

OFFICE OF THE REGISTRAR

SIBSAGAR UNIVERSITY

Joysagar, Sivasagar – 785665, Assam



TENDER DOCUMENT

For

**Procurement, Supply, Installation, Testing, Commissioning and
Comprehensive On-site Warranty of Audio-Video Conferencing System for
the Conference Hall of Sibsagar University**

Tender No. : SU/Tender Committee/Conference Hall/AV/2026/1

Date of Issue : 15/09/2026

Tender Inviting Authority

Registrar
Sibsagar University
Joysagar, Sivasagar, Assam – 785665


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Sibsagar University
Sivasagar Assam

1. NOTICE INVITING TENDER (NIT)

1.1 Invitation

Sealed tenders are invited from reputed Original Equipment Manufacturers (OEMs), Manufacturers, Authorized Dealers, Authorized Distributors, or System Integrators having proven experience in the supply, installation, testing, commissioning and maintenance of professional Audio-Video Conferencing Systems for educational institutions, Government organizations and Public Sector Undertakings.

The tender is invited for the following work:

Name of the Work

Procurement, Supply, Installation, Testing, Commissioning and Comprehensive On-site Warranty of Audio-Video Conferencing System for the Conference Hall of Sibsagar University.

1.2 Tender System

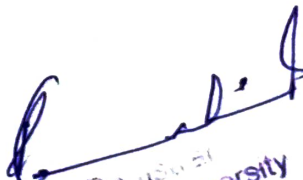
The procurement shall be processed through a **Two Bid System** comprising:

- Technical Bid
- Financial Bid

Only the Financial Bids of technically qualified bidders shall be opened.

1.3 Schedule of Tender

Particular	Date	Time
Publication of Tender	15/09/2026	
Last Date of Submission of Tender	28/09/2026	2:00 PM
Opening of Technical Bid	29/09/2026	11:30 AM
Opening of Financial Bid	To be opened after getting the technically qualified bidder	


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1.4 Scope of Work

The successful bidder shall be responsible for the complete supply, delivery, installation, testing, commissioning, integration, demonstration and warranty support of the Audio-Video Conferencing System for the Conference Hall of Sibsagar University.

The scope includes all equipment, software, accessories, connectors, mounting hardware, cables, networking components and any other materials required for successful commissioning of the complete system.

The detailed Bill of Quantities (BOQ) and Technical Specifications are provided in **next section** of this Tender Document.

1.5 Submission of Bid

The bidder shall submit the tender in **two separate sealed envelopes**:

- Envelope-I: Technical Bid
- Envelope-II: Financial Bid

Both envelopes shall be enclosed in one sealed outer envelope superscribed:

"Tender for Procurement, Supply, Installation, Testing & Commissioning of Audio-Video Conferencing System for the Conference Hall of Sibsagar University."


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2. Bill of Quantities (BOQ)

Product Name	Qty
Conference System - Controller (Hybrid)	1
Conference System - Chairman Unit (Wired)	1
Conference System - Delegate Unit (Wired)	14
Pro Audio DSP (12 Channel) - W/O Mics	1
200W Amplifier	1
Passive 5" Wall mount Speakers (Pair)	2
AI Live Board Plus X86	1
Elite FHD Pro Series 12X/Gen2.1	1
OPS i5 8GB/256GB (12th Gen)	1
Windows 11 Professional	1
RS232 to VISCA Cable	1
Camera Wall Mount Kit	1
UHF Wireless Mic with one lavalier and one handheld mic	1
Cables & Connectors	1
Installation & Commissioning	1

2.1 Technical Specifications

The technical specifications given below are the **minimum acceptable specifications**. Equipment offering superior specifications may also be considered, provided that complete documentary evidence is enclosed with the Technical Bid.

The bidder shall clearly indicate compliance against every specification and provide page references to the relevant OEM technical brochure/catalogue.

A. Interactive Display (86" or Higher)

The Interactive Display shall conform to the following minimum specifications:

S No	Parameter	Specifications
1	Display Panel Size	86 Inches or higher
2	Light Source	DLED backlight
3	Resolution	3840 × 2160 (4K UHD)
4	Refresh Rate	60Hz
5	Aspect Ratio	16:9 or better
6	Display Colour	1.07 Billion colors (10-bit) or higher
7	Surface	4mm Anti-glare tempered glass
8	Brightness	Upto 450 cd/m ² or better
9	Haze	25%
10	Contrast Ratio	1200:1 or better


