



Purchase: 2014-15(VC)

REQUEST FOR PROPOSAL

FOR

**PROCUREMENT, INSTALLATION AND
COMMISSIONING OF VIDEO CONFERENCING
SOLUTION AT 7 LOCATION, WEBCASTING AND
AUDIO-VIDEO SOLUTION**

The Institute of Company Secretaries of India
'ICSI House', 22 Institutional Area,
Lodi Road, New Delhi-110003

Important Dates and Information	
Cost of Tender	Rs.1,000 (Rupees Five Hundred Only)
Earnest Money Deposit	Rs. 2,20,000 /- (Rupees Two Lakh Twenty Thousand only)
Tender Publish Date	8 th August, 2014
Last date and time for Sending Pre-Bid Queries in written	18 th August, 2014 by 5:00 PM
Pre-Bid Meeting	20 th August, 2014 at 10:00 AM at ICSI HQ at 22, ICSI House, Institutional Area Lodhi Road, New Delhi
Last Date and Time For Receipt Of Bids	28 th August, 2014 by 3:00 Pm
Date & Time Of Opening Of Technical Bid	29 th August, 2014 at 11:00 AM
Date & Time for Technical Demo & Presentation	5 th September 2014 (Tentative) at 10:00 AM at ICSI HQ at 22, ICSI House, Institutional Area Lodhi Road, New Delhi
Institute's Website	www.icsi.edu



Purchase: 2014-15(VC)

8th August, 2014

**Sub: PROCUREMENT, INSTALLATION AND COMMISSIONING OF VIDEO
CONFERENCING SOLUTION AT 7 LOCATION, WEBCASTING AND AUDIO-VIDEO
SOLUTION**

The Institute of Company Secretaries of India is a statutory body set up by an Act of Parliament i.e. Company Secretaries Act, 1980 to regulate and develop the profession of Company Secretaries. It is functioning under the overall administrative jurisdiction of Ministry of Corporate Affairs, Government of India, and its Headquarters is located at "ICSI House" 22 Institutional Area Lodi Road New Delhi-110 003.

The Institute proposes to ***Procurement, Installation and commissioning of Video Conferencing Solution at 7 Locations with Webcasting and Audio-Video solution*** as per enclosed tender document and accordingly sealed tenders are invited as stated in the tender document.

The sealed tender is to be sent to Shri Sutanu Sinha, CE, The Institute of Company Secretaries of India, by name at the Institute's Headquarters in the envelope super scribing "**Tender for PROCUREMENT, INSTALLATION AND COMMISSIONING OF VIDEO CONFERENCING SOLUTION AT 7 LOCATION, WEBCASTING AND AUDIO-VIDEO SOLUTION**" by the due date.

Further clarification may be taken from the undersigned.

Thanking you,

Yours faithfully,

(B. Pradhan)
Director



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INVITATION TO BID

This Request for Proposal (RFP) is to invite proposals from Bidders (System Integrators) for procurement, installation and commissioning of Webcasting, Audio-video and Video Conferencing Solution at identified locations of The Institute of Company Secretaries of India.

The Request for Proposal document contains statements derived from information that is believed to be relevant at the date but does not purport to provide all of the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with ICSI. Neither ICSI nor any of its employees, agents, contractors, or advisers has carried out or will carry out an independent audit or verification exercise in relation to the contents of any part of the document.

Subject to any law to the contrary, and to the maximum extent permitted by law, ICSI and its officers, employees, contractors, agents, and advisers disclaim all liability from any loss or damage (whether foreseeable or not) suffered by any person acting on or refraining from acting because of any information including forecasts, statements, estimates, or projections contained in this RFP document or conduct ancillary to it whether or not the loss or damage arises in connection with any negligence, omission, default, lack of care or misrepresentation on the part of ICSI or any of its officers, employees, contractors, agents, or advisers.

Introduction

The Institute of Company Secretaries of India (ICSI / Institute) is a statutory body set up by an Act of Parliament, i.e. Company Secretaries Act, 1980 to regulate and develop the profession of Company Secretaries. It is functioning under the overall administrative jurisdiction of Ministry of Corporate Affairs, Government of India, and its headquarters is located at "ICSI House" 22 Institutional Area, Lodi Road New Delhi-110 003 and four regional offices at New Delhi, Chennai, Kolkata and Mumbai.

The ICSI proposes to invite Request for Proposal (RFP) tenders from the eligible vendors to undertake the Video Conferencing (VC), Webcasting and Audio- Video project in the ICSI on end to end basis for the 7 Location. This includes supply, installation and commissioning of Video Conference equipment for 7 Location, Webcasting and Audio Video solution, training and support for five years etc. The



invitation for RFP document is now being issued to enable vendors to submit their responses to the ICSI.

Detailed technical and functional specifications of the total solution have been given in the RFP

General Information

1. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents may result in the rejection of its bid and will be at the bidder's own risk.
2. Non acceptance of any of the terms & conditions as stated in tender document and non-submission of the stipulated Earnest Money Deposit (EMD) shall render the Bid invalid
3. All costs and expenses incurred by Bidders in any way associated with the development, preparation, and submission of responses, including but not limited to; the attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by ICSI, will be borne entirely and exclusively by the ICSI.
4. No binding legal relationship will exist between any of the Bidders and ICSI until execution of a contractual agreement.
5. Each Bidder acknowledges and accepts that ICSI may in its absolute discretion apply selection criteria specified in the document for evaluation of proposals for short listing / selecting the eligible vendor(s).
6. A Bidders will, by responding to ICSI for RFP, be deemed to have accepted the terms of this Introduction and Disclaimer.
7. Bidders are required to direct all communications related to this RFP, through the Nominated Point of Contact person in the RFP Shri Ankur Yadav, Joint Secretary (Senior Grade) -Directorate of Information Technology at ankur.yadav@icsi.edu
8. Bidders should provide details of their contact person, telephone, fax, email and full address(s) to ensure that replies to RFP could be conveyed promptly.
9. Prices quoted in the bid shall expressly be *inclusive of all statutory taxes, fees, cesses, duties, levies, charges, surcharges* inclusive of all statutory and other



components etc. (net to ICSI). No component of cost / tax shall be paid by the ICSI unless the same is included specifically in the quotations.

