

**India Trade Promotion Organisation**  
(A Govt. of India Enterprise)  
Gate No. 3, Pragati Bhawan, Pragati Maidan  
New Delhi – 110001

No.: ITPO/SD&CSD/Misc./VC/2014

Dated: 02-10-2014

**Tender Document**

**Subject: Invitation of sealed bids for supply of Three (3) Video Capture Cards (To be quoted for reputed brands only).**

India Trade Promotion Organisation (ITPO), a premier trade promotion organisation, manages India's premier trade fair complex, Pragati Maidan in New Delhi. ITPO intends to procure Three (3) Video Capture Cards, especially for *webcasting*. ITPO invites sealed bids for supply of Three (3) Video Capture Cards (To be quoted for reputed brands only).

**A. Scope of work:**

To supply "*Video Capture Cards*" as per the quantity and specifications given below:

S.No.	No. of Video Capture Cards	Specification		
1.	3 (Three) Nos.	<b>SNO</b>	<b>Specifications Name</b>	<b>Specification Descriptions</b>
		1	Operating Systems Support	Windows 7, Windows 8, Linux
		2	A/V Inputs	Video : 1 x BNC/RCA 1 x Components  1 x Composite  Audio : Balanced Stereo (XLR)  Unbalanced Stream (RCA)
		3	Output	Audio : Stereo out 3.5 mm
		4	PCIe Slots and dimension	Slots: x 1, x 4, x 8, or x 16  Half height board
		5	Input and Editing features	Logo overlay  Closed captions  Scaling, cropping, de-interlacing and inverse telecine etc.
		6	Video Format support	NTSC and PAL
		7	Input video resolution	Up to 480p or 576p
		8	Frame rate support	Up to 30 fps
		9	Refresh rate	50 Hz to 60 Hz
		10	Connecting cables and adapters	All input connectors and cables and adapters supplied

**B. Delivery Period:** Items to be delivered at ITPO Office, Pragati Bhawan, Pragati Maidan, New Delhi – 110001 where quantities and quality of items will be inspected by ITPO official (s) or his representative. Supply to be made **within 5 days** from the date of supply/ purchase order.

**C. Terms & Conditions:**

1. *Bids to be submitted for reputed brands only.*
2. *Successful bidder shall provide warranty as per company regulation and also the bidder will arrange for replacement/ service of the video capture cards in case of any defect arising in the video capture cards during the warranty period without any extra expenditure on part of ITPO.*
3. **Repeat Order Clause:** The Buyer can order up to 50% quantity of the items under the present tender within six months from the date of supply/successful completion of this work, the cost, terms & conditions remaining the same. The Bidder is to confirm acceptance of this clause. It will be entirely the discretion of the Buyer to place the Repeat Order or not.
4. No conditional bids will be accepted.
5. **Liquidated Damages:** - The BUYER i.e. India Trade Promotion Organisation (ITPO) may also deduct from the SELLER i.e. the successful bidder, as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed / undelivered stores / services mentioned above for every day of delay, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.
6. The bids shall be submitted neatly and all corrections, over-typing shall be attested with seal and full signature. ITPO reserves the right to not to accept or reject any or all the bids without assigning any reason thereof. Tendering/Subsequent award of job shall not in any way entitle the successful bidder to have any exclusive rights and privileges.
7. The commercial bids of only those bidders shall be opened who shall technically qualify as per the Eligibility Criteria laid down in the tender document.

**8. RESOLUTION OF DISPUTES**

The dispute resolution mechanism shall be as follows:

- a. In case of dispute between ITPO and the successful bidder, if not resolved amicably, same shall be referred to adjudication / arbitration in accordance with Indian Arbitration and Conciliation Act 1996.
  - b. If such dispute arises then either party may forthwith give to the notice in writing of such dispute to other party and shall be referred to the adjudication of an arbitrator/ conciliator in accordance with Indian Arbitration and Conciliation Act 1996.
  - c. The CMD of ITPO will be the competent authority to nominate person/ official who will act as arbitrator/ conciliator.
  - d. The decision of the arbitrator/ conciliator shall be final and binding upon both the parties, i.e. ITPO and the successful bidder.
  - e. All unresolved disputed matters will have the jurisdiction of Delhi, so far as legal and court matters are concerned.
9. **The price quoted should be for New Delhi and should be including of all the taxes, levies, logistics cost (if any) etc.**
  10. The technical bids will be opened on the same day at 3.30 PM in the presence of the representatives.
  11. ITPO reserves the right to accept or reject any offer without assigning any reason thereof.