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11	Viewing Angle	178° (H/V)
12	Backlight Life	≥ 50,000 hours or better
13	Touch Technology	IR Touch
14	Touch Points	40 touch points on Android & Windows or better
15	Touch Response	≤ 5 ms or less
16	Touch Accuracy	± 2 mm or less
17	CPU	Octa-Core A55 or better
18	GPU	Quad-Core MaliG52 or better
19	RAM + ROM	8GB RAM + 128GB Storage or better
20	Operating System	Android 14.0
21	Wi-Fi	802.11 a/b/g/n/ac (2.4GHz/5GHz)
22	Bluetooth	5.0 or latest
23	Speakers	2 × 20 W or better
24	Interfaces	5× USB 3.0/USB 2.0, 1× Type-C, 1x TF Card Slot, 3x HDMI IN (1 ARC), 1x Touch USB, 1x RS232, 1x Coax, 1x RJ45 IN, 1x 3.5mm Jack, 1x VGA IN, 1x VGA Audio IN
25	Whiteboard Features	Multi-touch interactive whiteboard (upto 20 points), handwriting-to-text, AI shape recognition, math/science tools, sticky notes, text editing, real-time collaboration, export to PDF, YouTube & Google integration, browser panel, 3D model viewer, screen capture
26	Accessories	Power Cord ×1, Stylus Pen ×2, Wall Mount Kit ×1, Remote Control ×1, User Manual ×1
27	Certifications	BIS, CE, FCC & RoHS

B. OPS Computer

Minimum Configuration:

S No	Parameter	Specifications
1	OPS	Interactive display must have 80 Pin OPS slot
2	Processor	It should have Intel i5 processor or higher with Licensed Windows 11 Professional OS. 12th generation or higher
3	RAM	It should have RAM of 8GB
4	ROM / Storage memory	It should have memory storage of 256GB SSD or higher
5	Interface	It should have USB2.0 x 2 ports, USB3.0x 4 ports, DP outx1 port, HDMI out x1 port.
6	Network	It should have RJ45 LAN port x 1
7	WiFi	It should have inbuilt WiFi with two antennas.
8	Bluetooth	It should have Bluetooth version 4.0 or above
9	Audio ports	It should have 3.5mm with Mic/Line-inx1 port,Line-out 3.5mmx 1 port.


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C. Digital Conference System Controller

S No	Parameter	Specification
1	System Architecture	Full-digital audio transmission using digital ring-network technology
2	Supported Units	Expandable up to 5200 discussion units (with external power units)
3	Audio Sampling Rate	48 kHz
4	Frequency Response	20 Hz – 20,000 Hz
5	Signal-to-Noise Ratio	> 96 dBA
6	Total Harmonic Distortion	< 0.05%
7	Crosstalk	> 85 dB
8	Dynamic Range	> 94 dB
9	Discussion Modes	OPEN, OVERRIDE (FIFO), VOICE (auto-mic), APPLY (request-to-speak)
10	Max Active Mics	Active units at the same time will be 2 Chairman and 6 Delegates
11	Equalizer	16-segment equalizer, AGC, AFC, Noise Gate
12	Feedback Suppression	Automatic feedback cancellation technology
13	Audio Inputs	1 × RCA, 1 × XLR
14	Audio Outputs	1 × RCA, 1 × XLR + 6 × Phoenix connectors
15	Digital Audio Ports	2 × RJ45 digital audio outputs
16	Control Ports	RS-232, RS-485, RJ45 for central control
17	Camera Control	VISCA / PELCO protocols supported for auto-tracking
18	Recording Support	USB recording supported
19	Monitoring	3.5 mm headphone monitoring
20	Ethernet Port	1 × RJ45 (PC / network control)
21	Power Supply	100 – 240V AC
22	Static Power Consumption	12W
23	Max Power Consumption	150W
24	Dimensions	483 × 260 × 43.6 mm (W × D × H)
25	Mounting	19" rack-mountable
26	Weight	Approx. 3 kg

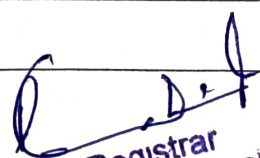

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D. Chairman Unit

S No	Parameter	Specification
1	Microphone Type	Cardioid condenser gooseneck microphone
2	Frequency Response	20 Hz – 20,000 Hz
3	Sensitivity	–46 dBV/Pa
4	Equivalent Noise	20 dBA SPL
5	Maximum SPL	125 dB (THD < 3%)
6	Audio Processing	AGC / AFC / ANC / Auto-mix
7	Indicator	Two-colour LED (Red = Mic ON, Green = Request to speak)
8	Display	OLED 128 × 32 mm (volume, clock, mic status, timer)
9	Buttons	Mic ON/OFF; Chairman: Priority & Consent buttons
10	Built-in Speaker	Auto-mute when mic is active
11	Headphone Ports	Dual 3.5 mm jacks with adjustable volume
12	Power Consumption	≤ 2W
13	Interfaces	2 × RJ45 for loop-through
14	Cabling	CAT5 / CAT6
15	Housing Material	ABS
16	Dimensions	195 × 120 × 60 mm
17	Weight	Approx. 1.1 kg (with microphone)
18	Operating Temperature	0°C to +55°C

