

Procurement of Goods

Single-Stage: Single-Envelope
Under Shopping

Government of Meghalaya
(Meghalaya Early Childhood Development Mission)

PKG - 096: Procurement of Information Technology Assets & Video Conferencing System for MECDM Office Set-up

Issued on	:	November 3rd 2023
Invitation for Bids No	:	MECDM/PROC(ADB)/64/2022-23/
OCB No	:	PKG-096
Purchaser	:	Meghalaya Early Childhood Development Mission (MECDM)
Country	:	India

Table of Contents

Details	
Part 1 Bidding Procedure and Documents	
Request for Procurement for Goods (RFQG)	
Form of Quotation	
Bill of Quantities	Attachment 1
List of ADB Member Countries	
Technical Specifications	Attachment 2
Manufacturer's/Supplier's Authorization	Attachment 3
Financial Bid	Attachment 4
Part 2 Contract Documents and Forms	
Contract	
Contract Terms and Conditions	
Draft LOA	Attachment 5
Performance Security Template	Attachment 6

PART 1

BIDDING PROCEDURE AND DOCUMENTS

REQUEST FOR QUOTATION - GOODS (RFQG)

Project Title : Meghalaya Early Childhood Development Mission (MECDM) Project
Package Number and Name – Package 0096 : Procurement of Information Technology Assets & Video Conferencing System for MECDM Office Set-up
Source of Funding : ADB
Contract Ref/IFB/OCB No : MECDM/PROC(ADB)/64/2022-23/
Date of Issue of Request/IFB : 3rd Nov, 2023

To : Prospective bidders who were issued RFQ and others interested eligible bidders, informed through public advertisement; who wish to submit the bid advertised in national newspapers/local newspapers/posting on Project website by using the RFQ document.

Sir/Madam:

1. The Meghalaya Early Childhood Mission Society (MECDM), Government of Meghalaya has applied for financing from the Asian Development Bank (ADB) towards the cost of the project mentioned in subsequent sections under retroactive financing.
2. The Meghalaya Early Childhood Mission Society (MECDM) on behalf of State Social Welfare Department (SWD), Government of Meghalaya (Purchaser) hereby requests you /any interested eligible registered bidder to submit price quotation/(s) for the Procurement of Information Technology Assets& Video Conferencing System for MECDM office setup, as per the information given below:

Lot	Brief Description of the Goods*	Total Quantities (Nos)
1	Multi-Functional Device- Printer	1
2	Printer cum Scanner	10
3	Photo-Copy Machine	1
4	Projector	12
5	Laptops	20
6	Desktops	10

7	UPS	10
8	Digital White Board	1
9	Lamination Machine	1
10	Photo Printer	1
11	Projector Screen	12
12	Digital SLR Camera	1
13	Video Conferencing System	1

To assist you in the preparation of your price quotation the necessary **Supply and Delivery Schedule, Technical Specifications, Form of Quotation** and draft **Contract** are enclosed.

3. If you/your firm, however, falls under any of the following conditions, your proposal shall not be considered:
 - a) you/your firm are/is not a citizen/national of an ADB member country, or
 - b) you/your firm have/has been associated with the firm that prepared the design and specifications, or engaged in the preparation of the Project for which the contract that is subject of this request for quotations was identified, or
 - c) you/your firm are/is owned by the Purchaser, or
 - d) you/your firm are/is currently sanctioned or temporarily suspended by the Asian Development Bank for a violation of its [Anticorruption Policy](#) (1998, as amended to date), or
 - e) the importation of goods or services from your country or any payment to persons or entities in your country is prohibited in compliance with a decision of the United Nations Security Council under Chapter VII of the Charter of the United Nations.

4. To be qualified, you must have experience as a manufacturer or authorized supplier of the items covered by this **Request for Quotation** and, as evidence, you must also attach a document of your experience as supplier in at least one contract in the last 3 years of a size and nature similar to the items in the supply schedule of this contract.

5. Your price quotation should be submitted in accordance with the following instructions, procedures, and the terms and conditions of the **Contract**.

Preparation of Quotations

- (a) Your price quotation/(s) shall be for all the items as described in attached documents and submitted only in the attached **Form of Quotation** with the priced **Supply, Delivery and Price Schedule**. The currency of quoted prices and payment shall be in **Indian Rupees (INR)**. In addition to the quoted price, the contract price shall include Goods and Service Tax (GST) in India.

- (b) The prices should be quoted including all applicable taxes for supply , delivery, installation, commissioning and warranty etc.(as applicable) to **MEGHALAYA EARLY CHILDHOOD DEVELOPMENT MISSION (MECDM), MIIT Campus, 1st floor, Brookdeene, Dhankheti, Shillong- 793001, East Khasi Hills District, Meghalaya** and should be accompanied by adequate technical documentation and catalog(s) and other printed material or pertinent information (in English language) for each item quoted, including names and addresses of firms providing after-sales service facilities in Shillong, Meghalaya.