10. Incomplete quotations shall be rejected outright. No alterations, amendments or modifications shall be made by the Bidder in the tender documents and if any such alterations are made or any special conditions attached, the bid is liable to be rejected without reference to the bidder.
11. Estimated cost of any device includes Up gradation, supply, installation and implementation of upgraded versions of firmware / software product (updates /upgrades) etc. without any extra cost.
12. The term "Support" mentioned with the specification of any device/Hardware and Software means it is capable to deliver said services from day one and **No extra payment** payable for procurement of supporting software and hardware.
13. In case any part of the solution are found to be insufficient to support ICSI's requirements post submission of bid, the vendor will provision the same at no extra cost to ICSI.
14. ICSI reserves the right to reject any item, if found unsuitable and /or not conforming to the approved specifications. The rejected items, if any, shall have to be taken back and replaced by good items forthwith at the cost of the vendor. No payment will be made for rejected items.
15. During warranty period, besides service/maintenance of Hardware, all driver software up gradation, installing patches and services shall also be provided at no extra cost.
16. Payment of any kind whatsoever will not be made to the resident engineer for travelling to the office on holidays in case of exigencies etc.
17. The selection process consists of three phase's viz., 1) Minimum Eligibility Criteria 2) Technical Evaluation and 3) Commercial Evaluation. Evaluation Criteria proposed to be adopted would be based on Quality cum Cost Based System (CBS) where full weight age would be given to technical and commercial bid only. However, the commercial bids will be opened only for the bids that have qualified the Minimum Eligibility Criteria and score 75% marks in the Technical Evaluation.
18. The bids qualify the Minimum Eligibility Criteria will be eligible for further evaluation and subsequently the bids qualify both Minimum Eligibility Criteria and Technical Evaluation will be eligible for Commercial Evaluation



The tender document may be obtained during working hours on all working days on payment of tender document cost as mentioned above from the Reception Counter of the Institute on cash payment or by submitting a demand draft in favor of “The Institute of Company Secretaries of India”, payable at New Delhi. The tender document can also be down loaded from the website of the Institute (www.icsi.edu) for which Bidder would be required to enclose a demand draft equivalent to tender document cost along with their quotes, failing which the tender shall not be entertained.

The bid should be addressed to, Shri Sutanu Sinha CE, the Institute of Company Secretaries of India ‘ICSI House’, 22 Institutional Area, Lodi Road, New Delhi-110003. The Envelope should bear the inscription “**RFP**- Procurement, Installation and Commissioning of Video Conferencing for Seven Location, Webcasting and Audio-Video Solution”. The ICSI shall not be liable for any postal delays what so ever and bids received after the stipulated time/date shall not be entertained.

Please note that all the information desired needs to be provided. Incomplete information may lead to rejection of Bid.

ICSI reserves the right to change the dates mentioned above or in the RFP, which will be communicated



Proposal Preparation Cost

The Bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by ICSI to facilitate the evaluation process, and in negotiating a definitive Service Agreement or all such activities related to the bid process.

This RFP does not commit ICSI to award a contract. Further, no reimbursable cost may be incurred in anticipation of award.

RFP Document

Bidder is expected to examine all instructions, forms, terms, specifications, and other information in the RFP document. Failure to furnish all information required by the RFP document or to submit a Bid not substantially responsive to the RFP document in every respect will be at Bidder's risk and may result in the rejection of its Bid. The Bid documents may be downloaded from website (<https://www.icsi.edu/>).

Tempering with any format given may be liable for rejection / disqualification of the bids
Clarification on RFP Document and Pre Bid Conference & Amendment to RFP Document

The Bidder or its official representatives (only one member) is invited to attend a pre-bid meeting to be held on the date mentioned in the important dates section at the Office of Institute of company Secretary of India, Noida. The purpose of the meeting will be to clarify issues and to address clarifications sought by the Bidder's in this context. The Bidder is requested to submit their Request for Clarifications through email only to reach the Director, Institute of company secretary of India by the date mentioned in important date's table before the pre bid meeting. The responses for the clarifications sought by the Bidder's will be distributed to the Bidder's. No queries will be entertained after the due date to send queries.

However, it is not binding on ICSI to hold a pre-bid meeting or restrict itself to holding only one such meeting. If it feels, that the clarifications sought by the Bidder's do not warrant a pre-bid meeting, it can cancel the meeting and send the replies to the Bidder's by email.

At any time prior to the last date for receipt of Bids, the ICSI, may, for any reason, whether at its own initiative or in response to a clarification requested by the Bidders, modify the Tender by issuing an addendum/corrigendum. Any such amendment issued



along with the original Tender document will constitute Revised Tender. The addendum/corrigendum will be uploaded on the ICSI website. The Bidders are requested to visit the website frequently to check for any the decision of ICSI on the need for any modification shall be final and binding on all.

In order to afford prospective bidders reasonable time to take the Corrigendum into account in preparing their bids, ICSI may, at its discretion, extend the deadline for submission of bids.

Such Corrigendum, Clarifications etc. shall be binding on the Bidders and shall be given due consideration by them while they submit their bids.

The ICSI may at any time during the Tendering process but before opening the technical bid request the Bidders to submit revised Technical / Commercial Bids and/or Supplementary Commercial Bids, in case of change in Scope of Work, without thereby incurring any liability to the affected Bidder or Bidders.

In case any work for which there is no specification in the tender but the same is essential for the job / work mentioned in tender document, such work shall be carried out in accordance with the directions of the ICSI without any extra cost to the Institute.

ICSI reserves the right of accepting the tender in whole or in part without assigning any reason and such decision shall be final. The part acceptance of the tender shall not violate the terms and conditions of the Tender / contract and the bidder shall execute the work at the specified rates without any extra charges or compensation within the stipulated period.

The acceptance of a Bid shall rest with the ICSI. ICSI does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all the bids received without assigning any reason(s) whatsoever and any notice to bidder. Non acceptance of any Bid shall not make the ICSI liable for compensation or damages of any kind. ICSI further reserves the right to accept a bid other than the lowest or to annul the entire bidding process with or without notice or reasons. Such decisions by ICSI shall be final and bear no liability whatsoever consequent upon such decisions.