E. Delegate Unit

S No	Parameter	Specification
1	Microphone Type	Cardioid condenser gooseneck microphone
2	Frequency Response	20 Hz – 20,000 Hz
3	Sensitivity	–46 dBV/Pa
4	Equivalent Noise	20 dBA SPL
5	Maximum SPL	125 dB (THD < 3%)
6	Audio Processing	AGC / AFC / ANC / Auto-mix
7	Indicator	Two-color LED (Red = Mic ON, Green = Request to speak)
8	Display	OLED 128 × 32 mm (volume, clock, mic status, timer)
9	Buttons	Mic ON/OFF
10	Built-in Speaker	Auto-mute when mic is active
11	Headphone Ports	Dual 3.5 mm jacks with adjustable volume
12	Power Consumption	≤ 2W
13	Interfaces	2 × RJ45 for loop-through
14	Cabling	CAT5 / CAT6
15	Housing Material	ABS
16	Dimensions	195 × 120 × 60 mm
17	Weight	Approx. 1.1 kg (with microphone)
18	Operating Temperature	0°C to +55°C

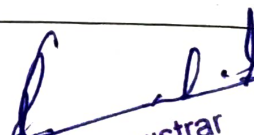

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F. Gooseneck Microphone

S No	Parameter	Specification
1	Directivity	Cardioid
2	Frequency Response	30 Hz – 20,000 Hz
3	Sensitivity	–46 dBV/Pa
4	Equivalent Noise	20 dBA (SPL)
5	Signal-to-Noise Ratio	≥ 96 dB
6	Type	Condenser
7	Max SPL	125 dB (1% THD)
8	Connection	Mini 6-pin connector
9	Length	485 mm or better
10	Weight	80 g
11	LED Ring	Dual-color LED (Red/Green)
12	Operating Temperature	0°C – 45°C

G. Professional Audio DSP

S No	Parameter	Specifications
1	Type	Professional digital signal processor (DSP) supporting a minimum of 12 audio input processing channels.
2	Mic Inputs	It Should have 8 or more Microphones input interface with phoenix connector.
3	Line inputs Type-1	It Should have 2 Line input interfaces, usually for the local audio source, i.e., DVD, laptop, etc. phoenix connector.
4	Line Inputs Type-2	It Should have 2 Line input interfaces, usually for AEC reference signal input, phoenix connector.
5	Line Outputs Type-1	It Should have 2 Line output interfaces, usually for the external recording device, phoenix connector.
6	Line Outputs Type-2	It Should have 2 Line output interfaces, usually for AEC signal output, phoenix connector.
7	Line Outputs Type-3	It Should have 2 Line output interfaces, usually for external amplifier or active loudspeaker for remote and local audio playback, phoenix connector.
8	Other Ports	It should have at least one Wireless microphone input, 3.5mm audio connector. Monitor headphone interface, 3.5mm connector.
9	Control Port	It should have 1xRS232 for connected to the control terminal, phoenix connector
10	ETHERNET	It should have at least one Ethernet port for Configuration/control interface, RJ45 connector.
11	USB/Stereo 3.5mm Interface for Soft Codec Support	It should have at least one USB2.0/Stereo 3.5mm type A interface, supports bidirectional audio data transmission, can be more convenient to integrate into the OPS or PC as a sound card application


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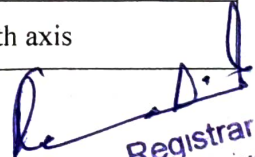
12	Software	It should support software to achieve special features like Acoustic Echo Cancellation configuration, NLP(Nonlinear Processing) Setting, Noise Reduction Setting, AGC(Automatic Gain Control) Setting, Dereverberation Setting, High-Pass Filter Setting, Low-Pass Filter Setting, Parameter Equalizer Setting, Leveler Setting, Auto Mixer Setting, Level Control Setting, Matrix Mixer Setting
13	Certifications	CE, FCC and RoHS Certification

H. Audio Amplifier

S No	Parameter	Specifications
1	Gain Control	The system should have the facility to control the gain of microphone.
2	Indicator	The system should have LED indicator for status.
3	Frequency Response	The Frequency response should be 20Hz – 20000 Hz.
4	Amplifier Type	The system should be Class-D type digital amplifier with with Bass, treble Equalizer.
5	Channel	It should have 2 channel stereo output
6	Power	The Amplifier should have 200 Watts at 8 Ohms
7	Channel	The Amplifier should be inbuilt with 2 channel from day 1.
8	Line Input	It should have Line Inputs as 1 x 2RCA
9	Line Output	It should have Line Outputs as 1 x 2RCA
10	Mic Input	It should have 2x phoenix Microphone Inputs with separate gain controller
11	Unbalanced Input	It should have 1 Unbalanced Microphone 6.5mm Phono Input with gain controller
12	Form Factor	The system should be standard 19 inches Rack Mountable or better.
13	Certification	CE, FCC and RoHS Certification

I. Wall Mount Speakers

S No	Parameter	Specifications
1	Enclosure Material	The system should be made of ABS Plastic
2	Woofer type	The system should be have polypropylene cone woofer
3	Woofer size	The system should be have woofer size of 5.25" or higher
4	Tweeter type	The system should be have Titanium dome type Tweeter
5	Tweeter size	The system should be have Tweeter size of 1" or higher
6	Frequency response	It should be frequency bandwidth 90HZ – 20 kHz
7	Impedance	It should have impedance of 8 ohms or higher
8	SPL (Sound Pressure Level)	It should have SPL of 90dB or higher
9	Power (RMS)	It should have 50 watts or higher Power (RMS)
10	Connectors	It should have 1 (one) pair metal binding terminal type connectors
11	Type of Mounting	It should be wall-mounting or higher
12	Dual axis Mounting	It can be mounted vertically or horizontally in both axis