- (c) You shall submit only one set of quotation for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further.
- (d) You shall submit one original of the Form of Quotation, clearly marked "Original". In addition, you shall also submit one copy marked as "COPY". In case of any discrepancy between the Original and Copy, the original shall prevail.
- (e) Your quotation(s) should be valid for a period of 60 days from the deadline for submission of the quotation/(s) as indicated below. The bidder should accompany the quotation with Bid security Amount **INR 80,000** in the form of Bank Guarantee or Demand draft with validity of **90 days** from the deadline of the quotation submission date. The Bid security of unsuccessful bidders shall be returned within 15 days after award of supply order. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of Suppliers for the project for two years after forfeiting the bid security.
- (f) Pre bid meeting will be held on **13th Nov, 2023** at 4:00PM
All the requests for clarification in writing should reach before or on **10th November, 2023**.

Submission and Opening

- (g) Your **Form of Quotation** with the priced **Supply and Delivery Schedule** should be submitted by **3 pm on 24th November, 2023** with the required documents signed, sealed and addressed to and delivered to the following address:

Purchaser's Address: **MEGHALAYA EARLY CHILDHOOD DEVELOPMENT MISSION (MECDM)**

Street address: **MIIT Campus, Brookdeene, Dhankheti,**

Floor/Room number: **1st floor,**

City: **Shillong**

ZIP code: **793001**

State: **Meghalaya**

Country: **India**

E-mail: mecdms2022@gmail.com

All the requests for clarification in writing should reach the Purchaser before **5pm on 10th Nov, 2023**.

- (h) Quotations shall be opened in public, in the presence of participating suppliers' representatives who choose to attend, on **24th November, 2023 at 4 pm** and at the above address.

Evaluation and Comparison

- (i) Only Quotations determined to be substantially responsive to this Request for Quotation will be evaluated by comparison of their offer prices. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications from this Request for Quotation (RFQ).
- (j) In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:
 - (i) where there is a discrepancy between amount in figures and in words, the amount in words will govern; and
 - (ii) where there is a discrepancy between the unit rate and the line-item; total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.

If you refuse to accept the correction, your quotation will be rejected.

Award of Contract

- (k) The Purchaser shall award the contract to the Bidder, whose quotation has been determined to be substantially responsive to this **Request for Quotation** and who has offered the lowest price quotation.
- (l) The Supplier whose quotation has been accepted will be notified by the Purchaser within 60 days from the date of submission of quotation or extended date, whichever is later, through the return of a copy of the **Form of Quotation** with **Acceptance** signed by the authorized representative of the Purchaser.

The successful Supplier shall sign the **Contract** governed by the **Contract Terms and Conditions**

6. Further information can be obtained from:

Name : Chief Executive Officer,
Address : MEGHALAYA EARLY CHILDHOOD DEVELOPMENT MISSION (MECDM),
MIT Campus, 1st floor, Brookdeene, Dhankheti, Shillong- 793001, East
Khasi Hills District, Meghalaya
E-mail : mecdms2022@gmail.com

- 7. The Purchaser is seeking funds from the **Asian Development Bank (ADB)** for eligible payments under the **Contract** resulting from this **Request for Quotation**.
- 8. Under **ADB's Anticorruption Policy**(1998, as amended to date), suppliers shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB may reject a proposal for award, and may impose sanctions or other remedial actions on parties involved, if it determines that the supplier recommended for award or any other party, directly or through an agent, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB's sanctions list. A firm/individual shall not be eligible to participate in any procurement activities under an ADB-financed, -administered, or -supported project while under temporary suspension or debarment by ADB pursuant to its Anti-Corruption Policy, whether such debarment was directly imposed by ADB, or enforced by ADB pursuant to the Agreement for Mutual Enforcement of Debarment Decisions.
- 9. You/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, are not, or have never been, temporarily suspended, debarred, declared ineligible, or blacklisted by the purchaser's country, any international organization, and other donor agency.

If so debarred, declared ineligible, temporarily suspended, or blacklisted, please state details

- (a) Name of Institution:
- (b) Period of debarment, ineligibility, or blacklisting (start and end date):
- (c) Reason for the debarment, ineligibility, or blacklisting:

10. You/your firms, joint venture partners', associates', parent company's affiliates or subsidiaries', including any subcontractors' or suppliers', key officers and directors have not been [charged or convicted] of any criminal offense (including felonies and misdemeanors) or infractions/violations of ordinance which carry the penalty of imprisonment.

If so charged or convicted, please state details:

- (a) Nature of the offense/violation:
- (b) Court/Area of jurisdiction:
- (c) Resolution (i.e. dismissed; settled; convicted/duration of penalty):

(d) Other relevant details:

11. You/your firm understands that it is your obligation to notify ADB should you/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any Subcontractors or Suppliers, be temporarily suspended, debarred or become ineligible to work with ADB or any other multilateral development banks, the purchaser's country, international organizations, and other donor agencies, or any of your key officers and directors be charged or convicted of any criminal offense or infractions/violations of ordinance which carry the penalty of imprisonment.
12. Any misrepresentation that knowingly or recklessly misleads, or attempts to mislead may lead to the automatic rejection of the quotation/bid or cancellation of the contract, if awarded, and may result in remedial actions, in accordance with ADB's Anticorruption Policy (1998, as amended to date) and Integrity Principles and Guidelines (2015 as amended from time to time).
13. A bidder shall not have a conflict of interest. All bidders found to have a conflict of interest shall be disqualified.
14. Please confirm by letter /e-mail the receipt of this request and whether or not you will submit the price quotation(s), **if RFQ is sent to u as prospective bidder.**