Language of BID

The bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged between the Bidder and the ICSI shall be in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation by approved translator of the relevant pages in English. For the purposes of interpretation of the bid, the translation shall govern. Information supplied in another language without proper translation shall be rejected.

Period of Validity of Bid

The Bids should remain valid for 180 days from the last date of submission of the Bids.

In exceptional circumstances, ICSI may solicit Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Bid Security shall also be suitably extended. Bidder granting the request is neither required nor permitted to modify the bid.

Format and Signing of Bids

The bidder shall prepare required number of copies (original plus one copy) of the bid and shall clearly mark each "Original Bid" or "Copy of Bid" as appropriate. In the event of any discrepancy between them, the original shall govern.

The original and the copy of the bid shall be typed or written in indelible ink and shall be signed and sealed by the bidder or a person duly authorized to bind the bidder to the bid. The person(s) signing the bid shall initial all pages of the bid with company seal, except for un-amended printed literature.

The Bids without the seal and signatures in all pages of all documents are to be disqualified.

The complete bid shall be without alteration or erasures, except those accorded with instructions issued by ICSI or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid



Sealing, Marking and Submission of the BID

Bidder shall submit their bids in Four PARTS, each in a separate sealed envelope super-scribed with the RFP project name, due date, time, and nature of bid (bid security, Organizational capability, Technical bid or Financial Bid)

PART-I: EMD. Envelope needs to be super scribed as EMD.

PART-II: Pre-Qualification Documents and duly signed and stamped RFP with all corrigendum's (if any) Envelope needs to be super scribed as Pre-Qualification Document.

PART-III: Original plus one copy and one soft copy in a Pen Drive of TECHNICAL BID complete with all technical details. Envelope needs to be super scribed as "Technical Bid"- Do not open before 15:00 hours on the date given in Important date section.

Note: Filling up prices in Part III will render the bidder disqualified.

PART-IV: Original and 1 copy of FINANCIAL BID with full price details. Envelope needs to be super scribed as "Financial Bid".

The envelopes containing Part-I, Part-II, Part-III and Part-IV of offer shall be enclosed in a larger envelope duly sealed and marked as Response to Request for Proposal (RFP) with title and reference number, and a statement "To be opened by addressee only" and the name and address of the Bidder. All the 4 envelopes shall be put in an OUTER COVER sealed and addressed to

To,
Shri Sutanu Sinha
Chief Executive,
The Institute of Company Secretaries of India,
22, Institutional Area, Lodi Road, New Delhi – 110 003

The OUTER COVER should be sealed and should contain the following documents:

- a. This Tender Document duly signed on all pages as acceptance of terms and conditions by the bidder.
- b. PART-I: EMD
- c. PART-II: Pre-Qualification Documents
- d. PART-III: Original and 1 copy of TECHNICAL BID along with one soft copy of the same in a Pen Drive



- e. PART-IV: Original and 1 copy of FINANCIAL BID
- f. Proposal covering letter which must be signed with the Bidder's name and by a representative of the Bidder who is authorized to commit the bidder to contractual obligations. All obligations committed by such signatories must be fulfilled.
- g. Any other information that is required to be submitted in the proposal process

Please note that ICSI will not be responsible for in case there is a discrepancy between the hard copy and the soft version of the bid submitted by the bidders. In such case, hard copy of the bid will be taken into consideration.

The outer and inner envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in the case it is declared "late" pursuant, and for similar purposes.

If the outer envelope is not sealed and marked as above, ICSI will bear no responsibility for the misplacement or premature opening of the Bid.

Only detailed complete bids in the form indicated above received prior to the closing time and date of the bids shall be taken as valid.

Bids sent through Telex/Telegrams/Fax/e-mail will not be acceptable.

Bids should reach ICSI on or before the last date mentioned in the important dates section by registered post or speed post or courier only.
Bidders submitting any bids in person will also be accepted.

Bids are liable for rejection if they don't comply with the above norms regarding sealing, signing proper packing & submission.



Opening of Bids at ICSI

ICSI will open bids at time mentioned at important Information sheet. BIDDER's representative (only one) with proper authorization must attend the opening at ICSI. Technical Bid will be considered for those BIDDERS whose bids shall meet all the eligibility criteria mentioned in the Pre-qualification documents.

The following are the conditions, which are to be necessarily fulfilled, to be eligible for technical evaluation of the proposed solution.

Sl. No.	Criteria	Documents/Information to be provided in the submitted proposal
1	The responding firm shall not be under a declaration of ineligibility for corrupt or fraudulent practices and should not be blacklisted by any State Govt./Central Govt./PSU/World Bank / DFID/ADB/any other organization for any reason during last 3 years ending on March'2014	A self-certified letter by the designated official of the responding firm about the non-blacklisting of the firm by the mentioned agencies for any reason during last 3 years ending on March 2014; Declaration that the bidder is not blacklisted as the format provided in the Annexure in an affidavit by notary public regarding the same should be submitted in stamp paper of relevant value. Both of the documents are reqd.
2	Bidders reqd. to submit MAF(Manufacturer Authorization Form) from OEM's(Original Equipment Manufacturer)for all the equipment's mention in the RFP	Ink signed MAFs from the OEM for all the items mentioned should be submitted as per the format given in the Annexure.
3	Bidders should either have local presence in all the locations, or agree to setup local office within one month of award of contract	A self-certified letter by the designated official of the responding firm to open up a local office at all the location within one month of award of contract; If the Bidders are already having a local office at any location, relevant address proof(Electricity Bill, BSNL phone Bill, Rent Agreement) for the same to be provided.
4	Bidder will have the responsibility of all kind of maintenance and support of equipment, software etc specified in this project for a period of Five years.	A self-certified letter by the designated official of the responding firm for taking the responsibility of all kind of maintenance and support of equipment, software etc specified in this project for a period of Five years.