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J. PTZ Camera

Minimum Requirements:

S No	Parameter	Tender Specification
1	Camera Type	Professional PTZ video conferencing camera
2	Image Sensor	1/2.8" CMOS sensor with minimum 2.07 MP
3	Video Resolution	Full HD 1920 × 1080
4	Frame Rate	1080p@60 fps
5	Optical Zoom	Minimum 12× optical zoom
6	Digital Zoom	Minimum 16× digital zoom
7	Horizontal Field of View	Minimum 72° or better
8	Pan Range	±170°
9	Tilt Range	−30° to +90°
10	Pan/Tilt Speed	Pan up to 35°/s, Tilt up to 31°/s
11	Minimum Illumination	≤ 0.5 Lux (F1.8, AGC ON)
12	Video Output Interfaces	HDMI, USB 3.0 Type-C, and IP (RJ45) – simultaneous output
13	Video Formats	YUY2, MJPEG, H.264 (AVC), H.264 (SVC)
14	Network Video Support	NDI® (Optional)
15	Streaming	Dual stream support
16	Audio Support	Embedded audio over USB & IP
17	Preset Positions	Minimum 255 presets
18	Preset Accuracy	≤ 0.1°
19	Control Protocols	VISCA / Pelco-D / Pelco-P
20	Control Interfaces	RS-232, RS-485
21	White Balance Modes	Auto, Indoor, Outdoor, One-Push, Manual, VAR
22	Noise Reduction	2D & 3D Digital Noise Reduction
23	AI Features	AI-based presenter tracking or better tracking options
24	Power Options	USB 5V, DC 12V, and PoE (IEEE 802.3af)
25	Power Consumption	≤ 12 W
26	Network Protocols	TCP/IP, HTTP, RTSP, RTMP(s), ONVIF, DHCP, Multicast
27	Operating Temperature	−10°C to +40°C
28	Mounting	Wall / Tripod / Ceiling mount compatible
29	Accessory	IR Remote Control and Wall Mount kit (included as standard accessory)
30	Certifications	It should have BIS (Indian), CE, FCC, RoHS


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K. Wireless Microphone System

The system shall include:

S No	Parameter	Specifications
	Receiver	
1	Wireless Microphone System	It should be supplied with 1 Wireless Handheld and 1 headband microphones
2	Out Put	The receiver should have 1 number mixed Output
3	Frequency Band	The Microphones & Receiver should work on UHF frequency band.
4	Frequency Response	It should have a frequency response of 40Hz to 17000 Hz or better.
5	Antennas	It should have as 2x Antennas
6	Interface	It should have 1x output port as 6.3mm phono type.
7	Mount	It should have 1 Rack unit high with ability to mount in rack.
8	Power	It should be supplied with 12 VDC power adapter.
	Hand Held Transmitter	
9	RF Output Power	10mW (Max)
10	Carrier Frequency Range	600-699MHZ
11	Modulation Mode	FM
12	Microphone Element	Dynamic, Cardioid
13	Frequency Response	50-15,000HZ
14	Current Consumption	< 150m
15	Controls	POWER ON/OFF switch,
	Body Pack Transmitter	
16	RF Output Power	10mW (Max)
17	Carrier Frequency Range	600-699MHZ
18	Modulation Mode	FM
19	Microphone Element	Condenser Mic
20	Frequency Response	50-15,000HZ
21	Current Consumption	< 150m
22	Controls	POWER ON/OFF switch, Volume control


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3. OEM/BIDDER Eligibility Criteria

The offered equipment shall be sourced from an Original Equipment Manufacturer (OEM) satisfying the following minimum requirements.