Sincerely,

**Chief Executive Officer,
MEGHALAYA EARLY CHILDHOOD DEVELOPMENT MISSION (MECDM)
Social Welfare Department,
Government of Meghalaya.
(Purchaser)**

FORM OF QUOTATION (Goods)

_____ (Date)

To: _____ [Purchaser's Name]
_____ [Purchaser's Address]

We offer to execute the _____ [name and number of Contract] in accordance with the **Contract Agreement Terms and Conditions** and the **Supply and Delivery Schedule** accompanying this Quotation for the Contract Price of _____ [amount in words and numbers] (_____) [INR]_____.

We propose to complete the delivery of Goods described in the Contract within the Delivery Time indicated in the **Supply and Delivery Schedule**.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer imposed by the **Request for Quotation** document and the **Contract Agreement Terms and Conditions**, respectively.

We: (a) are a national of an ADB member country; (b) have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation; (c) are not owned by the Purchaser; (d) are not currently sanctioned or temporarily suspended by the Asian Development Bank; and (e) to the best of our knowledge, is not prohibited from being contracted in compliance with a decision of the United Nations Security Council.

Name of Supplier : _____
Authorized Signature : _____
Name of Signatory : _____
Title of Signatory : _____
Address : _____
Telephone Number : _____
Fax Number, if any : _____
Email address (optional): _____
Signature and Date : _____

ACCEPTANCE

The Purchaser accepts the Supplier's offer to supply and deliver the goods. Attached is the Contract with accepted Contract price for Supplier's signature to be submitted to the Purchaser within 15 days from receipt. [At the option of the Purchaser, add: Please provide a Performance Security for the due performance of the Contract, within 15 days of receipt of this returned **Form of Quotation**, in the amount equivalent to 2% of the Contract Price.]

Name of Purchaser : _____
Authorized Signature : _____
Name of Signatory : _____
Title of Signatory : _____
Date : _____

Attachment 1

Bill of Quantities

(Note: Duly filled to be submitted by SUPPLIER/DISTRIBUTOR with name, signature and official stamp)

Sl. No.	Brief Description of the Goods*	Quantity	Delivery Period	Installation Required (Y/N)	Place for Delivery
1	Multi-Functional Device- Printer	1	Within 30 Days of Contract Signing	Y	*Chief Executive Officer, MEGHALAYA EARLY CHILDHOOD DEVELOPMENT MISSION (MECDM), Montfort Building, 2nd floor, Dhankheti, Shillong-793001, East Khasi Hills District, Meghalaya
2	Printer cum Scanner	10	-do-	Y	-do-
3	Photo-Copy Machine	1	-do-	Y	-do-
4	Projector	12	-do-	Y	-do-
5	Laptops	20	-do-	Y	-do-
6	Desktops	10	-do-	Y	-do-
7	UPS	10	-do-	Y	-do-
8	Digital White Board	1	-do-	Y	-do-
9	Lamination Machine	1	-do-	Y	-do-
10	Photo Printer	1	-do-	Y	-do-
11	Projector Screen	12	-do-	Y	-do-
12	Digital SLR Camera	1	-do-	Y	-do-
13	Video Conferencing System	1	within 60 days of Contract Signing	Y	-do-

(Name and Signature of Bidder/Authorized Person)

List of ADB Member Countries

This Section contains the list of eligible countries.

1. Afghanistan
2. Armenia
3. Australia
4. Austria
5. Azerbaijan
6. Bangladesh
7. Belgium
8. Bhutan
9. Brunei Darussalam
10. Cambodia
11. Canada
12. China, People's Republic of
13. Cook Islands
14. Denmark
15. Fiji Islands, Republic of
16. Finland
17. France
18. Georgia
19. Germany
20. Hong Kong, China
21. India
22. Indonesia
23. Ireland
24. Italy
25. Japan
26. Kazakhstan
27. Kiribati
28. Korea
29. Kyrgyz
30. Lao People's Democratic Republic
31. Luxembourg
32. Malaysia
33. Maldives
34. Marshall Islands
35. Micronesia, Federal States of
36. Mongolia
37. Myanmar
38. Nauru, Republic of
39. Nepal
40. Netherlands
41. New Zealand
42. Norway
43. Pakistan
44. Palau
45. Papua New Guinea
46. Philippines
47. Portugal
48. Samoa
49. Singapore
50. Solomon Islands
51. Spain
52. Sri Lanka
53. Sweden
54. Switzerland
55. Tajikistan
56. Taipei, China
57. Thailand
58. Timor-Leste
59. Tonga
60. Turkey
61. Turkmenistan
62. Tuvalu
63. United Kingdom
64. United States of America
65. Uzbekistan
66. Vanuatu
67. Viet Nam
68. Niue

(Note: Duly filled to be submitted by Bidder with name, signature and official stamp)

