



ASSOCIATION OF  
MUNICIPALITIES AND DEVELOPMENT AUTHORITIES (AMDA)  
(नगर पालिका एवं विकास प्राधिकरण संघ)

## **TENDER NOTICE**

Supply, Installation, Programming, Testing  
and Commissioning of Video Conferencing  
System

AT

**ASSOCIATION OF MUNICIPALITIES &  
DEVELOPMENT AUTHORITIES (AMDA)**

7/6, SIRIFORT INSTITUTIONAL AREA,  
AUGUST KRANTI MARG,

NEW DELHI-110049

Tel No. 011-26494486/26497973

Email Id: [amda@amdaindia.org](mailto:amda@amdaindia.org)

Web Link: [www.amdaindia.org](http://www.amdaindia.org)

Signature of the bidder

**ASSOCIATION OF MUNICIPALITIES & DEVELOPMENT AUTHORITIES  
(AMDA)  
7/6, SIRIFORT INSTITUTIONAL AREA, AUGUST KRANTI MARG,  
NEW DELHI-110049  
Tel No. 011-26494486/26497973**

Ref. No. AMDA/Admin/VC/System/15/2025

**Date:** 25.05.2025

**Sub:** For Supply, Installation, Programming, Testing and Commissioning of Video Conferencing Systems

Tender document in respect of the above-mentioned works with Index at page no. 3. **Please note that tender is to be delivered in the office of the Director cum Secretary, Association of Municipalities & Development Authorities, 7/6, Sirifort Institutional Area, August Kranti Marg, New Delhi-110049 on or before - 9<sup>th</sup> June, 2025 up to 2.00 P.M.**

The Tender should be signed on each page, dated and witnessed in all places provided for in the documents; all other papers should be initialed.

The tender should be accompanied by tender fee (Rs. 1,180) and Earnest Money Deposit (EMD) in the form of demand draft as mentioned in Appendix. Tenders without tender fee and earnest money deposit shall be summarily rejected. The Technical Bids will be opened on 9<sup>th</sup> June, 2025 at 3:00 PM and Price Bids of technically qualified bidders will be opened at a later date.

The person, signing the tender on behalf of company/firm or on behalf of another person shall attach with tender a certified copy of proper authority/power of attorney on a non-judicial stamp paper of requisite value duly executed in his favour by such person, company/firm and must state specifically that he has authority to sign such tenders for and on behalf of such person or company/firm as the case may be, and in all matters pertaining to the contract including arbitration clause.

This letter shall form part of the "CONTRACT" and must be signed and returned along with the tender documents.

Yours faithfully,

Director cum Secretary

Signature of the bidder

**ASSOCIATION OF MUNICIPALITIES & DEVELOPMENT  
AUTHORITIES (AMDA)**

7/6, SIRIFORT INSTITUTIONAL AREA, AUGUST KRANTI MARG,

NEW DELHI-110049

Tel No. 011-26494486/26497973

Ref. No. AMDA/Admin/VC/System/15/2025

Date: 25.05.2025

**INDEX OF TENDER DOCUMENTS**

S. NO.	DESCRIPTION	PAGES
1	Notice Inviting Tender	4
2	Eligibility Criteria	5-6
3	Bidder scope of work	7-9
4	Technical specification for Video Conferencing System	8
5	Form of Tender-cum-Bid Security Declaration	10
6	Appendix	12
7	Price Bid format	12

Signature of the bidder

## NOTICE INVITING TENDER

Ref. No. AMDA/Admin/VC/System/15/2025

Date: 25.05.2025

### Information Regarding Payment of Tender Document fee & EMD

The Bidders can download the tender documents from the official website: <https://amdaindia.org/>. The Bidders shall have to pay for the Tender Fee & EMD fees online directly through RTGS/NEFT. The details are as under:

<b>Earnest Money to be deposited</b>	Rs 15,500/- (EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document (MSME, Startup) for the relevant category with the bid.
<b>Tender Fee</b>	Rs. 1,180
<b>Time of Completion:</b>	2 weeks from the date of issue of LOI
<b>Terms of Payment</b>	50% payment against supply of material. 50% payment after successful Installation, Testing, Commissioning and handing over the equipment.
<b>Performance Guarantee</b>	5% of tendered amount as per prescribed format
<b>Pre-Bid Meeting</b>	02.06.2025 at 3:00 PM