1	The OEM should have a minimum of two or more direct technical support staff in Assam to ensure immediate technical support. An official confirmation on the OEM's letterhead or relevant documentation must be provided.
2	The OEM must be certified with valid ISO 9001:2015, ISO 45001:2018, ISO 27001:2022, ISO 14001:2015, and ISO 50001:2018 certifications. Copies of the relevant certificates must be submitted as proof.
3	The OEM should have established office in India for a minimum of 15 years. A valid certificate of incorporation or equivalent document must be provided as proof.
4	The OEM must be a Make in India manufacturer with a factory located in India. Relevant proof must be submitted.
5	The buyer reserves the rights for any changes/cancellation/rejection of any part or whole bid, without assigning any reason what so ever.
6	Manufacturer authorization: Wherever Authorized Distributors / Dealers are submitting the bid, Manufacturers Authorization Form (MAF)/Certificate with OEM details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the tender.
7	Data sheet of the product(s) offered in the bid, are to be uploaded along with the bid documents. Buyers can match and verify the Data Sheet with the product specifications offered. In case of any unexplained mismatch of technical parameters, the bid is liable for rejection.
8	Dedicated/ toll free Telephone No. for service support, Escalation Matrix for Service support.
9	The OEM must have been established in business for at least 15 years. Documented proof, such as PO's for Video conferencing solution from government bodies or government undertakings dated prior to 2011, must be submitted
10	Only OEMs with a manufacturing unit in India, possessing a valid and up-to-date factory license, certified quality processes audited and acknowledged through On-Site or Virtual Assessment, and a recognized domestic R&D facility shall be eligible. The Factory License, OEM Assessment Report (abridged), and Recognition Letter for in-house R&D issued by DSIR or any Government of India-recognized certification authority must be submitted along with the MII Declaration.
11	OEM must have a minimum average annual turnover of ₹125 Crores over the last three audited financial years (2022-23, 2023-24, and 2024-25), Proof must be provided through audited statements or CA-certified certificates.
12	OEM should supplied and installed 200+ Interactive Displays in a single order., PO should be submitted as a supporting document
13	The OEM must have supplied 700+ or more USB-based PTZ cameras and mic-cum-speakers in a single order. Purchase Order(s) must be submitted as supporting documentation.
14	The Interactive Display, PTZ Camera, Chairman/Delegate Units with Controller, DSP, Amplifier, Speakers and microphone must be sourced from a single OEM to ensure seamless integration and avoid compatibility issues.
15	The OEM should have at least 300+ employees on its payroll in India. This is to justify that OEM has made investment in India and is serious about its business in India which will ensure long term after sales support and spare support from the OEM.
16	Site survey report should be submitted and also authorised seal and sign from institute should be applied
17	MSME Certificate should be submitted by the BIDDER/OEM


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Compliance Statement

The bidder shall submit a detailed compliance statement indicating:

Sl. No.	Specification	Offered Specification	Compliance (Yes/No)	Page No. of Brochure

Any deviation from the prescribed specification shall be clearly indicated. Failure to submit the compliance statement may result in rejection of the Technical Bid.


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4. GENERAL TERMS & CONDITIONS

Scope of Supply

The successful bidder shall supply, install, test, commission, configure and demonstrate the complete Audio-Video Conferencing System as specified in this Tender Document. The scope shall include all equipment, accessories, cables, connectors, mounting hardware, software (where applicable), labour, transportation, loading, unloading, testing, commissioning and training necessary for successful operation of the system.

Quality of Equipment

1. All equipment supplied shall be brand new, unused, genuine and of the latest available model.
 2. Refurbished, repaired or obsolete equipment shall not be accepted.
 3. The supplied equipment shall conform to the specifications prescribed in this Tender Document or shall possess superior specifications.
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Delivery, Installation and Commissioning

1. The entire work shall be completed within **45 days** from the date of issue of the Purchase Order.
 2. Installation shall be carried out by qualified and authorized engineers.
 3. The bidder shall be responsible for proper integration of all supplied equipment.
 4. Any damage caused during installation shall be rectified by the bidder at no additional cost.
 5. The work shall be treated as complete only after successful testing and acceptance by the University.
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Inspection and Acceptance

1. The University shall inspect the supplied equipment after installation.
2. Functional testing shall be conducted in the presence of the University's designated committee.
3. If any equipment is found defective, damaged or not conforming to the specifications, the bidder shall replace the same immediately without any additional financial implication to the University.
4. The system shall be considered accepted only after satisfactory performance and certification by the University.


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Warranty

1. All supplied items shall carry a **minimum one (01) year comprehensive on-site warranty** from the date of successful installation and acceptance.
 2. During the warranty period, all defective parts shall be replaced free of cost.
 3. Labour, transportation, software updates (where applicable) and replacement of components shall be included under warranty.
 4. Complaints shall be attended within **48 hours** of reporting.
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Training

The successful bidder shall provide on-site training to the officers and staff nominated by the University covering:

- Operation of the Conference System
- Interactive Display
- PTZ Camera
- Audio DSP
- Amplifier
- Wireless Microphone
- Routine troubleshooting
- Preventive maintenance

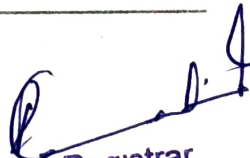
User manuals and technical documentation shall be supplied in both printed and soft copy.

Payment Terms

1. No advance payment shall be made.
 2. Payment shall be released only after:
 - Complete supply of all items;
 - Successful installation and commissioning;
 - Submission of warranty documents; and
 - Certification by the University Committee.
 3. Statutory deductions, if any, shall be made as per Government rules.
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Taxes and Duties

The quoted rates shall be inclusive of packing, forwarding, freight, loading, unloading, installation and all incidental charges.


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Price Validity

The quoted prices shall remain firm during the entire period of execution of the contract and shall not be subject to any escalation.

Service Support

The successful bidder shall ensure availability of qualified service engineers for prompt maintenance and technical support during the warranty period.

Replacement of Defective Equipment

If any supplied equipment fails repeatedly or exhibits manufacturing defects during the warranty period, the bidder shall replace it with a new unit of the same or higher specification without any additional cost to the University.

Compliance with Laws

The successful bidder shall comply with all applicable laws, regulations, safety standards and statutory requirements of the Government of India and the Government of Assam while executing the work.