Attachment 2

TECHNICAL SPECIFICATIONS

Sl. No.	Item	Specification
1	Multi-Functional Device- Printer	<p>Speed: 20 ppm or higher Paper Size: Should Print A3, A4, A5 Paper Capacity: 350 sheets (250 normal, 100 bypass) Resolution(print/copy): 600x600 dpi Zoom range: 25% to 400% Tray capacity: 100 sheetsA3, A4, A5 Color Scanning: Yes Cost per page (mono): Maximum 35 paise per page (cost calculation to be shown separately) Scan File Format: BMP, JPEG, TIFF Compressed PDF, PDF Searchable Interface: Ethernet Auto Duplex: With RADF Memory: 1GB Wi-Fi Enabled Facility Mobile Printing, Scan to send Email &PC</p>
2	Printer cum Scanner	<p>Speed: up to 18 ppm or higher Paper Size: Max A4 Paper Output Capacity: up to 100 sheets Print Resolution: 600x600 dpi Memory: 512 MB Connectivity: USB Type: Flatbed Optical Resolution: 4800x4800 dpi Scanner speed: Approx. 8 sec Color Scanning: Yes Scan File Format: BMP, JPEG, TIFF, PDF Included: Scanner, Printer, Toner Cartridge, Power cord, CDs with Printer software and documentation, USB cable</p>
3	Photo-copy Machine	<p>Print Speed: 25 ppm (A4),15 ppm (A3) Supported Paper Size: A3 Functions: Print, Copy, Scan Warm-Up Time: 12s or less, From Sleep Mode: 10s or less Memory Size: 2.0GB RAM Power Supply: 220-240 V,50/60 Hz,5.2 Amp Dimension: 586 x 713 x 912 mm (with DADF-AZ1),586 x 700 x 818 mm (with Platen Cover type Z) (W x D x H) Weight: 66.8kg without toner Machine Type: A3 Monochrome Laser Multifunctional Control Panel: 17.78cm TFT LCD WVGA Color Touch panel Paper Supply Capacity: Standard: 1200 sheets 2300 sheets (with Cassette Feeding Unit-AN1) Paper Output Capacity: Standard: 250 sheets 545 sheets</p>

		<p>(With Inner Finisher-J1) Installation Space: 1363 x 1273 mm (with DADF-AZ1), 1363 x 1260 mm (with Platen Cover type Z) (W x D) Print Resolution: 1200 x 1200 Copy Speed: 25 ppm (A4), 15 ppm (A3) First Copy Out Time (A4): 5.9s or less Copy Resolution: Reading: 600 x 600, Printing: Up to 1200 x 1200 Multiple Copies: Up to 9999 copies Copy Density: Automatic or Manual (9 Levels) Magnification: 25% - 400% (1% Increments) Scan Resolution: Copy: 600 x 600, Send: (Push) up to 600 x 600, (Pull) up to 600 x 600, Fax: up to 600 x 600 Number of Connection Lines: 1 Modem Speed: Super G3: 33.6 kbps, G3: 14.4 kbps Compression Method: MH, MR, MMR, JBIG Fax / Memory: Up to 30000 pages Speed Dials: 200 Memory Media: Standard: USB Memory Power Consumption: Maximum: 1500W, Standby: 20W, Sleep mode: 0.6 W Toner Cartridge: NPG-84 Toner Black Minimum Order Quantity: 1</p>
4	Projector	<p>Light Source: Laser/LED/Hybrid Expected Lamp Life: 20,000 Hours Brightness: 3000 ANSI Lumens or higher Contrast Ratio: 20000:1 Power Consumption: 150 W at Full Brightness Weight: Maximum 3kg</p>
5	Laptops	<p>Processor-11th Generation Intel® Core™ i7 Processor (4 Cores / 8 Threads, 2.80 GHz, 12 MB Cache) RAM- 16 GB DDR4-3200 SDRAM (2 x 8 GB)/ 8GB (1 x 8 GB) DDR4-3200 SDRAM Graphics-NVIDIA® GeForce® MX Series (4 GB GDDR5 dedicated) /Integrated Intel® Iris® Xe Graphics (4 GB DDR5 Dedicated) Display-35.56 cm(14") diagonal, FHD (1920 x 1080)/ Anti-Glare/Narrow Bezels -Convertible (180-360 Degrees) form factor (Not Mandatory) Hard Drive- 512 GB PCIe® NVMe™ M.2 SSD / 1 TB PCIe M.2. SSD Weight- 1-1.80 Kg Keyboard- Backlit, English Wireless-Intel Wi-Fi 6 (2x2 AX) & Bluetooth® 5.1 Battery- 3/4/6 cell, 48Wh, Up to 17 hours with 65W Power Adapter</p>