Sl. No.	Brief Scope of Work	Estimated Cost of Work	Completion Time	Issue of Blank Tender Document	Last Date of Submission Tender
1.	Supply, Installation, Programming, Testing and Commissioning of Video Conferencing System (One complete VC system in AMDA Meeting Hall)	Rs. 5,03,700/-	2 weeks from the date of issue of LOI	25 <sup>th</sup> May 2025  To  9 <sup>th</sup> June, 2025	9 <sup>th</sup> June, 2025  Up to  2:00 PM

ACCOUNT NAME	BANK NAME	BANK A/C NO.	BANK IFSC CODE
Association of Municipalities & Development Authorities	State Bank of India, Scope Complex Branch, New Delhi (20511)	00000038654825074	SBIN0020511

For any clarification regarding bid preparation and bid submission, please contact:

**Address:** Association of Municipalities & Development Authorities, 7/6, Sirifort Institutional Area, August Kranti Marg, New Delhi-110049

(9:30 am - 06:00 pm Mon to Fri)

**Email:** [amda@amdaindia.org](mailto:amda@amdaindia.org) **Phone:** 011-26494486, 26497973

Signature of the bidder

## **Eligibility Criteria**

1 Eligibility Criteria for Participating in this Tender are subject to provisions in the Tender Document. Participation in this Tender Process is open to all such bidders who fulfill the 'Eligibility', technical compliance and Additional Terms and Conditions (ATCs).

1.2 The bidder should meet the following eligibility criteria as of the date of this bid submission and should continue to meet these till the award of the contract. The bidder shall be required to declare fulfilment of Eligibility Criteria on its letterhead as under:

- I. Not stand declared ineligible/ blacklisted/ banned/ debarred by the Procuring Organization or its Ministry/ Department from participation in its Tender Processes. 100 Rs stamp paper declaration with Notarized undertaking to submit of same.
- II. Not be convicted (within three years preceding the last date of bid submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of Government of India from participation in Tender Processes of all of its entities, (on letterhead)
- III. Not have a conflict of interest, which substantially affects fair competition. The prices quoted should be competitive and without adopting any unfair/ unethical/ anti-competitive means. No attempt should be made to induce any other bidder to submit or not to submit an offer for restricting competition (on letterhead).

1.3 The bidder shall submit a valid certification from OEM declaration.

1.4 The bidder/OEM should have similar experience in of supply, installations and commissioning in last 3 years of one work with 80% of project estimated cost or 2 works pf 50% of the project estimated cost. Valid proof of the same to be attached.

1.5 Bidder/OEM should have registration with GST and has a PAN card.

1.6 The bidder will submit proof of business registration.

1.7 Joint Ventures are not Permitted.

1.8 Balance sheet for previous three financial years with ITR of bidder duly verified/vetted by CA.

1.9 The bidder must submit the MAF (Manufacturer's Authorization Form) from respective OEMs participating in Bid.

1.10 The bidder should submit the Escalation matrix for service & Compliance.

1.11 OEM/bidder has to submit detail of Service centre in Delhi of the items supplied.

1.12 All the equipment/Item quoted in BID are of latest technology and High Tech which is integrated with advance version.

Signature of the bidder

1.13 Purchase Preference Policies of the Government: the Procuring Entity reserves its right to grant preferences to eligible Bidders under various Government Policies/ directives (policies relating to Make in India; MSME; Start-ups etc.).

## **2. Qualifications of Manpower/Engineers**

2.1 The Seller shall ensure that the manpower/engineer assigned to this project possesses the necessary technical qualifications and expertise to perform the tasks required under the contract and demonstrated experience in the relevant technical field.

The bids should mandatorily come in 4 different envelopes as mentioned below:

### **ENVELOPE -I (TENDER FEE + EMD)**

In this envelope, tender fee and earnest money deposit (EMD) should be contained. If exempted then provide MSME certificate.

### **ENVELOPE -II (TECHNICAL BID)**

**Name of work:** Supply, Installation, Programming, Testing and Commissioning of Video Conferencing System in AMDA Meeting Hall at 7/6, Sirifort Institutional Area, August Kranti Marg, New Delhi-110049

**Tender no.:** Ref. No. AMDA/Admin/VC/System/15/2025

**Date:** 25.05.2025

**Due date & time of opening:** 09.06.2025 at 3:00 PM

**Addressed to:** Director cum Secretary, 7/6, Sirifort Institutional Area, August Kranti Marg, New Delhi-110049

**From:** Name & Address of the tenderer

### **ENVELOPE -III (PRICE BID)**

**Name of work:** Supply, Installation, Programming, Testing and Commissioning of Video Conferencing System in 7/6, Sirifort Institutional Area, August Kranti Marg, New Delhi-110049