12. The Bidder shall bear all costs associated with the preparation and submission of its bid and ITPO shall in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
13. Tenders with incomplete information are liable for rejection.
14. Tenders not submitted in the format specified as per the Tender document will be summarily rejected.
15. The tenders with the technical bid not containing Tender fee in the prescribed format will be summarily rejected.
16. Tenders with incomplete information, subjective and conditional offers as well as partial offers will be liable for rejection.
17. Tenders without the signed copy of the Tender Documents in the respective envelopes will be summarily rejected.
18. The company should not be black listed by any Govt./semi Govt. organization or PSU.
19. The bidder cannot make any amendment in the Technical Bid /Commercial Bid; neither can he impose any condition. All such bids will be rejected at the discretion of ITPO.
20. Tender document can be downloaded from ITPO's website: [www.indiatradefair.com](http://www.indiatradefair.com) and cpp portal: [www.eprocure.gov.in](http://www.eprocure.gov.in).
21. The Bid Document shall be submitted in the form of printed document. Bids submitted by Telex, fax or email would not be entertained. Any condition put forth by the bidder not conforming to the bid requirements shall not be entertained at all and such bid shall be rejected.
22. Any bid received by ITPO after the deadline for submission of bids prescribed by ITPO, will be summarily rejected and returned unopened to the Bidder. ITPO shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on this subject will be entertained.
23. To assist in the evaluation, comparison and an examination of bids, ITPO may, at its sole discretion, ask the Bidder for a clarification of its bid including breakup of rates. The request for clarification and the response shall be in writing. If the response to the clarification is not received before the expiration of deadline prescribed in the request, ITPO reserves the right to make its own reasonable assumptions at the total risk and cost of the Bidder.
24. Bids shall remain valid for 60 days after the date of bid opening prescribed by ITPO; ITPO holds the right to reject a bid valid for a period shorter than 60 days as non-responsive, without any correspondence. In exceptional circumstances, ITPO may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the Bidder shall be unconditional. A Bidder granting extension of validity will not be permitted to modify his technical or commercial bid.
25. **Clarification regarding contents of tender enquiry:** - Any clarification regarding the contents of the bidding document should notify to ITPO in writing not later than three (3) days prior to the date of opening of bids.

**26. Modification and withdrawal of Bids:** - A bidder may modify/ withdraw his bid after submission in written notice prior to deadline prescribed for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of bid during this period will result in bidder's forfeiture of Earnest Money Deposit (EMD).

• **Signing of the Contract**

- The bidder whose bid has been accepted shall be notified of the award by the ITPO prior to the expiration of the period of validity of the proposal, by registered letter or by fax. The Bidder shall send his acceptance to enter into the Contract within three (3) days from the receipt of the award letter.
- All incidental expenses of the execution of the Contract/ Agreement shall be borne solely by the successful bidder and such amount shall not be refunded to the successful bidder by the ITPO.
- The conditions stipulated in the Contract shall be strictly adhered to and violation of any of these conditions shall entail immediate termination of the Contract without prejudice to the rights of ITPO.
- ITPO shall have the right to terminate this contract in part or in full if the delivery of the material is delayed for causes not attributable to Force Majeure for more than Ten (10) days after the scheduled date of delivery, provided Force Majeure clause is included in the contract.

**D. Payment Terms:**

Payment after receipt of the materials in acceptable condition.

**E. ELIGIBILITY CRITERIA**

1. The bidder should have a registered number of TIN. Please provide certified copy as supporting document.
2. The bidders have to submit an undertaking to the effect that the product quoted by the bidder is complying to all repeat all the technical specification as mentioned in the clause no. A. "Scope of Work "as per format at **Annexure -1**.

**F. SCHEDULE & IMPORTANT INFORMATION**

Last date for submission of sealed bids	<b>15-10-2014 upto 1500 Hrs.</b>
Opening of bids	<b>15-10-2014 at 1530 Hrs.</b>
Validity of bids	<b>60 days</b> from the last date of submission of bids.
Cost of tender document/ Processing fee	<b>Rs. 525/-</b> (Including 5% DVAT) through demand/bank draft favouring <u>ITPO</u> (To be submitted in Envelope -1 along with tender document)
Earnest Money Deposit (EMD)	<b>Rs. 2,000/-</b> through demand/bank draft favouring <u>ITPO</u> (To be submitted in Envelope -1 along with tender document)

- i. The "Cost of the tender document/ Processing fee" is non refundable.

- ii. The EMD is non-interest bearing.
- iii. “Cost of the tender document/ Processing fee” and “EMD” should be part of Envelope -1.
- iv. The successful bidders’ EMD will be discharged upon expiry of “Offer Validity Period” or after delivery of the stipulated items.
- v. The EMD will be forfeited:
  - If a bidder withdraws his bid during the period of validity.
  - Or in case of a successful bidder, if the bidder fails to deliver the items in accordance with Terms & Conditions of the tender document.
- vi. The date, time and venue of opening of commercial bid will be advised to the short listed bidders separately.

#### **G. SEALING AND MARKING OF BIDS**

Enclosing of Bid - The copies of the Technical Bid shall be placed in sealed envelope 1 clearly marking it "**Technical Bid**". The Commercial Bid shall be placed in separate sealed envelope 2 clearly marking it as "**Commercial Bid-Do not open with Technical Bid**". The two envelopes shall then be placed in third envelope, which shall also be appropriately sealed and marked as "**Bid for supply of Three (3) Video Capture Cards (To be quoted for reputed brands only)**".

In addition to the above, the inner envelopes shall indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late".

#### **H. SUBMISSION OF BIDS**

Bids should be submitted in sealed envelope at following address.

