

**NAME OF THE PARTY:**

**LIMITED TENDER**

- 1) **PREAMBLE OF TENDER:-** Electronics Corporation of Tamil Nadu Limited (ELCOT), a wholly owned Government of Tamil Nadu Undertaking is the Optional Procurement Agency of the Government of Tamil Nadu, for procurement of IT related products like Computers, Printers, Other Peripherals and Software as per G.O.(Ms). No. 58, Finance (BPE) Department, Dated 16.02.1999. Accordingly, ELCOT has been procuring various IT related products to all the State Government Departments / Boards / Autonomous Bodies etc. As part of the Procurement activities, ELCOT floats this tender inviting bids for Supply, Installation and Commissioning of USB Speakerphone, UHF Wireless Handheld Microphone & License for various Government Departments.

**SHORT TITLE USED IN THE TENDER DOCUMENT:**

1. **Bidder:** Bidder means the party who makes a formal offer in pursuance of the tender floated.
2. **Successful Bidder:** Successful Bidder means the Bidder who becomes Successful through the tender process.
3. **Day:** A day means a Calendar Day.
4. **Purchaser:** Purchaser means the end user for whom the procurement is indented through the tender.

2) **TENDER SCHEDULE:**

a)	<b>Tender No.</b>	<b>ELCOT/Proc/LT/33783/Speakerphone, MIC &amp; License/2023-24</b>
b)	<b>Type of Tender</b>	<b>LIMITED TENDER – Single part bid</b>
c)	<b>Tendered Items</b>	Supply, Installation and Commissioning of USB Speakerphone, UHF Wireless Handheld Microphone & License for various Government Departments
d)	<b>Delivery</b>	<b>Various Government Departments</b>
e)	<b>Due Date &amp; Time for Submission of Tenders</b>	19.02.2024 @ 03.00 PM
f)	<b>OPENING DATE &amp; TIME</b>	19.02.2024 @ 04.00 P.M

**EMD:** The EMD Amount of Rs.5,000/- (Rupees Five Thousand Only) along with bid should be submitted through Demand Draft drawn in favor of “Electronics Corporation of Tamil Nadu Limited”, Chennai (OR) through

**Tender No.ELCOT/Proc/LT/33783/Speakerphone, MIC & License/2023-24**

**NEFT/RTGS to the following Bank Account, (or) EMD is waived off for the bidder having valid MSME/NSIC/SSI for the relevant Category.**

Name of the Bank & Branch	State Bank of India, Saidapet
SBI A/c No.	10610747091
IFS Code	SBIN0000912
MICR No.	600002045

**MODE OF DESPATCH:** Tenders should be addressed to the **MANAGING DIRECTOR – ELCOT** (by Designation only) and superscribed with the tender number and sent in a sealed cover either by Registered post with acknowledgment due OR in person. Tenders received in ordinary cover without seal will not be considered. Bids received after the due date and Time will not be accepted. Delay in postal transit will not be accepted as a valid reason for late submission. The Tender Document is not transferable to any other bidder.

**IMPORTANT NOTE:** **TENDERER MUST SUBMIT THIS ORIGINAL TENDER DOCUMENT WITH THEIR SIGNATURE, AND SEAL WITHOUT MISSING ANY OF THE PAGES. Price Bid must be submitted in the bidder's company letter head.**

The tenders received before SPECIFIED DUE DATE & TIME will be opened at **ELCOT, 692, Anna Salai, Nandanam, Chennai – 600 035** in the presence of the bidders who choose to be present. If sufficient response is not received on the due date of opening, ELCOT reserves its right to extend the due date for submission of tenders inviting more bids or cancel the tender.

3) **ITEMS TENDERED:**

SI. No.	Description	Reqd. Qty. (No.)	Quoted Make & Model
1.	USB Speaker Phone for Conference Room	4	
2.	UHF Wireless Handheld Microphone	1	
3.	Cloud meeting Software as a Service License Annual Subscription	1	

**TECHNICAL SPECIFICATIONS:**

**1. USB Speakerphone for Conference Room**

**Part Code: SPK001**

<b>Sl. No.</b>	<b>Description</b>	<b>Technical Compliance (Yes/No)</b>
1	Audio Speaker Bandwidth: 150Hz-15kHz	
2	Audio Max output level: 86dBSPL @1foot	
3	Microphone Bandwidth: 50Hz-8kHz	
4	Controls: Volume up, Volume down, Microphone mute	
5	Support: Acoustic echo cancellation, Noise cancellation, Line echo cancellation (selectable)	
6	USB 2.0, Mini B Female, compatible & Keyed RJ-45 (8 conductor)	
7	Operating temperature: 5-40 degrees C	