		<p>Ports- Minimum 4 Ports including HDMI Port Camera- 720p HD minimum</p> <p>OS-Windows 10 64-bit Professional including MS Office 2019 or latest Sound- nStereo/Dolby Audio</p>
6	Desktops	<p>Operating System: Windows 10 Home, 64 bits Chipset: Intel chipset is integrated with processor Processor: i7, 9th or 10th Generation Memory: 16 GB RAM 2400/2600 MHz minimum Hard Drive: 2 TB HDD, 240 GB SSD Optical Drive: DVD-Writer Display size: 24" Connectivity: WIFI, Ethernet LAN Bluetooth ports: Minimum of 4 USB 3.1; 2 USB 2.0 Pointing device: USB wired optical mouse Keyboard: USB Wired Multimedia Keyboard Service Centre: Authorized Service Centre in Meghalaya Included Software: MS-Office 2021 or higher (64 bit) , Adobe Acrobat DC, etc</p>
7	UPS	<p>Type: Line Interactive UPS Rating: 1.5 KVA/900 Watts/216VAH Input Voltage Range: 140V to 300V AC Cold Start and Generator Compatibility</p>
8	Digital White Board	<p>Screen : 65 Inches IPS Display Anti-Glare 16:9 Aspect Ratio 3840*2160 Ultra HD Display/4K Display Landscape Display</p> <p>Connectivity (IN & Out): HDMI (3), RGB, VGA, USB 3.0, WIIF Direct, WIFI, Bluetooth, Optical Output/Audio Out, RGB /Audio In, LAN/Ethernet connectivity</p> <p>Power: Power Supply- 100-240v, 50/60H</p> <p>Sound: Built-in Speaker 24 W</p> <p>Mount: Standard Mount Interface</p> <p>Touch Specifications: Touch Type – IR Response Time – 60ms Interface – USB 2.0 Multi-Touch Points – Max 20 Points/Max 10 Writing</p>

		<p>OS & System Support: OS Support - Windows7/8/10/11 /Linux/Mac/Android</p> <p>System Support- In Built Web Browser, Support for Android OS and Free Apps, PIP Support, Real Time Partial Capture, Secure Mode etc</p> <p>Accessory: Power Cord 3-5 M USB Cables (Type A, Type B) – 5-10 M HDMI Cable – 3-5 M Writing Pen – 2 pc Remote Control</p>
9	Lamination Machine	<p>Feed width (mm): 238 mm. No. of Rollers: 4 Warm Uptime: 1 minute Laminating thickness of Pouches: 75 - 150 microns Power: 230 Volts Machines Dimensions (WxDxH) mm: 380x15x55 Laminating Speed: 200 mm/Minute Production Capacity: Approx. 1200 TO 1500 Sheet Per Hour</p>
10	Photo Printer	<p>Paper tray capacity: Up to 10 copies with the blue Print Quality Card Memory: 512 MB minimum Scanner Type: Flatbed Print quality: 300 x 300 dpi Print speed: Up to 40 seconds Support file types: BMP, GIF, JPEG, PNG, TIFF Print technology: Thermal printing Inkjet Colours: 3 colour inks with protective over coating, 256 levels per colour (24-bit colour depth)</p> <p>Print Settings: Print finish (Glossy, Semi-Gloss (Pattern 1/ Pattern 2/ Pattern 3)), Borders (Bordered, Borderless), Layout (1-up, 2-up, 4-up, 8-up, Index , Shuffle (8-up, 20-up)), Image optimize (Scene detection (Blue Sky/ Sunsets), Face detection, Colour cast correction on faces, iContrast, Contrast correction, Noise reduction), Brightness (7 levels, from -3 to +3), Smooth Skin, My Colours (Vivid, Neutral, Positive Film, Sepia, B/W, Off), Red-eye Correction PhotoID Priority, Keep Print Settings, Power saving, Exif Print</p>

		Operating System: Both Windows & Mac
11	Projector Screen	Screen Type: Portable Non-Electric Diagonal Size: 100-125" Compatible Projection : Standard Throw Viewing Angle: 180 degrees Screen Colour: White
12	Digital SLR Camera	24 MP or above with CMOS sensor DIGIC 5 processor or above Dual Pixel CMOS creative filters Full HD video recording ISO range 100-15000 <ul style="list-style-type: none"> • 3 inch TFT LCD display, ISO: 100, 1600, 3200 or above • • 1/4000 sec minimum & 25 sec maximum shutter speeds • • Mechanical & CMOS electronic shutter types • • 60x optical zoom & 120x dynamic fine zoom • • 3840x2160/30p 4K Ultra HD video recording format

13. Video Conferencing System:

Sr.No.	Technical Specifications
A	VC endpoint for Conference Rooms (P2P).
A.1	COMPONENTS
A.1.1	Display Unit (minimum 72-inch, flat screen) Remote/Control Unit Microphone & Camera Array Cable Bundle Codec Unit
A.2	VIDEO
A.2.1	The system should support the latest industry specifications. Video standards including H.323 and SIP.

