

Draft tender document for designing and setting up of digital class room is enclosed. The pre bid for the tender will be held in the institute on 09.01.2018 at 11.00A.M. Following which the tender would be finalized and published.

**Draft TENDER for Digital Class Room
Haryana Institute of Public Administration,
Plot No. 76, Sector-18,
Gurgaon**

Sr. No.	Name of Work	Tender Document Fee + e-Service Fee	EMD Fee	Approx. Value of the Items	Start date and time	Closing date and time
1	Digital Class room	Rs.200+ Rs.1000= Rs. 1200/-	Rs.50000	Approx. 20 Lac	.	.

The Bidders can download the tender documents from the Portal: <https://haryanaeprocurement.Gov.in>. The payment for Tender Document Fee and eservice Fee shall be made by eligible bidders/contractors online directly through Debit Cards/Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT. Please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.

2. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://haryanaeprocurement.gov.in> to be eligible to participate in the e-Tender. He/She will be required to make online payment of Rs. 1000/- e services and Tender document fee in due course of time i.e. between ----- . In case the intended bidder fails to pay EMD fee under the stipulated time frame, he/she shall not be allowed to submit bids for the respective event/Tenders.

3. The interested bidders must remit the funds at least T+1 working day (Transaction + One Day) in advance i.e. on or before ----- and make payment via RTGS/NEFT to the beneficiary account number specified under the online generated challan. The intended bidder/Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://haryanaeprocurement.gov.in>.

The interested bidders shall have to pay mandatorily e-Service fee (tender document fee-Non refundable) of Rs. 1000/- (Rupee One thousand Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

The Payment for document fee/e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

The Bidders can submit their tender documents (Online) as per the following dates:-

Key Dates

Sr. No.	Department Stage	Bidder's Stage	Start date and time	Closing date and time
1	-	Tender Document Download and Bid Preparation		.

Important Note:

- 1) The bidders have to complete 'Bid Preparation & Submission' stage on scheduled time as mentioned above. If any bidder failed to complete his/her aforesaid stage in the stipulate online time schedule for this stage, his/her bid status will be considered as 'bids not submitted'.
- 2) Bidder must confirm & check his/her bid status after completion of his/her all activities for e-bidding.
- 3) Bidder can rework on his/her bids even after completion of 'Bid Preparation & submission stage' (Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Bidder Stage.
- 4) The bidder must have two years requisite experience in the man power supply field in private or Government Institutes.

Instructions to bidder on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. Registration of bidders on Procurement Portal:-

All the bidders intending to participate in the tenders processed online are required to get registered on the centralized e-Procurement Portal i.e. <https://haryanaeprocurement.gov.in>. Please visit the website for more details.

2. Obtaining a Digital Certificate:

2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly self-attested. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website-<https://haryanaeprocurement.gov.in>. or contact at the following:-

3. Important Note:-

- (i) Contact our helpdesk on or before prior to 4 hours of the scheduled closing date & time of respective e-Auction/ Tender event.
- (ii) For queries pertaining to ePayment of EMD, please contact the helpdesk at least 2 business days prior to the closing date & time of eAuction/Tender event.
- (iii) Help-desk support will remain closed during lunch break i.e. from 1:30 PM upto 2:15 PM on each working days.

Office Address for Training workshop 1st, 2nd Friday (from 3:30 pm upto 6:00 pm) and 4th Saturday (from 11: 30 am upto 3:00 pm) of each month		
Nextenders India Pvt.Ltd Municipal Corporation Near B.K.Chowk, Opp. B.K. Hospital NIT, Faridabad Contact No: 8743042801/9310335475	Nextenders (India) Pvt. Ltd. Public Health Division No 2 Hisar Model Town Opp. N.D Gupta Hospital Hisar Contact :9034357793	Nextenders India Pvt.Ltd NirmanSadon (PWD B&R) Plot No.- 01, Basement, Dakshin Marg Sec- 33 A, Chandigarh -160020 Contact: For Support- 1800-180-2097, 0172-2582008-2009

(iv) For Support – 1800-180-2097

- (v) Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).
- (vi) In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney/lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Information Technology Act 2000. Unless or until the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.
- (vii) In case of any change in the authorization, it shall be the responsibility of management/partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person/user on behalf of the firm/company. The procedure for application of a digital certificate however will remain the same for the new user.
- (viii) The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

(ix) Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T. and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at <https://haryanaeprocurement.gov.in>

(x) Download of Tender Documents:

The tender documents can be downloaded free of cost from the eProcurement portal <https://haryanaeprocurement.gov.in> and <https://hipaco.in>

(xi) Key Dates:

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates as defined in the online Notice Inviting Tenders.

(xii) Bid Preparation (Technical& Financial) Online/offline Payment of Tender Document Fee, e-Service fee, EMD fees.