**Tender no.:** Ref. No. AMDA/Admin/VC/System/15/2025

**Date:** 25.05.2025

**Due date & time of opening:** 09.06.2025 at 3:00 PM

**Addressed to:** Director cum Secretary, 7/6, Sirifort Institutional Area, August Kranti Marg, New Delhi-110049

### **ENVELOPE -IV (BIDDER DETAILS)**

**Envelope IV** should contain name of the bid and Name & Address of the bidder along with mobile number and email id.

**NOTE: Envelope-II** shall contain all the documents related to eligibility criteria, terms & conditions of tender documents etc. i.e. **complete tender documents except Price Bid part.**

**Envelope-III** shall contain only price bid/Schedule of Quantities to be charged by the tenderers for execution of the work. It is to be noted that the **Envelope-II** shall contain only **PRICES** and no

conditions i.e. deviations/ assumptions/ stipulations/ clarifications/ comments/ any other request what so ever. Conditional offers will be rejected.

Signature of the bidder

## **BIDDER SCOPE OF WORK**

1. Supply, installation testing and commissioning as per Technical Specifications as per document for Set up Video conferencing system with audio video presentation system /switching control system / Audio and Video Integration/ sound control system/Video conference control system as a Board room conference system Project.

2. Technical Specifications prepared by AMDA has been drafted for bidding purpose. However, it is the responsibility of the bidder to do the site survey (at his cost) and submit proposal that fulfil functional & performance requirements, an analysis of the functional and performance requirements of this specification and/or site surveys, design, and engineering may lead the bidders to conclude that additional items are required that are not specifically mentioned in this specification.

2.1 The bidder shall depute Engineer immediately for commissioning upon receipt of Materials.

### **3. DOCUMENTATION:**

3.1. One set of documentation (hard copy), which shall include general description of the equipment, operating instruction manual, detailed manual, configuration and installation manual, trouble shooting and maintenance manual, information regarding operating ranges, safety instructions, default settings etc. should be furnished along with the supply of the materials for all the system/ sub-system and equipment.

### **4. QUALITY PLAN, INSPECTION AND TESTING:**

4.1. The successful bidder shall submit quality plan/ test procedures for all the items to be supplied and also for installation and commissioning and testing. The quality plan shall set out the practices, procedures, relevant standards and acceptance level for all components of the system and for integrated system operation. This plan shall be finalized after mutual discussions and approved by AMDA.

4.2. Site inspection: After all the material are received at the site along with test certify cates as per approved quality plan, AMDA will inspect this equipment for verifying compliance as per order specifications and that there is no damage during transportation.

### **5. SYSTEM DESIGN AND ENGINEERING:**

Successful bidder is advised to make a detailed report of implementation Plan of project. Detail engineering has to be done and the best feasible design has to be implemented by the Bidder. Design and selection of the equipment's should be such that it should meet requirements of long-term trouble-free operation with highest degree of reliability and performance. The system design, equipment selection and system implementation should also concentrate on flexibility of future expansion and maintainability without much hassle.

### **6. DESIGN IMPROVEMENTS AND FUTURE EXPANSION:**

Signature of the bidder



The system implementation has to be done in such way, to give flexibility of system design improvements and future expansion. This expansion shall be conveniently achievable by modular expansion without doing any major modification or substitution of already installed equipment and without interrupting existing operations. All civil work is in Scope of Bidder.

#### **7. SITC of Video conference System:**

During SITC of the said system, expenditure towards any additional furniture repair and adjustments required with the existing furniture shall be borne by the successful bidder.

#### **8. Technical specification for Video Conference Systems: -**

<b>S.N.</b>	<b>Technical specification</b>	<b>Compliance (Yes/No)</b>
1	4K Resolution (Pixels): 3840 x 2160 (UHD)-Ultra High-Definition LED Backlit DLED with IPS technology (with A++ category inner panel)	
2	Display Size Screen Size (Diagonal): 86", Toughened Glass, Antiglare, Anti scratch Annotation possible while interactive session at all documents/images/video etc.	
3	Viewing angle: 178:178 degree	
4	OS: Android & Windows	
5	Internal Memory 8GB/128 GB/And 14 & OPS PC storage i7/16Gb/ 1 TB SSD	
6	Multi device interfacing (wirelessly-Tab/Mob/Laptop etc.)	
7	All interfacing Ports HDMI, USB, RJ45, W-Fi, Bluetooth, Wi-Fi etc.	
8	In built Speaker: 2 no's	
9	On Site Warranty (Year): (03 years)	
10	Trolley Stand with castor wheels/ wall mounting	
11	Alongwith VC Camera PTZ Camera and OD Mic	
12	Optical zoom 20X / 12X, with Interfacing ports	
13	All Installation, Delivery, Training	