A.2.2	Should support H.263, H.263+, H.264 and H.265.
A.2.3	An Encrypted call should be possible
A.2.4	Ultra HD 4k should be possible when sending or receiving two live video sources simultaneously on the Codec.
A.2.5	Ability to send and receive two live simultaneous video sources in a single call, so that the image from the main camera and PC or document camera can be seen simultaneously.
A.2.6	Should support H.239 and BFCP protocols
A.2.7	Should have at least 2 nos. of HDMI (High-Definition Multimedia Interface) output to connect 4k and Full HD display devices such as plasma/LED/LCD and projectors for both Video and Content. (Dual Monitor Support)
A.2.8	Endpoint functionality should be controlled by remote handset/User friendly touch panel (The touch panel should be part of complete device package and supplied by the same OEM).
A.2.9	Should have DVI (Digital Video Interface) /HDMI/VGA (Digital Video Interface) input to connect PC/ Laptop directly to the Video conferencing system and display resolutions from minimum of WXGA (1280 x 768) to 1080p (1920 x 1080)
A.2.10	Should have 1 HD video Input to connect the HD camera
A.3	AUDIO
A.3.1	System should support the latest industry audio standards or equivalent. G.711, G.722, G.722.1, G.729 standard equivalent wide band protocols must be supported.
A.3.2	Noise Reduction, Automatic Gain control, Acoustic Echo Cancellor, Active Lip synchronization
A.3.3	Should support 2 or more microphones with either of the following; such as IP cable connected/Integrated in codec.

A.3.4	The pickup of the microphones should be at least 6 feet or above from the microphone.
A.3.5	Echo Cancellation for every input must be available.
A.4	NETWORK INTERFACES, BANDWIDTH ETC.
A.4.1	1 LAN /Ethernet--10/100/1000 Mbps full duplex
A.4.2	H323/SIP up to 10 Mbps point-to-point.
A.4.3	Packet Loss Based Down speeding using flow control until acceptable packet loss is detected.
A.4.4	Differentiated Services (QOS)
A.4.5	IP adaptive bandwidth management (including flow control)
A.4.6	Auto Network Address Translation (NAT) support
A.4.7	Standards based- Packet Loss Recovery feature on H.323 call
A.4.8	Should support URI Dialing
A.4.9	Support for H.245 DTMF tones in H.323
A.4.10	Must support IPv4 and IPv6 from day one on both H.323 and SIP.
A.4.11	Allocation and management of maximum bandwidth between endpoints/ groups of endpoints.
A.4.12	Pairing with touch screen display.
A.5	SECURITY
A.5.1	Should support Password protected system menu.
A.5.2	ITU-T standards-based Encryption of the video calls.
A.5.3	Call should be encrypted end-to- end on IP

A.5.4	Should support Standards-based: H.235 v2 & v3 and AES-256 Encryption via Automatic key generation and exchange. The same should be available in a call with Video and presentation (dual video).
A.5.5	Ability to manually turn encryption On or OFF should be there.
A.5.6	Should have support for H.235.1 to authenticate the central gatekeeper for trusted Endpoints.
A.5.7	Should have support to secure SIP calls using TLS 1.2 protocol.
A.5.8	Any up-to-date video conferencing related security protocols should be supported on endpoints.
A.6	CAMERA
A.6.1	Should support 1/3" CMOS or higher
A.6.2	Minimum of 10x optical zoom
A.6.3	1920 x 1080 pixels progressive @ 60fps
A.6.4	Must have a PTZ camera with +15°/-25° tilt, +/- 90° or automatic framing in case of integrated with codec.
A.6.5	Should have at least 60 degrees or above static field of view.

All components of any End-Point should be from same OEM

(Note : Duly filled to be submitted by SUPPLIER with name, signature and official stamp)

Attachment 3 Manufacturer's/Supplier's Authorization

Date: *[insert date (as day, month, and year) of bid submission]*

OCB No.: *[insert number of bidding process]*

To: *[insert complete name of the Purchaser]*

WHEREAS

We *[insert complete name of the manufacturer/supplier]*, who are official manufacturers/suppliers of *[insert type of goods manufactured/supplied]*, having factories at *[insert full address of manufacturer's factories]*, do hereby authorize *[insert complete name of the bidder]* to submit a bid the purpose of which is to provide the following IT Products and Services & VC System, manufactured/supplied by us *[insert name and/or brief description of the goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 12 of the Contract Terms and Conditions, with respect to the goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the manufacturer/supplier]*

Name: *[insert complete name(s) of authorized representative(s) of the manufacturer/supplier]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of *[insert complete name of the manufacturer/supplier]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Attachment 4

Financial Bid

(Note: Duly filled to be submitted by SUPPLIER/DISTRIBUTOR with name, signature and official stamp)

Sl. No.	Brief Description of the Goods*	Quantity	Unit Price (in INR)	Taxes & Duties (in INR)	Total Unit Cost with Taxes (in INR)	Total Cost with Taxes for All Quantity to be Supplied (in INR)
1	Multi-Functional Device- Printer	1				
2	Printer cum Scanner	10				
3	Photo-Copy Machine	1				
4	Projector	12				
5	Laptops	20				
6	Desktops	10				
7	UPS	10				
8	Digital White Board	1				
9	Lamination Machine	1				
10	Photo Printer	1				
11	Projector Screen	12				
12	Digital SLR Camera	1				
13	*Video Conferencing System (To be brought from the breakup of financial bid for VC system from the table C (summary of indicative quote)	1				
Total Cost						