- i. The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee can be made by eligible bidders/contractors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD can be made online directly through RTGS/NEFT.
 - a. The secure electronic payments gateway is an online interface between contractors and Debit card/online payment authorization networks.
 - b. The electronic payments gateway service shall be integrated with the system very soon till then it will be submitted manually.
- ii. Hence, the bidders have to provide information and credentials relate to manual payment submission at single portal e-Procurement system, under Technical Envelope of the respective tenders.
- iii. The bidders shall **upload** their technical offer containing documents, qualifying criteria, technical specification, schedule of deliveries, and all other terms and conditions except the rates (price bid).

The bidders shall **quote** the prices in Financial bid format.

Important Note:

- (A) **Bidders participating in online tender shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <http://haryanaeprocurement.gov.in>**

(B) For help manual please refer to the “Home Page” of the eProcurement website at <http://haryanaeprocurement.gov.in> and click on the available link ‘How to...?’ to download the file.

(ELIGIBILITYPARAMETERS)

S.No	Particulars
1	Name of the company
2	Details about office of the agency Address Phone no.: Fax: E-mail ID: Mobile no. and Contact Person:
3	Profile and track record of the company
4	Details of registered office of the company and contact person
5	Status of the applicant(partnership firm/Pvt. Ltd. Co. / Public Ltd. Co.)
6	Total Experience of the company in terms of installation of Digital class room (Copy to be attached)
7	Turn Over in Rs. as per CA Certificate. 2015-16 and 2016-17 (Copy to be attached)
8	Balance sheet for the last 2years 2015-16& 2016-17 (Copy to be attached)
9	PAN No. (copy to be attached)
10.	Service Tax registration (Copy to be attached)

Note:

The opened technical bids shall be evaluated by a Technical Evaluation Committee (TEC) constituted for the purpose. The bidders whose proposals are shortlisted by the Committee will be invited to give a PowerPoint presentation of about 10-20 minutes on the proposal. The Committee will recommend the most suitable proposal for acceptance of the competent authority.

Provision and installation of infrastructure for the digital class room of size 48'x25'. The infrastructure includes Hardware, Software, Electrical, Audio Visual control system , tables etc. with a seating capacity of at least 32 trainees.

Scope of Work:

Purpose:

The solution should provide high quality local training. The objective to implement such a solution is to provide a highly effective learning experience. The class room located at Gurugram should be capable of all kinds of learning and training e.g. local learning and local teaching.

Features:

- The Trainer should be able to share all the content (E.g. Presentation, Excel file, video, audio. etc.) easily with a press of a button.
- The Trainer should be able to connect a laptop for content sharing and LAN connection from the podium. All required cables need to be available at the podium, and the trainer should not be required to carry any cables for the purpose of connecting the laptop or any electronic device.
- The Trainer should be able to view the shared content in a crystal clear manner on a content monitor located on the podium.
- The Trainers voice should be easily audible to all the participants in the room.
- The Trainees should be able to view the content clearly right in front supported by crystal clear audio.
- During training the Trainer movements across the floor should be tracked automatically at all times through a camera as well as the trainees should be captured at all times by another camera.

Display Units:

- The projection image on the screen, should be clearly visible by all the trainees in the room, even with sufficient lighting in the room.
- The height of the display should be such that the same is easily visible to all trainees.
- Content monitor should be provided so that the trainer maintains a complete eye to eye contact with trainees while explaining from his/her presentations.

Audio:

- The trainer should be clearly audible across the room.
- The trainer's audio/speech should be reinforced for highly interactive learning

Recording & Viewing of Training:

- Automatic recording capability for all the trainings conducted in the training room at the press of a button from touch panel on the lectern by the trainer with good audio and video quality without any IT or Admin assistance.

- Specialized automatic trainer tracking to capture the movement of the trainer across the room.
- Simultaneous video recording of the trainer and the trainees should be possible.
- The trainer should also be able to pause & stop the recording all by himself by the press of a button from the touch panel present on the lectern. The recording should not only be that of the trainer but also synchronous recording of the content (desktop, documents and even explanations on white board) being explained by the trainer. During recording if a trainee asks a question, audio and video of that should also be recorded automatically as well.
- The recording system should produce MP4 media files which are compatible with virtually any media player.

Room Design:

- Bidder to provide class room interiors design including design of the table, podium and proper cable management system.
- The classroom design should be such that it is optimized for local trainings without compromising the quality of training and interaction in any way
- The podium is to be designed in such a way that it is able to contain all the equipment's along with the space to carry a high quality cable management system, a content monitor and space for keeping documents or a laptop.
- The room design should be such that all the trainees face the local trainer
- The design of the table(s) in the Training Room should be such that no wires or cables are visible neither on the table nor at the legs of the tables.
- Tables to be designed as per ergonomics standards.
- The furniture should be designed in such a way that it is ready for both computers based as well as non-computer based training room.