#### **9. Location of supply: -**

The details of location where the Materials to be supplied through this tender is as under:

<b>S.N.</b>	<b>Location of Supply</b>	<b>Address</b>
1	New Delhi	AMDA Meeting Hall, 7/6, Sirifort Institutional Area, August Kranti Marg, Delhi - 110049

#### **10. Warranty Terms/ Service Support: -**

Signature of the bidder

10.1 The bidder shall offer Video Conference System with Two years on-site Comprehensive Warranty. The proof of Warranty certificate shall be submitted along with material supply. The purchaser is not liable to pay any extra charges on this account during warranty period.

10.2 Any part or parts fail or proved defective within the warranty period specified above, owing to defect in design, material or workmanship, the bidder shall replace them at no additional charges. The cost for deputation of Engineer/ Expert and any other associated expenditure shall be borne by the bidder during Warranty period.

10.2 Bidder shall depute Engineer to attend the fault at site upon intimation by AMDA over phone or through e-mail.

#### **11. Delivery Terms: -**

11.1 The supply of entire PO Materials shall be delivered within a week from the date of issue of Purchase Order (PO). However, the bidders have an option to submit the best delivery time, but in any case, the delivery should be within 1 week from the date of issue of order by purchaser.

11.2 The material shall be inspected upon receipt at site and bidder shall be responsible for any damage during the transit.

Signature of the bidder

## FORM OF TENDER – CUM - BID SECURITY DECLARATION

To

Director cum Secretary,  
Association of Municipalities & Development Authorities (AMDA),  
7/6, Sirifort Institutional Area,  
August Kranti Marg, New Delhi-110049

I/We have read and examined the following documents relating to.....  
.....

(Name of the Work)

- (a) Notice inviting tender.
- (b) Instructions to Tenderers
- (e) Special Conditions of contracts if any.
- (f) Schedule of Quantities/Price Bid
- (g) Corrigendum/ Addendum, if any

I/We hereby tender for execution of the works referred to in the aforesaid documents upon the terms and conditions contained or referred to there in and in accordance in all respects with the specifications and other relevant details at the rates contained in Schedule and within the period(s) of completion as stipulated in Appendix.

In consideration of I/We being invited to tender, I/We agree to keep the tender open for acceptance for 120 days from the due date of submission thereof and not to make any modifications in its terms and conditions which are not acceptable to the AMDA.

A sum of Rs. 15,111/- is hereby forwarded as Earnest Money Deposit in the form of Demand Draft in favour of "Association of Municipalities and Development Authorities A/c".

If I/We withdraw or modify the tender during the period of validity as mentioned above, or if I/We are awarded the contract and I/We fail to sign the contract, or to submit a performance security before the deadline defined in the tender document (unless the said deadline is extended by the AMDA), the AMDA shall be at liberty to reject our tender/cancel the contract and debar us from participating in any tender for a period of three years.

Should this tender be accepted, I /We agree to abide by & fulfill all the terms conditions of aforesaid document.

If after the tender is accepted, I/we fail to commence the execution of the work as provided in the conditions. I/We agree that AMDA shall without prejudice to any other right or remedy is at liberty to forfeit the said earnest money absolutely and reject the tender.

Signature of bidder.....

Duly authorized to sign the tender

Dated: .....

Witness:.....

Date:.....

Address:.....

## FINANCIAL BID - FORMAT

### APPENDIX:

1. Competent Authority:	Chairperson AMDA or his/her Authorized executives
2. Earnest money/Security deposit:  b) Earnest money: c) Performance Security:	Rs. 15,111/- 5%
3. Time allowed for execution of work	Two weeks
4. Authority competent to decide if "Any other cause" of delay is beyond contractor's control	Chairperson AMDA or his/her Authorized executives
5. Liquidated Damaged	0.5% (one half of one percent) per week subject to a Maximum 10% value of the contract
6. Defect Liability Period	24 months from the date of Completion of work in all respect
7. Authority competent to reduce compensation	Chairperson AMDA or his/her Authorized executives

The listing of quantity and prices to be created and included alongwith the total costing.

**Total amount in words-**

**Rupees** \_\_\_\_\_

**(excluding GST).**

**GST applicable shall be extra, as per tender conditions.**

\_\_\_\_\_

**Signature of bidder with seal**