5	Power of Attorney for signing the bid, letters etc on behalf of the firm	Power of Attorney to be provided as per the format given in the Annexure
6	RFP document stamped and Signed in page printed back to back to be submitted	
	The Tenderer should have successfully executed at least similar three projects of similar nature during the last immediately preceding three financial years each costing not less than Rs. One (1) Crore and submit the proof for the same. Completion certificate should be submitted along with a copy of purchase order/Tender letter. The above three executed projects should be between multiple office locations and installation. At least one of the orders should be in Government/PSU/Statutory/or equivalent body.	Purchase order copy and Successful completion copy should be submitted. Document for Project order value of similar order should be submitted.
	Tenderer should have a turnover of minimum twelve (12) Crores per year in the last three preceding financial years (2010-2011, 2011-12, and 2012-13).	Balance sheet and Audit copy of balance sheet should be furnished by the Bidder
	The Principal Manufacturer must have a local logistics support by maintaining a direct spare warehouse in the Country.	This is to ensure immediate delivery of spare parts from Principal Manufacturer of equipment to its Channel Partner/Service Provider. Toll free no. or call logging via Internet from India should be accessible for technical assistance for Customer & Service Provider.

NOTE: Please submit all the documentary evidence in support of the above conditions as the eligibility criteria without any of the above mentioned documents in the format as described if not submitted the bids will be summarily rejected



Evaluation Criteria

Part 1 (Bid Security)

BIDDER's who have submitted the valid EMD shall be considered for further evaluation.

Part 2 (Pre-Qualification criteria)

The Evaluation Committee would evaluate the Pre-qualification. Bidders should be ready to give any clarification asked by the evaluation committee. One Representative with proper Authorization from the bidding firm must be present during the opening of the Pre-Qualification Documents. If there no representative of the bidding firm during the opening of Pre-Qualification Documents bids will be considered non-responsive and will be rejected. The BIDDER's fulfilling all the conditions mentioned in the pre-qualification will be considered for Technical Bid opening. Authorized representatives should also carry rubber stamp with them.

Opening and Evaluation of Technical Bids

The Evaluation Committee would evaluate the technical bids. BIDDER's should be ready to give the presentation on their proposed solution and the queries raised by the evaluation committee in front of the Evaluation Committee at a date, time and location determined by ICSI. They are expected to reply to all the queries from the Evaluation Committee during the presentation. The presentation would be part of technical evaluation process.

ICSI may also undertake oral clarifications with the Bidder's. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the evaluation of the bid documents.

One Representative with proper Authorization from the bidding firm must be present during the opening of the Technical Proposal. If there is no representative of the bidding firm during the opening of Pre-Qualification Documents bids will be considered non-responsive and will be rejected.

In order to facilitate the Technical Bid evaluation, the technical criteria laid down along with the assigned weights have been presented in (Annexure). The marking scheme presented is an indication of the relative importance of the evaluation criteria.



Bidder's securing a minimum of 75% marks in the technical evaluation will only be considered for further financial bid evaluation. Bids which don't secure the minimum specified technical score will be considered technically non-responsive and hence debarred from being considered for financial evaluation.

Scores of technically qualified Bidder's shall be weighed prorata on a scale of 70 and shall be carried forward for evaluation together with the scores of Financial evaluation.

Opening and Evaluation of Financial Bids

After evaluating the Technical Bids, ICSI shall notify the BIDDERS who's Technical Bids were considered acceptable to ICSI, indicating the date, time and place for opening of the Financial Bids. BIDDER's representative (one only) may attend the financial bid opening at ICSI.

Scores of the Financial evaluation would be weighed prorata on a scale of 100 with the BIDDER with the lowest financial quote getting 100. These Financial scores would then be added up with the score of the technical evaluation and the Bidder getting the maximum total score out of 100 would be considered as the successful BIDDER and called for negotiations, if required.

Formula for Final Bid Evaluation is

$$B_m = .7 (TM) + .3 (F_n)$$

$$F_n = (F_{min} / F_b) * 100$$

Where

B_m is total marks of the BIDDER in consideration

TM is Technical Marks of the BIDDER in consideration

F_n is Normalized financial score of the BIDDER in consideration

F_b is Evaluated Cost of BIDDER under consideration

F_{min} is Minimum evaluated cost of any BIDDER

ICSI reserves the right to negotiate with the BIDDER whose proposal has been ranked first on the basis of best value.

Bid Currency

Prices for services offered shall be quoted in Indian National Rupees only.

Bid Security

Bidders are required to submit Earnest Money Deposit (EMD) of Rs. 2,20,000/- (Rupees Two Lakh Twenty Thousand only) along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft / pay order payable at Delhi. EMD will be issued in favor of ICSI and payable at New Delhi. EMD is to remain valid for a period of sixty days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them without any interest at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of



the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract.

The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender.

Forfeiture of BID Security

The Bid security may be forfeited either in full or in part, at the discretion of ICSI on account of one or more of the following reasons:

1. The BIDDER fails to co-operate in the Bid evaluation process
2. If the bid or its submission is not in conformity with the instruction mentioned herein
3. If the BIDDER violates any of the provisions of the terms and conditions of the tender
4. In the case of a successful BIDDER fails to
 - (a) accept award of work
 - (b) sign the Contract Agreement with ICSI after acceptance of communication on placement of award
 - (c) furnish performance security
 - (d) sign the Contract Agreement in time
 - (e) or the BIDDER violates any of such important conditions of this tender document or indulges in any such activities as would jeopardize the interest of ICSI in timely finalization of this tender.
5. The bidder found guilty of negligence, carelessness, inefficiency, fraud, mischief, misappropriation or any other type of misconduct by such bidder or by its employees, staff, agents, representatives etc. or by any other person directly or indirectly employed by him.

The decision of ICSI regarding forfeiture of bid security shall be final and shall not be called upon question under any circumstances. A default in such a case may involve black-listing of the BIDDER by ICSI

Award of Contract

ICSI will award the contract to successful BIDDER whose bid has been determined to be responsive and has been determined to be most competitive

TIME - ESSENCE OF CONTRACT:

The time allowed for completing the work under tender / SAL and handing over the same shall be of the essence of the Contract and shall be strictly observed by the Bidder. The Work shall proceed with due diligence until Final Completion. Bidder shall



have no right or claim for the extension of the contract in any circumstances. For delay, Bidder shall be liable to pay penalty and/or liquidated damages as decided by the ICSI and such decision of the ICSI shall be final. ICSI also reserve right to its sole discretion to terminate the contract.