Termination

The University reserves the right to terminate the contract, wholly or partly, if:

- the bidder fails to perform the contract satisfactorily;
- false information is furnished during the tender process;
- the bidder becomes insolvent or bankrupt; or
- there is a breach of any material condition of the contract.

Arbitration and Jurisdiction

Any dispute arising out of or relating to this contract shall, in the first instance, be resolved through mutual discussion.

If the dispute remains unresolved, the matter shall be referred to arbitration in accordance with the provisions of the **Arbitration and Conciliation Act, 1996**, as amended from time to time.


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The courts at **Sivasagar, Assam**, shall have exclusive jurisdiction over matters arising out of this Tender.

University's Rights

Sibsagar University reserves the right to:

- accept or reject any or all bids without assigning any reason;
- cancel or withdraw the tender at any stage;
- seek clarification or additional documents from any bidder; and
- verify any information submitted by the bidder before award of the contract.

The decision of the University shall be final and binding on all bidders.


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5. AWARD OF CONTRACT

Evaluation of Bids

The evaluation of bids shall be carried out in two stages:

Stage I – Technical Evaluation

The Technical Bids shall be examined to verify:

- Eligibility of the bidder.
- Submission of all required documents.
- Compliance with the prescribed technical specifications.
- Compliance with OEM eligibility requirements.
- Experience and service support capability.
- Acceptance of all terms and conditions of the tender.

Only those bidders whose Technical Bids must be matched the specifications each & everything are found substantially shall be declared technically qualified.

Stage II – Financial Evaluation

The Financial Bids of only the technically qualified bidders shall be opened on the date and time notified by the University.

The bidder quoting the **Lowest Evaluated Responsive Price (L1)** shall ordinarily be considered for award of the contract, subject to fulfillment of all technical specifications, eligibility criteria and tender conditions.

Award of Contract

The University reserves the right to award the contract to the bidder whose offer is found to be **technically responsive, commercially acceptable and financially advantageous**.

The Lowest Evaluated Responsive Bid (L1) shall ordinarily be considered for award of the contract.

However, the University reserves the right, in the interest of quality, compatibility, after-sales support, operational requirements, technical superiority, or any other justifiable reason recorded in writing, to consider another technically qualified bidder if such decision is found to be in the best interest of the University.

The decision of the University in this regard shall be final and binding on all bidders.


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Letter of Award (LoA)

After approval by the Competent Authority, the successful bidder shall be issued a **Letter of Award (LoA)/Purchase Order**.

The successful bidder shall acknowledge acceptance of the Letter of Award within the period specified by the University.

Failure to Accept the Award

If the successful bidder fails to accept the Letter of Award or fails to execute the work within the stipulated time, the University reserves the right to cancel the award and take appropriate action as deemed fit under the applicable procurement rules.

Execution Schedule

The successful bidder shall commence the work immediately upon receipt of the Purchase Order and complete the supply, installation, testing and commissioning within the stipulated completion period.

Any delay attributable to the bidder may attract action under the terms of the contract.

Performance of the System

The installed Audio-Video Conferencing System shall undergo functional testing by the University.

The work shall be treated as successfully completed only after:

- Supply of all items as per the approved BOQ.
 - Installation and integration of the complete system.
 - Successful testing and demonstration.
 - Submission of warranty documents, user manuals and technical literature.
 - Acceptance and certification by the University.
-


Registrar
Sibsagar University
Sivasagar Assam

6. TECHNICAL BID FORMS

Letter of Submission

To

The Registrar
Sibsagar University
Joysagar, Sivasagar – 785665
Assam

Subject: Submission of Technical Bid for Procurement, Supply, Installation, Testing & Commissioning of Audio-Video Conferencing System for the Conference Hall of Sibsagar University.

Sir,

Having examined the Tender Document, including all amendments/corrigenda (if any), we hereby submit our Technical Bid for the above work.

We certify that:

1. We have carefully read and understood all the terms and conditions of the Tender Document.
2. We agree to abide by all the terms and conditions contained therein.
3. The information furnished in this bid is true and correct to the best of our knowledge.
4. We understand that if any information furnished is found to be false, our bid is liable to be rejected.
5. We undertake to supply, install, test and commission the complete system in accordance with the Tender Document.

We hereby declare that we accept all the terms and conditions of the Tender without any deviation.

Date: _____

Place: _____

Authorized Signatory

(Name & Seal of the Bidder)


Registrar
Sibsagar University
Sivasagar Assam

Bidder Information Sheet

Particular	Details
Name of Firm	
Nature of Organization	Proprietorship / Partnership / Pvt. Ltd. / Ltd. / LLP / OEM / Others
Registered Office Address	
Correspondence Address	
Contact Person	
Designation	
Mobile No.	
Telephone No.	
E-mail	
Website	
GST Registration No.	
PAN	
CIN (if applicable)	
Year of Establishment	
Total Experience (Years)	
Name of OEM	
Name of Authorized Distributor/Dealer (if applicable)	

Technical Compliance Statement

Sl. No.	Item	Compliance (Yes/No)	Offered Make & Model	Page No. of Catalogue
1	Interactive Display			
2	OPS Computer			
3	Conference Controller			
4	Chairman Unit			
5	Delegate Unit			
6	Audio DSP			
7	Audio Amplifier			
8	Wall Speakers			
9	PTZ Camera			
10	Wireless Microphone			


 Registrar
 Sibsagar University
 Sivasagar Assam

Sl. No.	Item	Compliance (Yes/No)	Offered Make & Model	Page No. of Catalogue
11	Accessories & Cabling			

The bidder shall attach the relevant OEM technical brochure/catalogue with page references supporting the offered specifications.