***Break-up of Financial Bid for Video Conferencing System to be shown below:**

Financial Bid for Video-Conferencing System

A. Cost of Hardware, Software, Installation, Commissioning and Warranty

Sl. No.	Item	Quantity	Rate per item	Amount in INR	Proportion to Total Cost of A(in %) #
a	Display Unit				
b	Remote Control Unit				
c	Microphone (2 nos.)				
d	Microphone Cable (3 nos.)				
e	Camera (2 nos.)				
f	Camera Base (2.nos)				
g	Software of the proposed system				
1	Sub-Total (a+b+c+d+e+f+g)				
2	Installation				
3	Comprehensive warranty for software and hardware mentioned in items above for 5 years from the go live date. (Minimum 15% of the product cost and not to bundle with product cost)				
	Sub-Total 'A'				

B. Training & Certification

Sl. No.	Item	Quote in Indian Rupees (INR)	Proportion to Total Cost of B (in %) #
---------	------	------------------------------	----------------------------------------

1	Training and Certification (from OEM) for 3 Officials		
Sub-total 'B'			

C. Summary of Indicative Quote:

Particulars	Quote (INR)	Proportion to Total Cost (in %) #
(a) Sub-Total 'A' above		
(b) Sub-Total 'B' above		
Grand Total (A + B) *		

The 'Proportion to Total Cost' percentage mentioned here will have to be mentioned in two decimal places. Purchaser may procure one or more additional items (Microphone, Camera, Cable etc.), if required, at the approved price.

Signature of Bidder with office stamp

Date: _____

CONTRACT

Name of Country:

Project Name:

This Contract is entered into on __[date]__ day of __[month]__, __[year], between ____ [name of Purchaser] _____ (hereinafter called "the Purchaser") on the one part, and ____ [name of Supplier] _____ (hereinafter called "the Supplier") on the other part.

Whereas the Purchaser has requested for quotation for _____ [description of goods] to be supplied by Supplier in accordance with the Contract, and has accepted the Quotation by the Supplier in the amount of ____ [amount in words] ____ [amount in figures] hereinafter called "the Contract Price".

The Purchaser and the Supplier agree as follows:

- 1) The following documents shall be deemed to form and be read and construed as part of this Contract, viz:
 - a. Form of Quotation, with Supply and Delivery Schedule;
 - b. Contract Terms and Conditions; and
 - c. Technical Specifications
- 2) Taking into account payments to be made by the Purchaser to the Supplier as provided herein, the Supplier hereby enters into this Contract with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of this Contract and its Terms and Conditions.
- 3) The Purchaser agrees to pay the Supplier, in consideration of the supply and delivery of the goods and the remedying of defects therein, the Contract Price as indicated and accepted in the Form of Quotation, under payment terms stipulated in the Contract Terms and Conditions.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of _____ [country of Purchaser] on the date indicated above.

Signature and seal of the Purchaser:
Supplier:

Signature and seal of the

For and on behalf of

For and on behalf of

Name of Authorized Representative
Representative

Name of Authorized

CONTRACT TERMS AND CONDITIONS

Project Name: _____ Purchaser: Meghalaya Early Childhood Development Mission

Package No.096

1) Definitions

- a) "Contract" means the agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendixes, and all documents incorporated by reference therein.
- b) "Contract Documents" means the documents listed in the Agreement, including any amendments thereto.
- c) "Contract Price" means the price payable to the Supplier as specified in the Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.
- d) "Delivery" means the transfer of the Goods from the Supplier to the Purchaser in accordance with the terms and conditions set forth in the Contract.
- e) "Completion" means the fulfillment of the delivery and any related service by the Supplier in accordance with the terms and conditions set forth in the Contract.
- f) "Goods" means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser under the Contract.
- g) "Purchaser" means the entity purchasing the Goods and Related Services, as specified in the SCC.
- h) "Supplier" means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Agreement, and includes the legal successors or permitted assigns of the Supplier.
- i) "ADB" is the Asian Development Bank.

2. Applicable Law

2.1 The Contract shall be interpreted in accordance with the laws of the Purchaser's country.

3. Language

3.1 All communications and documents related to the Contract shall be in English.

4. Assignment

4.1 Any assignment of this Contract or of any rights hereunder, in whole or in part without the prior written consent of the Purchaser shall be void.

5. Fraud and Corruption

5.1 This Contract shall be covered by the provisions of ADB's Anticorruption Policy (1998, as amended to date) and Integrity Principles and Guidelines (2015, as amended from time to time) that requires Borrowers (including beneficiaries of ADB-financed activity), as well as Suppliers and Contractors under ADB-financed contracts, to observe the highest standard of ethics during the procurement and execution of such contracts.

6. Fixed Contract Price

6.1 The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.

7. Delivery Schedule

7.1 The delivery should be completed as per schedule indicated in the Supply and Delivery Schedule but not exceeding 3 months from the date of signing of contract.

8. Required Technical Specifications (with attachments as necessary)

- a. General Description
- b. Specific details and technical standards
- c. Performance Parameters

Supplier confirms compliance with above specifications.