Performance Security

Within 15 (Fifteen) days of Notification of “Award of the Work” the company shall furnish Performance Security to Institute of company secretary of India, @ 10% of the total value of quoted bid by way of irrevocable and unconditional Bank Guarantee in favor of Institute of company secretary of India, payable at New Delhi for a period to be specified in the award of work. This Bank Guarantee should be of duration of 12 months renewable every year for 5 years. Depending on the project going live the Bank guarantee may have to be extended from the date of “Go live”. The proceeds of the Performance Security shall be payable to Institute of company secretary of India as compensation for any loss resulting from the Company’s failure to fulfill its obligations under the terms and conditions of the Work Order.

The Performance Security regarding commencement of job / task will be discharged by ICSI and returned to the company not later than 30 (Thirty) days following the date of completion of the company’s performance, related obligations under the terms & conditions of the Work Order.

Failure of the successful Bidder to comply with the requirements specified in this Section shall constitute sufficient ground for the annulment of the notification and forfeiture of the bid security in which event, the State Health society may award the contract in accordance with its prescribed rules

Contacting ICSI

BIDDER shall not approach ICSI officers beyond office hour and/ or outside ICSI office premises, from the time of the Bid opening to the time of finalization of successful BIDDER.

Any effort by a BIDDER to influence ICSI officers in the decisions on Bid evaluation, Bid comparison or finalization may result in rejection of the BIDDER's offer. If the BIDDER wishes to bring additional information to the notice of the ICSI it should do so in writing.



Lack of Information to BIDDER

The BIDDER shall be deemed to have carefully examined RFP document to his entire satisfaction. Any lack of information shall not in any way relieve the BIDDER of his responsibility to fulfill his obligation under the bid.

Fraudulent & Corrupt Practice

“Fraudulent Practice” means a misrepresentation of facts in order to influence a procurement process or the execution of the project and includes collusive practice among BIDDERS (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the ICSI of the benefits of free and open competition.

“Corrupt Practice” means the offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of the Official of the ICSI in the process of project execution. ICSI will reject a proposal for award if it determines that the BIDDER recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, the project.

General Conditions

Commencement of the Agreement

Assigning of Sub-Contracts

The BIDDER can't assign or sublet anyone in whole or in parts, its obligations to perform under the Contract, without ICSI consent in writing.

Change orders

1. ICSI may at any time, give written order to the BIDDER to make changes for additional functionalities specifically required, but not falling within the general scope of the current RFP/Contract. If any such change causes an increase in the cost of, or the time required for, the BIDDER's performance of any provisions under the Contract, the BIDDER should notify ICSI in terms of the cost and person month efforts required for executing the change requests, ICSI will examine the efforts estimate & agreed efforts will be compensated in terms of person month charges.

2. Any claims by the BIDDER for adjustment under this clause must be asserted within 6 working days from the date of the BIDDER's receipt of the ICSI change order.

Notices

1. Any notice given by one party to the other pursuant to this contract shall be sent to the other party / authorized officer in writing or by telex, email, or facsimile to the other party's address, and confirmed in writing by the other party.

2. A notice shall be effective when delivered or tendered to other party whichever is earlier.



Patent Rights

The BIDDER shall indemnify the Tenderer against all third party claims of infringement of patent, trademark or industrial design and intellectual property rights arising from the use of equipment and services or any part thereof.

Taxes and Duties

Sales Tax/ Service Tax/VAT/Work Contracts Tax/ Octroi and other statutory levies, taxes, charges shall be paid by BIDDER as applicable. The decision of ICSI in this regard will be final and binding and no disputes in this regard will be entertained.

Operation and Maintenance

The BIDDER will respond to any issue raised by the user within 2 working hours of being notified by the authorized person.

Force Majeure

1. For the purpose of this Article, Force "Majeure" means any cause, which is beyond the control of the Bidder as the case may be, which such party could not foresee or with a reasonable amount of diligence could not have foreseen, and which substantially affect the performance of the Contract, such as:-

- War / hostilities
- Riot or civil commotion

- Earth Quake, Flood, Fire, Tempest, Epidemics, Lightning or other natural physical Disaster, Quarantine restricts and Freight embargoes

- Restrictions imposed by the Government or other statutory bodies, which is beyond the control of the BIDDER, which prevent or delay the execution of the order by the BIDDER.

2. If a Force Majeure situation arises, the BIDDER is required to promptly notify ICSI in writing of such condition and the cause thereof within a period of three (3) days from the date of happening of such an event requiring invocation of this force majeure article. Unless otherwise directed by ICSI in writing, the BIDDER will continue to perform its obligations under this supply order as far as is reasonably practical and shall seek all reasonable alternative means for performances of this order.

Force Majeure Exclusions

Force Majeure shall not include the following event(s) and/or circumstances, except to the extent that they are consequences of an event of Force Majeure:

- (a) Unavailability, late delivery, or changes in cost of the product, machinery, equipment, materials, spare parts.
- (b) Delay in the performance of any contractor, sub-contractors or their agents.
- (c) Non-performance resulting from normal wear and tear of the materials and equipment; and
- (d) Non-performance caused by, or connected with, the Affected Party's:
 - (i) Negligent or intentional acts, errors or omissions; and/or
 - (ii) Failure to comply with an Indian law or Indian Directive; and/or
 - (iii) Breach of, or default under the Agreement.



Procedure for Calling Force Majeure

The Affected Party shall notify to the other Party in writing of the occurrence of the Force Majeure as soon as reasonably practicable, and in any event within 5 (five) days after the Affected Party came to know or ought reasonably to have known, of its occurrence and that the Force Majeure would be likely to have a material impact on the performance of its obligations under the Agreement.

Any notice pursuant this clause shall include full particulars of:

- (i) the nature of each Force Majeure Event which is the subject of any claim for relief under the Agreement;
- (ii) the effect which such Force Majeure Event is having or is likely to have on the Affected Party's performance of its obligations under the Agreement;
- (iii) the measures which the Affected Party is taking, or proposes to take, to alleviate the impact of the Force Majeure Event and restore the performance of its obligations under the Agreement which are affected; and
- (iv) any other information relevant to the Affected Party's claim.

Procedure for Claiming Relief

(i) Where an Affected Party claims relief on account of Force Majeure Event then, the rights and obligations of both Parties under the Agreement shall be suspended to the extent that they are affected by such Force Majeure Events.

