDA
1	<p><b>Non Linear Editing System (NLE)</b> <b><u>(i) System Configuration-</u></b></p> <p>Dual -2.66GHz Eight Core Intel Xeon processors or higher 8GB of 1066 MHZ DDR3 ECC SDRAM 8 X or higher Super Drive with double-layer support (DVD+R DL/DVD+RW/CD-RW), Nvidia GeForce(GT 120 with 512 MB GDDR 3 memory) graphics 2TB SATA Storage with RAID 0 implementation 2X21”TFT Monitors, I/O: Firewire-1 or more; USB-2 or more Decklink HD Extreme video I/O card preferably with a breakout box,</p> <p><b><u>Audio Monitoring System( of reputed brands like Sony, Yamaha, Tescam, Bose etc.)</u></b> <b><u>Specifications :-</u></b> -Frequency response; 20Hz to</p>	01(ONE)		

<p>20KHz          -Distortion Less than 0.01%          -Power 50 W RMS Stereo          -Output impedance 4/8/16 ohms          -Audio Line Input 1(XLR-3)          -Audio Aux input 1</p> <p><b><u>Speakers</u></b></p> <p>Frequency Response -20Hz to 20 KHz          Type - 2 Way System          Tweeter - Less than 4 inch          Woofer - 12 inch or more          Power handling - 100 W RMS          Capacity          Enclosure size - 10-20 Ltr.</p> <p><b><u>UPS</u></b></p> <p>Mount type - Rack Mount          Type - Online          Power - 2100 watt/3000 VA          Output voltage - 230 volt          Waveform - Sine wave          Input voltage - 160v-280 V          Battery Type - Maintenance free Batteries          Back up time - 30 Minutes</p> <p><b>Note: Batteries should be boxed in a enclosure.</b></p> <p><b><u>Software</u></b></p> <p>-Final Cut Studio Version 2.0          -Adobe Photoshop, After Effects, 3D Studio Max (latest version)</p> <p><b>Note:- Software should be 'Educational' Version</b></p> <p>Training - 4 Weeks          Warranties - 3 years</p>			
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**PART-B ( RATES FOR NIOS OLD NLE SYSTEM)**

<b>Sl.No.</b>	<b>Description of old NLE SYSTEM</b>	<b>Qty of old NLE SYSTEM</b>	<b>Unit price</b>	<b>Total amount for old one NLE SYSTEMS</b>
1.	Non Linear Editing System (NLE) MATROX DIGISUITE mounted P-III based computer.	01(ONE)		

**Note:- Non Linear Editing System (NLE) MATROX DIGISUITE mounted P-III based computer.with NIOS under Buy Back these can be inspected by the tenderers during normal Office Hours on all working days**

Place:

Authorized Signatory

DATE:

(WITH FULL NAME, DESIGNATION AND STAMP)