**2. UHF Wireless Handheld Microphone**

**Part Code: MIC001**

<b>Sl. No.</b>	<b>Description</b>	<b>Technical Compliance (Yes/No)</b>
1	100 UHF selectable channels	
2	Receiver: True Diversity	
3	Frequency Response: 40Hz-18kHz	
4	Polar Pattern (Microphones): Cardioid	
5	2 x 1.5V AA for Hand & Lapel (Mic), Adaptor for receiver 240V AC / 50Hz	

**3. Cloud meeting Software as a Service License Annual Subscription**

**Part Code: CVC001**

<b>Sl. No.</b>	<b>Description</b>	<b>Technical Compliance (Yes/No)</b>
1	Supports Single Meeting up to 30 hours	
2	Supports 100 Attendees per meeting	
3	Supports Team Chats & Live Streaming	

**Tender No.ELCOT/Proc/LT/33783/Speakerphone, MIC & License/2023-24**

- 4) **Delivery and Installation:** Within 4 weeks from the date of issue of Purchase Order at the customer location. However, any specific time given by ELCOT or the customer should be adhered to.
- 5) **Validity of tender:** The Prices are to be kept valid for acceptance for 90 days from date of opening of Tender.
- 6) **PAYMENT TERMS:** (a) 100% of the total cost of ordered items will be paid by ELCOT on behalf of the purchaser, after receipt of funds from the Purchaser, on delivery, installation and submission of an irrevocable Bank Guarantee for 5% of the cost of the order value valid for 15 months from the date of Supply & Installation

(OR)

(b) 95% of the total cost of ordered items will be paid by ELCOT on behalf of the purchaser, after receipt of funds from the Purchaser, on installation, commissioning and handing over of the ordered items to the Purchaser and balance 5% will be released to the supplier after completion of warranty period. This 5% of the Purchase Order value will be retained as performance Security Deposit and will be returned to the bidder only after the successful completion of the tender conditions.

(c) Payment will be made for Sl.No.3 based on the end user certification for the usage period.

- 7) **Liquidated damages:** **0.25% per day** on the undelivered portion of the value subject to a **maximum of 10%**, if the supply, installation and commissioning has not been completed in full within the stipulated delivery period.
- 8) **Penalty for Non-Fulfillment of Conditions:**  
In the event of non-fulfillment or non-observance of any of the conditions stipulated in the tender document and Purchase Order, the successful bidder should pay the penalty amount equivalent to 10 (ten) percent of total value of Purchase Order or an amount equal to the actual loss incurred by the purchaser whichever is higher
- 9) **Warranty :**  
1 Year Period from the date of installation of tendered items

**Tender No.ELCOT/Proc/LT/33783/Speakerphone, MIC & License/2023-24**

**10) SECURITY DEPOSIT:**

5% of the contract value either by DD or BG valid for 15 months from the date of award of contract.

Tender No.ELCOT/Proc/LT/33783/Speakerphone, MIC & License/2023-24 Due on 19.02.2024 @ 03.00 PM								
PRICE BID								
Supply, Installation and Commissioning of USB Speakerphone, UHF Wireless Handheld Microphone & License for various Government Departments								
Sl. No.	Part Code	Description	Unit price (in Rs.) (A)	Qty (in No.) (B)	Total price (in Rs.) C=(A)* (B)	GST (in %) (D)	GST (In Rs) E=C*D	Total Price with Tax (in Rs.) F=C+E
1	SPK001	USB Speakerphone for Conference Room		4				
2	MIC001	UHF Wireless Handheld Microphone		1				
3	CVC001	Cloud meeting Software as a Service License Annual Subscription		1				
<b>TOTAL</b>								

**The Quantity may be increased or decreased depending upon the end user requirements**

**Note:**

1	The total cost excluding applicable Local Taxes and including all other duties and charges (Such as Customs Duty, Installation Charges etc., as per the guidelines stated above) of overall items will be taken for Price Bid evaluation. The bidder who becomes L1, in overall total will be called as L1 bidder. However, the L1 bidder will be asked to match the lowest rate/quote of any individual item, wherever they have not become L1.
2	<b>Bidders should quote compulsorily for all the items indicated in the Price bid and Partial bid will not be accepted.</b>
3	The Bidder shall submit the offer by filling up all the columns against each Item. Bids with blank columns are liable for rejection.
4	In cases of discrepancy between the prices quoted in words and in figures, lower of the two shall be considered.

Signature of the authorized person:
Name of the authorized person:
Designation:
Name and Address of Bidder:
Stamp of bidder