(ii) In an Event of Force Majeure:

(a) the Affected Party shall use its best efforts to minimise the effects of Force Majeure and remedy any inability to perform due to Force Majeure;

(b) the Affected Party shall provide weekly written reports to the other Party regarding its progress in overcoming the adverse effects of the Force Majeure event;

(c) the Affected Party shall, as soon as reasonably practicable after claiming such relief, provide the other Party with written notice containing such information as may be reasonably required to justify the claim for relief due to Force Majeure;

(d) the Affected Party shall claim in respect of physical loss or damage resulting from the event constituting Force Majeure which are available from Insurances pursuant to any Insurance maintained by the Affected Party and ensure such claims are made as soon as is reasonably possible and that the proceeds of any such Insurance claims are applied to remedy the effects of the event constituting Force Majeure as soon as is reasonably possible; and

(iii) When the Affected Party is able to resume performance of its obligations under the Agreement, it shall promptly give the other Party written notice to that effect. In no event shall the suspension of performance be of greater scope and of longer duration than is necessitated by Force Majeure.



TERMINATION

ICSI without prejudice to any other remedy and rights, reserves the right to cancel / terminate the bid / *Work Order / Service Level Agreement (SLA)* in whole or in part by giving at least seven days' prior written notice thereof in case Bidder / Vendor fails to honour his bid / *Work Contract / SLA* or found guilty for breach of condition /s of the tender documents / *Work Order / Service Level Agreement (SLA)* or negligence, carelessness, inefficiency, fraud, mischief, misappropriation or any other type of misconduct by such Bidder or by its employees, staff, agents, representatives etc. or by any other person directly or indirectly employed by him.. In such case of termination, the ICSI will have the right to put in place any other agency for carrying out the remaining work. Any extra expenditure shall be adjusted from Bank Guarantee / Security Deposit and / or shall be recovered from the Bidder / Vendor.

The ICSI may also cancel / terminate the Bid / *Work Order / Service Level Agreement (SLA)* in whole or in part for its convenience at any time for any reasons, by giving the Bidder at least 15 days' prior written notice thereof. However, the notice period may be extended by mutual agreement till alternate arrangements are made. Further, any pending or unresolved service, function, task, performance, unpaid fees and any other remedies shall continue by the parties during the period of termination notice and the same must be satisfied before the tender / *Work Order / Service Level Agreement (SLA)* is cancelled / terminated.

In such cancellation / termination of bid / *Work Order / Service Level Agreement (SLA)* / or curtailment of the work *by the ICSI*, the Bidder shall have no claim to any payment or compensation whatsoever on account of any profit or advantage, which would have derived by it from the execution of the work in full, but which he did not derive in consequences the full amount of the work not having been carried out, neither shall he have any claim on compensation / damage for the loss suffered by him by reason of cancellation / termination of the Bid / *Work Order / Service Level Agreement (SLA)* and of any alterations having been made by the ICSI in the original specification or the designs and instruction which shall involve any curtailment of the work contemplated. However, the ICSI shall pay the Bidder such portions of the Work as are due and properly invoiced under the provisions for final payment for Work performed prior to termination. In no event, shall the total payments made to the Bidder exceed the Contract Price.

BLACKLISTING

The ICSI without prejudice to any other remedy and rights, reserves the right to blacklist the Bidder for a suitable period in case he fails to honour his bid / *Work Order / Service Level Agreement (SLA)* or found guilty for breach / violation / contravention of terms(s) and condition(s) of the tender / *Work Order / Service Level Agreement (SLA)* or negligence, carelessness, inefficiency, fraud, mischief, misappropriation or any other



type of misconduct by Tenderer / Vendor or by its staff, agent, employee or officer etc. or by any other person directly or indirectly employed by him.

Resolution of Disputes and Arbitration

In case of any dispute, difference, claim and demands arising under or pursuant to or touching or in relation to this tender, the authorised official of the Bidder and the ICSI shall address the same for mutual resolution, failing which the matter shall be referred for the arbitration to the sole Arbitrator to be appointed ICSI. The Arbitration proceedings shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. The cost of the Arbitration proceedings shall be shared equally by both the parties. The language of the arbitration proceedings and that of all documents and communications between the parties shall be in English. The award of the sole arbitrator shall be final and binding on both the parties. The venue of such arbitration proceedings shall be at Delhi. All disputes arising out of this tender are subject to the jurisdiction of Courts in New Delhi

Acquaintance with local conditions

1. Each BIDDER is expected to fully get acquainted with the local conditions and factors, which would have any effect on the performance of the contract and /or the cost.
2. The BIDDER is expected to know all conditions and factors, which may have any effect on the execution of the contract after issue of Letter of Intent/Award as described in the bidding documents. The Tenderer shall not entertain any request for clarification from the BIDDER regarding such local conditions.
3. It is the BIDDER's responsibility that such factors have properly been investigated and considered while submitting the bid proposals and no claim whatsoever including those for financial adjustment to the contract awarded under the bidding documents will be entertained by the Tenderer. Neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by the Tenderer on account of failure of the BIDDER to know the local laws / conditions.

Statutory and Regular Approvals

The BIDDER shall be responsible for obtaining approvals for all kind of statutory and regulatory requirements from any of the authorities. Further, the BIDDER shall be responsible to get required documentation completed for obtaining such approvals from time to time.

Confidentiality

Any information pertaining to ICSI or any other agency involved in the project, matters concerning ICSI that comes to the knowledge of the BIDDER in connection with this contract, will be deemed to be confidential and the BIDDER will not use or disclose the same. He will be fully responsible, for the same being kept confidential and held in trust, as also for all consequences of its concerned personnel failing to observe the same. The BIDDER shall ensure due secrecy of information and data not intended for public distribution. For purposes of this Tender "Confidential Information" means information



that: (i) is sufficiently secret to derive economic value, actual or potential, from not being generally known to other persons who can obtain economic value from its disclosure or use; and (ii) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy or confidentiality.

Limitation of Liability

The liability of the ICSI for its obligations under the Contract shall in no case exceed the total value of the Contract.