Mr. Abhishek Chauhan  
Dy. Manager,  
Room No: - 206, Main Building  
System Development and Compliance Services Division  
Pragati Bhawan, Pragati Maidan  
New Delhi – 110001  
Ph. 011-23371815  
Email: [abhishekchauhan@itpo.gov.in](mailto:abhishekchauhan@itpo.gov.in)

**(To be provided on letter head of the bidder)**

**India Trade Promotion Organisation**  
(A Govt. of India Enterprise)  
Gate No. 3, Pragati Bhawan, Pragati Maidan  
New Delhi – 110001

**TECHNICAL BID**

**Tender No. ITPO/SD&CSD/Misc./VC/2014**

**Dated:**

**Subject: Invitation of sealed bids for supply of Three (3) Video Capture Cards (To be quoted for reputed brands only).**

**Company Details:**

**1. Name of the Company:** \_\_\_\_\_

**2. Mailing address:** \_\_\_\_\_

\_\_\_\_\_

**3. Contact Executive** \_\_\_\_\_

(Name & designation)

**4. Tel:** \_\_\_\_\_ **5. Fax:** \_\_\_\_\_ **6. Mobile:** \_\_\_\_\_

**7. E-mail:** \_\_\_\_\_ **8. Website:** \_\_\_\_\_

**9. PAN** \_\_\_\_\_ **10. TIN** \_\_\_\_\_

(Self-attested copy of (i) PAN Card and (ii) Supporting document for TIN are to be provided by the bidder)

**11. Details of EMD:**

DD No. \_\_\_\_\_ Date \_\_\_\_\_

Name of the bank \_\_\_\_\_ Amount \_\_\_\_\_

**12. Details of Cost of Tender Document**

DD No. \_\_\_\_\_ Date \_\_\_\_\_

Name of the bank \_\_\_\_\_ Amount \_\_\_\_\_

**Date:** \_\_\_\_\_

**Seal of the company:**

**(Authorized Signature)**

**Name:**

**Designation:**

\*\*\*\*\*

(To be provided on letter head of the bidder)

**India Trade Promotion Organisation**  
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**Gate No. 3, Pragati Bhawan, Pragati Maidan**  
**New Delhi – 110001**

**COMMERCIAL BID**

**Tender No. ITPO/SD&CSD/Misc./VC/2014**

**Dated:**

**Subject: Invitation of sealed bids for supply of Three (3) Video Capture Cards (To be quoted for reputed brands only).**

1. Name of the bidder: \_\_\_\_\_

2. Mailing address: \_\_\_\_\_  
\_\_\_\_\_

3. Contact Executive \_\_\_\_\_

(Name & designation)

4. Tel: \_\_\_\_\_ 5. Mobile no. \_\_\_\_\_

6. Fax: \_\_\_\_\_

7. E-mail: \_\_\_\_\_ 8. Website \_\_\_\_\_

9. Quotation :

S. No.	Product Description	Quantity	VAT (% and value)	CST (% and value)	Any other Taxes/ Charges (% and value)	Grand Total Amount (INR)
1.	Video Capture Card	3 (Three)				
Grand Total Amount in words (INR)						

**L1 Criteria: - The bidder whose "Grand Total Amount" as indicated above, comes out to be the lowest will be declared as the L1 Bidder.**

Date: \_\_\_\_\_

Seal of the company:

(Authorized Signature)

Name:

Designation:



**Annexure-1**  
**(To be provided on letter head of the bidder)**

The General Manager (IS)  
System Development & Compliance Services  
India Trade Promotion Organisation  
Pragati Bhawan, Gate No.3  
Pragati Maidan  
New Delhi-110001

Ref: **Tender No. ITPO/SD&CSD/Misc./VC/2014**

Sub: **Invitation of sealed bids for supply of Three (3) Video Capture Cards (To be quoted for reputed brands only).**

Dear Sir,

With reference to tender no. ITPO/SD&CSD/Misc./VC/2014 dated ....., 2014 we hereby, confirm that the product quoted by M/s..... is complying with all the required technical specifications (as mentioned in the “Scope of Work”), as per the statement given by us below:-

SNO	Specifications Name	Specification Descriptions	Supported (Yes/No)
1	Operating Systems Support	Windows 7, Windows 8, Linux	
2	A/V Inputs	Video : 1 x BNC/RCA 1 x Components  1 x Composite  Audio : Balanced Stereo (XLR)  Unbalanced Stream (RCA)	
3	Output	Audio : Stereo out 3.5 mm	
4	PCIe Slots and dimension	Slots: x 1, x 4, x 8, or x 16  Half height board	
5	Input and Editing features	Logo overlay  Closed captions  Scaling, cropping, de-interlacing and inverse telecine etc	
6	Video Format support	NTSC and PAL	
7	Input video resolution	Up to 480p or 576p	
8	Frame rate support	Up to 30 fps	
9	Refresh rate	50 Hz to 60 Hz	
10	Connecting cables and adapters	All input connectors and cables and adapters supplied	

Thanking you,

Yours faithfully,

( )  
**Name** \_\_\_\_\_  
**Designation** \_\_\_\_\_  
**Contact No** \_\_\_\_\_