Connection Points:

- The trainer should be able to connect laptops to the network or power with proper adapters.
- All power sockets should be of universal type so they can support all variety of power connections.
- The trainer should also have access to power plug, LAN, audio cable and should be able to show his/her presentations documents or white board at a press of a button.

Other Requirements:

- There should be at least one universal power outlet and Network connectivity for the trainees.
- Two 83 Degree field of view and at least 5X optical zoom cameras for capturing both the trainer and the trainees.
- Local Speech reinforcement system for the trainer as well as the trainee while asking a question.
- Stereo audio input system for local trainings. It should enable audio for presentations as well as other media applications.

- Complete Inter-operability: the system should be completely interoperable and scalable with any video conferencing system, audio or desktop based solutions.

PART-II **Financial Bid**

Rates to be quoted for various Activities on installation of Digital class room including all accessories including Service Tax, any other charges etc.

S.No.	Item	Item Description	Qty.
1	Projector	Desktop/Ceiling Projector, Lumens 5000, WXGA (Professional High Quality)	1
2	Ceiling Mounting Kit		1
3	Projector Screen	8' diagonal minimum size Mountable Tab-Tensioned Motorized screen with Matte white fabrics with synchronous motor & white curved steel case (Professional High Quality)	1
4	Trainee Tables for Two	Simple table with Professional High Quality each table for two trainees(Professional High Quality)	18
5	Touch Monitor	Full HD ultra slim fixed type touch enabled LED monitor with adjustable angle of view from 90 to 150 degrees along with 2 nos. "Show Me" buttons with orange color illumination (Professional High Quality of Standard Manufacture)	1
6	Distribution Amplifier	1:8 HDMI Distribution Amplifier (Professional High Quality)	1
7	High Frequency Speakers/ Audio System of Professional High Quality		1
8	Handheld Microphones (Professional High Quality)		2

9	Laple Microphone with Battery pack		1
10	Ghoose neck microphone with shock mount		1
11	High Quality Recording System	<p>A high quality recording system that have the following capabilities:</p> <ul style="list-style-type: none"> • Streaming and recording simultaneously • Processing 2 high resolution AV sources from up to five available inputs. • High Quality Scaling with flexible two window source management. • Producing MP4 media files that are compatible with virtually any media player. • Flexible I/O ports for advanced AV system Automation. • License free operation. 	1
12	Room Capturing Camera	<p>Full HD camera with at least 5X zoom capability with 83 Degree field of view. The camera should also have the capability incorporating HDMI,USB 2.0, USB 3.0, RS232, LAN video interfaces (Professional High Quality)</p>	1
13	Trainer Tracking Camera	<p>Full HD Camera with up to 16X digital zoom and 72.5-degree field of view. The output frame rate should be up to 60 fps in 1080P resolution. (Professional High Quality)</p>	1

	Easy Media sharing solution	The solution should contain the following: <ul style="list-style-type: none"> • 2 no's cable management boxes with at least 6 grommets and necessary cables and sockets to host at least one HDMI cable, one VGA cable, and one charging socket. • A professional high quality switcher to switch between two content from two different laptops at a touch of a button. 	1
14	Wi-Fi Access Point (Professional High Quality)		1
15	8 port Network switch (Professional High Quality)		1
16	Necessary Cables and connectors		
17	Any other technical items required to setup digital class room		

Note: The Financial bid will be open only those bidders who are technically qualified as per DNIT

Terms and Conditions for Digital Class Room:

1. Online bids under two bid systems will be accepted for the work.
2. Prospective agencies should have previous experience of installation of digital class room anywhere in the country with relevant proofs.
3. Bidder shall submit complete room layout of the room and provide training for operation to at least two representatives.
4. Bidder to show a sample site showcasing the capability having seating capacity of 30 and above trainees having all the capabilities as detailed in the tender documents failing which the bid would be rejected.
5. At the sample site the buyers' representatives would conduct an experience evaluation which the bidder has to satisfactorily qualify for..

6. The prospective agencies should indicate their past experience of installation of digital class room with various Governments (State and Government of India) or with any other agencies, organizations with documentary proofs if any. A copy of the work order may be enclosed as proof.
7. The successful bidder for any reason fails to complete the work on time or fails to complete the work within the stipulated time, the undersigned will have the right to cancel the order and forfeit the security deposit available with the HIPA
8. The EMD of unsuccessful bidders shall be refunded
9. The successful bidder should maintain the system for one year.
10. **Arbitration**: In the event of any dispute arising between both the parties i.e. HIPA and Party, under these conditions or any conditions contained in the Work Order or in connection with this contract, the same shall be referred to the sole arbitration of the Director General, HIPA or some other persons appointed by him. The award of the arbitrator shall be final and binding on both the parties to this contract.
11. **Jurisdiction**: The order executed will be subject to Indian law and local courts at Haryana only.
12. Director General, HIPA will reserve the right to accept or reject any or all the quotations received without assigning any reasons whatsoever.

Assistant Director (Admin.)