Failure to Agree with the Terms and Conditions of the RFP

Failure of the successful BIDDER to agree with the Terms and Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event ICSI may award the Contract to the next best value BIDDER or call for new Bids.

Indemnification

(1) The Bidder will indemnify, defend and hold and keep indemnified, the ICSI from and against all actions, suits, decree proceedings, claims, damages, compensations, costs, expenses, liabilities and demands (including legal expenses, court fees and professional advisory service expenses) brought or made against the ICSI in respect of any matter or thing done or omitted to be done by the Bidder or its employees, workmen, representatives, agents, servants or suppliers in the execution of or in connection with the Work or the Bidder's performance under this Tender and against any loss, compensations or damage to the ICSI in consequence of any action or suit or proceedings being brought against the Bidder or its employees, workmen, representatives, agents, servants or suppliers for anything done or omitted to be done in execution of the Work under this Tender, including but not limited to non-compliance with the applicable laws, rules, regulations and directions, orders etc. of the government and local authorities, not obtaining the relevant licenses and permits, infringing any patents rights.

Control and Possession

The BIDDER shall be deemed to be in control and possession of the equipment necessary for the proper and normal operation of the Project.

Replacement:

The BIDDER is required to replace, maintain & repair any equipment under this project getting damage or become non- functional.

Assignments & Sub-Contracts:

Assignment by BIDDER

The whole work included in the Tender shall be executed by the Bidder. The BIDDER can't directly or indirectly transfer, assign or sublet the contract / work, in whole or in



part, its rights and obligations to perform under the Tender / Agreement to a third party, except with the prior written consent from ICSI.

Mergers and Acquisitions

No consent of ICSI shall be required, when an assignment by the BIDDER is the result of, and part of, a corporate acquisition, merger or combination with an affiliated entity or reorganization provided that such entity shall not be released of the obligations of the BIDDER under the Agreement.

Sub contracts

The BIDDER shall notify the ICSI in writing of all subcontracts awarded under the Agreement. Such notification shall not relieve the BIDDER from any liability or obligation under the Agreement. The BIDDER shall fully indemnify ICSI for any claims/ damages whatsoever arising out of the Sub contracts.

Amendment to the Agreement

Amendments to the Agreement may be made by mutual agreement by both the Parties. No variation in or modification in the terms of the Agreement shall be made except by written amendment signed by both the parties. All alterations and changes in the Agreement shall take into account prevailing rules, regulations and laws.

Use of Agreement Documents and Information

The BIDDER shall not without prior written consent from ICSI disclose the Agreement or any provision thereof or any specification, plans, pattern, samples or information furnished by or on behalf of ICSI in connection therewith to any person other than the person employed by the BIDDER in the performance of the Agreement. Disclosure to any such employee shall be made in confidence and shall extend only so far as may be necessary for such performance.

The BIDDER shall not without prior written consent of ICSI make use of any document or information made available for the project except for purposes of performing the Agreement.

All project related documents issued by ICSI other than the Agreement itself shall remain the property of ICSI and Originals and all copies shall be returned to ICSI on completion of the BIDDER's performance under the Agreement, if so required by the ICSI.

Special Conditions

The following clauses shall supplement the Instructions to Bidders and General Conditions of Contract.

BIDDER's Responsibility

The BIDDER shall implement the project strictly as per the plan approved by ICSI. The implementation plan will take into consideration the following:

The BIDDER shall provide details of equipment that will be incorporated in project. The location for storing spare parts and quantity there on shall also be clearly indicated.



Implementation plan will be finalised during the period in which approvals & clearances will be taken.

The BIDDER shall provide the necessary technical support, Standard Operating Procedure and other information to ICSI and its user organizations in implementation.

Electrical works wherever necessary shall be carried out by the BIDDER at his own expense with discussion with ICSI.

Earthing and Electrical points are to be provided by BIDDER, wherever required with discussion with ICSI.

The space cannot be used for any purpose other than for delivering the services as mentioned in RFP as contracted under the Agreement.

ICSI shall arrange for necessary clearances, which shall enable the BIDDER to undertake any electrical works.

The entry and exit to the site and personnel of the BIDDER shall be in accordance with Security Rules and Regulations that may apply to the Government Campus where the site is located.

Tests

The Tests concern all the equipment, systems and sub-systems supplied against this tender.

Field Acceptance Test

Once the system is installed and operating, it shall be tested by the successful BIDDER and witnessed by ICSI. The Test shall be carried out as per the detailed test procedure supplied by BIDDER and approved by the ICSI. Once the Tests successfully performed, the temporary acceptance of the system will be given. Only then the system will be ready for “**Test Run**”.

Test Run

This Test aims at keeping the complete system in operation for a **period of 10 days continuously**. In case of failure, the Tests will be re-started till the system operates without failure for 10 days continuously. ICSI shall have the right to reject the complete system or part thereof in the event(s) of the acceptance Tests failing in two attempts. The “**Test Run**” shall be carried out after the commissioning of complete system.

Various observations and test results obtained during the various tests shall be documented and produced in the form of a report by the BIDDER.

If malfunctions or failure of a unit or sub-system repeats, the Test shall be terminated and BIDDER shall replace the necessary components and assemblies to correct the deficiencies. Thereafter, the Test shall commence all over again from the start as mentioned above. If after this one replacement, the unit or sub-system still fails to meet the specifications, the BIDDER shall replace the complete unit or sub-system with the one that meets the requirements, and



restart the Test all over again. All cost for repair/replacement of defective unit/ component/system/sub-system shall be to BIDDER's account

Payment Terms

Sl. No.	Milestone	% of Payment to be released
1	Successful installation, implementation, integration of the system at all sites.	30% of the applicable Project cost
2	ICSI's acceptance testing for all locations	50% of the applicable Project cost
3	Successful Training of relevant officers at all the location	10% of the Project cost
4	Successful running of the installed solution for 90 (ninety) days after the acceptance testing at all the location	10% of the Project cost
5	Post implementation support after completion of three years of warranty and AMC for 2 years	Cost of the AMC will be pay yearly basis

Whenever under this tender / *Work Order* / *Service Level Agreement (SLA)*, any sum of money is recoverable from and payable by the Bidder the ICSI shall be entitled to recover such sum by appropriating in part or in whole from the security deposit / bank guarantee / earnest money deposit of the Bidder. In the event of the security deposit / bank guarantee / earnest money deposit being insufficient, the balance or the total sum recoverable, as may be, shall be deducted from any sum due to the Bidder or which at any time thereafter may become due to the Bidder under this or any other tender / contract with the ICSI. If this sum is not sufficient to cover the full amount recoverable, the Bidder shall pay the ICSI on demand the remaining balance.