9. Delivery and Documents

9.1 Upon delivery, the Supplier shall provide the following documents to the Purchaser:

- a. copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
- b. manufacturer's or supplier's warranty certificate; and
- c. certificate of origin.

If goods are coming by courier, the supplier shall also provide, prior to delivery, copies of documents that will enable the Purchaser to receive the goods. The above documents shall be received by the Purchaser at least one week before arrival of the goods and, if not received, the Supplier shall be responsible for any consequent expenses.

10. Taxes and Duties

10.1 The Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.

11. Payment

11.1 Payment of the contract price shall be made in the following manner for Items 1-12:

- a. 90% after the Purchaser receives the supply of the goods at site in accordance with the contract (including related services, if applicable) including the required documents; and
- b. 10% after issuance of the acceptance certificate issued by the Purchaser regarding successful completion of the contract in all respect

11.2 Payment Terms for VC System (Item 13):

Sl. No.	Breakup of Payment	Payment terms *
1	On Delivery	70% of the equipment cost on supply of equipment and accessories.
2	Installation, Commissioning and training	20% after installation, commissioning of all devices in the production environment of the Society 10% after issuance of the acceptance certificate issued by the Purchaser regarding successful completion of the contract in all respect
3	Warranty Support charges	2% performance BG shall be returned after the expiry of the warranty period.

12. Warranty

12.1 Goods offered should be covered by manufacturer’s warranty for 24 months for items at serial number 1 to 12 and 60 months for the item number 13 from the date of Issuance of letter of acceptance by the Purchaser

13. Defects

13.1 All defects will be corrected by the Supplier without any cost to the Purchaser within 14 days from the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the Supplier within the warranty period are:

Facility _____

Address _____

14. Resolution of Disputes

14.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of an unresolved dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the Arbitration laws or Rules of India.

15. Failure to Perform

15.1 The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, despite a 14-day notice given by the Purchaser after forfeiting Performance Bank Guarantee.

16. Force Majeure

16.1 The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

- a. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- b. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

17. Termination Due to Integrity Violation

17.1 The Purchaser may terminate this Contract, in whole or in part, if the Supplier, in the judgment of the Purchaser has engaged in integrity violations in accordance with Clause 5 [Fraud and Corruption], in competing for or in executing this Contract.

18. Accounts and Records

18.1 The Supplier shall keep accurate and systematic accounts and records in respect of the delivered goods in such form and detail as are customary in the industry, for a period of no less than 3 years after the expiration or termination of this Contract.

19. Suspension of ADB Loan or Credit

19.1 In the event that ADB suspends the Loan or Credit to the Purchaser, from which part of the payments to the Supplier are being made,

- a. the Purchaser is obligated to notify the Supplier, with a copy to the Purchaser's representative, of such suspension within 7 days of having received ADB's suspension notice.
- b. if the Supplier has not received sums due to it within the 28 days for payment provided for in Clause 11 [Payments], the Supplier may immediately issue a 14-day termination notice.

20. Performance Security

- 20.1 The Supplier shall provide a Performance Security of **2%** (Two percent) of the Contract Price in the designated format (Attached at Attachment-6) before contract signing. The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 20.2 Discharge of the Performance Security shall take place: after satisfactory fulfilment of warranty obligations against the Contract.

Attachment-5 **Notification of Award**

---- on letterhead of the purchaser ----

Letter of Acceptance

..... date.

To: name and address of the supplier

Subject. . . Notification of Award Contract No.

This is to notify you that your RFQ dateddate. . . . for Supply of the name of the contract and identification number, as given in the RFQ for the Accepted Contract Amount of the equivalent of amount in words and figures and name of currency , as corrected and modified in accordance with the Evaluation and Comparison criteria of RFQ is hereby accepted by Purchaser.

You are requested to furnish the Performance Security within 14 days in accordance with the Conditions of Contract, using for that purpose the Performance Security Form attached with this LOA.

Authorized Signature:

Name and Title of Signatory:

Name of Agency:

Attachment 6

Performance Security

*Bank's name, and address of issuing branch or office*¹

Beneficiary: *Name and address of the purchaser*

Date:*Insert date (as day, month, and year)*

Performance Guarantee No.:

We have been informed that *name of the supplier*. (hereinafter called "the Supplier") has entered into Contract No. *reference number of the contract*. dated with you, for the execution of *name of contract and brief description of materials and related services*. (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Supplier, we *name of the bank*. hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *name of the currency and amount in words*². (*amount in figures*.) such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Supplier is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the day of ,³ and any demand for payment under it must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.⁴

¹ All italicized text is for guidance on how to prepare this demand guarantee and shall be deleted from the final document.

² The guarantor shall insert an amount representing the percentage of the contract price specified in the contract and denominated either in the currency(ies) of the contract or a freely convertible currency acceptable to the purchaser.

³ Insert the date 28 days after the expected completion date. The purchaser should note that in the event of an extension of the time for completion of the contract, the purchaser would need to request an extension of this guarantee from the guarantor. Such a request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the purchaser might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months][one year], in response to the Purchaser's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."

⁴ Or the same or similar to this clause specified in the Uniform Rules for Demand Guarantees, ICC Publication No. 758 where applicable.