List of Documents Enclosed

Sl. No.	Document	Enclosed (Yes/No)
1	Covering Letter	
2	Trade Licence	
3	GST Registration Certificate	
4	PAN Card	
5	Certificate of Incorporation	
6	Manufacturer Authorization Form (if applicable)	
7	Purchase Orders OEM/BIDDER	
8	Compliance Certificates on Letter Head	
9	Product Brochures/Data Sheets	
10	Technical Compliance Statement	
11	Warranty Declaration	
13	Non-Blacklisting Declaration	
14	Acceptance of Tender Conditions	
15	Any Other Document	


 Registrar
 Sibsagar University
 Sivasagar Assam

Declaration by the Bidder

I/We hereby certify that:

1. All information furnished in this Technical Bid is true and correct.
2. We have not concealed any material information.
3. We have read and understood the Tender Document in its entirety.
4. We agree to abide by all the terms and conditions contained therein.
5. We understand that any false declaration may result in rejection of our bid and other action as deemed appropriate by the University.

Date: _____

Place: _____

Signature of Authorized Signatory

Name: _____

Designation: _____

Seal of the Firm


Registrar
Sibsagar University
Sivasagar Assam

7. FINANCIAL BID (PRICE SCHEDULE)

(To be submitted in a separate sealed envelope)

Name of the Work: Procurement, Supply, Installation, Testing, Commissioning and Comprehensive On-site Warranty of Audio-Video Conferencing System for the Conference Hall of Sibsagar University.

Name of the Bidder: _____

Sl. No.	Description of Item	Qty.	Unit	Unit Price (₹)	Total Price (₹)
1	Digital Conference System Controller (Hybrid)	1	No.		
2	Chairman Unit (Wired)	1	No.		
3	Delegate Unit (Wired)	14	Nos.		
4	Professional Audio DSP (12 Channel)	1	No.		
5	Digital Audio Amplifier (200 W)	1	No.		
6	Wall Mount Speakers (Pair)	2	Pair		
7	86-inch Interactive Display	1	No.		
8	OPS Computer (Intel Core i5, 12th Generation or higher)	1	No.		
9	PTZ Video Conferencing Camera	1	No.		
10	Windows 11 Professional License	1	No.		
11	RS232 to VISCA Cable	1	No.		
12	Camera Wall Mount Kit	1	No.		
13	UHF Wireless Microphone System (1 Handheld + 1 Lavalier/Headset)	1	Set		
14	Cables, Connectors, Mounting Accessories and Miscellaneous Materials	1	Lot		
15	Supply, Installation, Testing, Commissioning, Configuration, Integration, Demonstration and User Training	1	Job		

Price Summary

Particular	Amount (₹)
Total Item Value	
GST (%)	
GST Amount	
Grand Total (Inclusive of GST)	

Declaration


Registrar
Sibsagar University
Sivasagar Assam

1. The quoted rates are inclusive of packing, forwarding, freight, insurance, loading, unloading, installation, testing, commissioning, demonstration, training and all incidental charges required for successful completion of the work.
2. The rates quoted shall remain valid for **180 days** from the date of opening of the Technical Bid.
3. The bidder confirms that no additional charges shall be claimed beyond the prices quoted above.

Place: _____

Date: _____

Signature of Authorized Signatory

Name: _____

Designation: _____

Seal of the Firm


Registrar
Sibsagar University
Sivasagar Assam

ANNEXURE – I

MANUFACTURER AUTHORIZATION FORM (MAF)

[To be submitted on the OEM's Letterhead]

To
The Registrar
Sibsagar University
Joysagar, Sivasagar – 785665
Assam

Subject: Manufacturer Authorization for Tender

We, _____, being the Original Equipment
Manufacturer (OEM) of the products offered under Tender No.
_____, hereby authorize:

M/s _____
Address: _____

to participate in the above tender and, if successful, to supply, install, commission and provide
warranty/service support for the products offered by us.

We confirm that the products offered by the bidder are genuine OEM products and that we
shall provide necessary technical and warranty support during the prescribed warranty period.

We further confirm that the authorized bidder shall be supported by us for fulfilment of the
technical and service requirements specified in the Tender Document.

Date: _____

Place: _____

For and on behalf of the OEM

Authorized Signatory: _____

Name: _____

Designation: _____

OEM Name: _____

Official Seal: _____


Registrar
Sibsagar University
Sivasagar Assam

ANNEXURE – II

DECLARATION OF NON-BLACKLISTING

[To be submitted on the Bidder's Letterhead]

To
The Registrar
Sibsagar University
Joysagar, Sivasagar – 785665
Assam

Subject: Declaration regarding Non-Blacklisting

I/We, _____, authorized representative of _____, hereby declare that our firm/company has not been blacklisted, debarred or banned by any Central Government Department, State Government Department, Public Sector Undertaking, University, Autonomous Institution or Government organization as on the date of submission of this tender.

I/We further declare that no material information has been concealed in this regard.

If the above declaration is found to be false or incorrect, Sibsagar University shall have the right to reject our bid and take appropriate action as per applicable rules.

Date: _____

Place: _____

Signature of Authorized Signatory

Name: _____

Designation: _____

Name of Firm: _____

Seal: _____


Registrar
Sibsagar University
Sivasagar Assam

ANNEXURE – III

ACCEPTANCE OF TERMS AND CONDITIONS

[To be submitted on the Bidder's Letterhead]

To
The Registrar
Sibsagar University
Joysagar, Sivasagar – 785665
Assam

I/We hereby confirm that I/we have carefully read and examined the complete Tender Document for:

"Procurement, Supply, Installation, Testing, Commissioning and Comprehensive On-site Warranty of Audio-Video Conferencing System for the Conference Hall of Sibsagar University."

I/We hereby:

1. Accept all the terms and conditions of the Tender Document.
2. Confirm that our Technical Bid complies with the prescribed requirements.
3. Agree to supply and commission the equipment within the stipulated period.
4. Agree to provide the prescribed warranty and after-sales service.
5. Confirm that the information and documents submitted by us are genuine and correct.
6. Agree that Sibsagar University's decision regarding evaluation and award shall be final and binding, subject to applicable procurement rules.

Date: _____

Place: _____

Signature of Authorized Signatory

Name: _____

Designation: _____

Name of Firm: _____

Seal: _____


Registrar
Sibsagar University
Sivasagar Assam

ANNEXURE – IV

WARRANTY DECLARATION

[To be submitted on the Bidder/OEM Letterhead]

We hereby undertake that all equipment supplied against Tender No. _____ shall be covered by the warranty specified in the Tender Document.

We shall provide:

- Comprehensive on-site warranty;
- Replacement of defective components;
- Technical support;
- Service support through qualified personnel;
- Necessary software/firmware support, wherever applicable; and
- Rectification of defects within the prescribed response period.

The warranty shall commence from the date of successful installation, testing, commissioning and acceptance by Sibsagar University.

Date: _____

Place: _____

Authorized Signatory

Name: _____

Designation: _____

OEM/Bidder: _____

Seal: _____


Registrar
Sibsagar University
Sivasagar Assam

ANNEXURE – V

SITE SURVEY / INSTALLATION DECLARATION

I/We hereby certify that we have inspected the proposed installation site at the Conference Hall of Sibsagar University and have assessed the requirements relating to:

- Equipment placement;
- Cabling;
- Power requirements;
- Mounting arrangements;
- Network connectivity;
- Audio coverage;
- Display installation;
- Camera positioning; and
- Other installation requirements.

We confirm that our Financial Bid has been prepared after taking into consideration all such requirements.

Date: _____

Place: _____

Signature of Authorized Signatory

Name: _____

Designation: _____

Name of Firm: _____

Seal: _____


Registrar
Sibsagar University
Sivasagar Assam

ANNEXURE – VI

FINAL CHECKLIST OF DOCUMENTS

The bidder shall use the following checklist before submission of the Technical Bid.

Sl. No.	Document	Submitted (✓/X)
1	Covering Letter / Technical Bid Submission Form	
2	Bidder Information Sheet	
3	Valid Trade Licence	
4	GST Registration Certificate	
5	PAN Card	
6	Certificate of Incorporation / Registration	
7	Manufacturer Authorization Form, wherever applicable	
8	OEM Eligibility Documents	
9	Purchase Orders	
10	Compliance Certificates	
11	Product Brochures / Technical Datasheets	
12	Technical Compliance Statement	
13	Service Centre / Service Support Details	
14	Warranty Declaration	
15	Non-Blacklisting Declaration	
16	Acceptance of Terms & Conditions	
17	Site Survey / Installation Declaration	
18	Any other document specifically required in the Tender	

Note: The bidder shall ensure that all mandatory documents are enclosed before submission. The University may seek clarification regarding any submitted document, wherever considered necessary.


Registrar
Sibsagar University
Sivasagar Assam

ANNEXURE – VII

BIDDER'S DECLARATION

I/We certify that:

1. The bid has been prepared after carefully examining the Tender Document.
2. All information and documents submitted with the bid are true and authentic.
3. The offered equipment complies with the technical requirements specified in the Tender Document.
4. The quoted price covers all requirements necessary for successful completion of the work.
5. We shall abide by the warranty, installation, commissioning and service obligations specified in the Tender.
6. We understand that submission of false or misleading information may result in rejection of the bid and appropriate action under applicable rules.

Date: _____

Place: _____

Signature of Authorized Signatory

Name: _____

Designation: _____

Name of Firm: _____

Seal: _____


Registrar
Sibsagar University
Sivasagar Assam