The personnel(s) employed / hired / engaged (permanent / regular / casual / contractual / temporarily / daily wagger or whatever be the status / name) by the Bidder for the execution of work as provided under this Tender, shall not be employee / officer of the ICSI for any purpose. None of such person of the Bidder shall have any right to claim anything against the ICSI.



Scope of Work

Scope of work would be defined in two parts.

1. Supply / provisioning of equipment on Opex / Capex.
2. Manpower cost for onsite maintenance on normal office hours at one of the central site (one number of onsite resource)

Resource	Functional Responsibility	Minimum Qualification & Experience
Level 2 Resource	<p>The candidate will be responsible for managing the complete Video setup including video editing and webcasting, publishing along with day to day operational issues.</p> <p>Candidate will be responsible for the configuration, troubleshooting and resolving the video conferencing &QoS related issues.</p> <p>Candidate will be responsible for coordinating with the respective vendors for next level of escalations and Hands & Feet support requirements.</p>	<p>Engineering Degree from reputed institute</p> <p>Experience: Min 3 years of experience</p> <p>Mandatory Certifications: CCVP</p>

Normal Office Hours shall mean the working hours on any working day of the ICSI which shall be between 9.00 A.M to 6:00 P.M on Monday to Saturday and on holidays in exigencies.

(a) General

1. The minimum specified scope of work to be undertaken by the Bidder is to be performed as per the specifications and conditions mentioned in the different parts of this document.



2. The scope of work include Supply, installation and commissioning of requisite hardware for Videoconferencing , Webcasting and Audio Video solution and include any missing item(s) for the successful end to end implementation.

3. Bids must be complete with all equipment and required accessories along with necessary power systems including Un-interrupted Power Supply, successful Video wall installation with accessories for the entire equipment, mounting and fitting hardware, plugs, sockets and any hardware/software, etc. as required for complete installation of the System under this contract. The minimum suggestive technical specifications are mentioned in this Tender.

(b) Supply

1. The Successful Bidder to design, develop and implement the entire Project.

2. The successful Bidder shall supply all hardware as per specifications mentioned in the tender.

3. Further, the successful Bidder must not bid/supply any equipment that is likely to be declared end of sale within five year from the date of supply. The successful Bidder shall submit an undertaking from OEM in this regard.

4. The successful Bidder shall be responsible for end-to-end implementation of the application, Hardware & connectivity of all the locations under this tender and shall quote and provide/ supply any item(s) of latest make and model not included in the bill of materials, but required for successful implementation and commissioning of the system as well as its management. For such item(s), which have not been quoted by the successful Bidder in the bid, but are required for successful completion of the project, the tendered shall not pay for the same.

5. The successful Bidder shall supply all the installation material/accessories/ consumables necessary for the installation of the systems and sub-systems.

6. The successful Bidder shall provide patches and updates of Firmware free of cost during the warranty period.

(c) Installation, testing, commissioning & system integration

1. The scope of installation, commissioning & system integration shall mean to install, configure and integrate the following (but not limited to), adhering to essential security and safety measures.

2. Carry out installation of active components, passive components and accessories supplied as per standards for successful integration and implementation of the systems at all sites.



3. Configuring and fine-tuning of subsystems to achieve overall optimal network performance and highest security.

(d) Civil Works

1. Civil work required for successful installation of Video wall and construction of control room on side of the data wall with proper finishing of the room shall be the responsibility of the successful bidder.

(e) Electrical works

1. Electrical cabling for the equipment and its accessories at each location shall be the responsibility of the successful Bidder.
2. Installation and configuration of the UPS and its accessories as per the standards shall be the responsibility of the successful Bidder.
3. The quantity of passive items if any shall be verified by the concerned official at each site.

(f) Chemical Earthing

The successful Bidder shall install, Commission & supply all materials required for Chemical Earthing at sites.

(g) Project Management

1. The successful Bidder will undertake to completely manage and maintain the said equipment/infrastructure installed and commissioned at sites for a minimum period of Five years after the clearance of Final Acceptance. During the said period of undertaking, the successful Bidder will be responsible for the smooth working of the total system installed at the locations under this project and to ensure minimum 99% uptime. This task of management of project will be termed as 'Project Management' in the rest of the document.
2. Successful Bidder shall depute engineer(s) and technician(s)/rigger(s) and Project manager to operate, configure, maintain and manage the said connectivity during the Project Management period round the clock. The successful Bidder shall provide a mobile phone at his cost to each of this staff so that the customer can reach them for fault rectification and other related services in case of emergency beyond office hours.



**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

The proposal for Total Video Conferencing solution at 7 Location, Webcasting and Audio Video Solution comprises of the following:

- a. Procurement, installation and commissioning of High Definition Video Conferencing Equipment, Webcasting and Audio Video equipment and peripherals for The Institute of Company Secretaries of India, New Delhi
- b. Locations -Detailed addresses given in RFP
- c. List of the requirement is mention in this RFP.
- d. Warranty (Three Years) + AMC (2years) for a period of five years for all locations



Present Setup

ICSI has centralized setup with DataCentre (DC) at Noida and Disaster recovery site at Mumbai that has been outsourced to sify. All the other offices are on the WAN through MPLS network. All applications, Internet, Intranet etc., are hosted at Data Centre, Noida and are accessed by all offices/locations over WAN.

ICSI have procured MPLS (VPN) link from M/s TCL for all mentioned 7 locations.

Both the primary Link (TCL) and equivalent secondary (ISP of Bharati Airtel) link is provided by TCL and total SLA responsibility is with M/s TCL only.

(Secondary Links are provided for ICSI HQ Lodi Road and ICSI NOIDA Office only, there is no secondary links for remaining locations.)

Note: Noida is the hub site and all other sites SPOC sites. Noida being the hub site has the 60% of the aggregated bandwidth of all the SPOC sites.

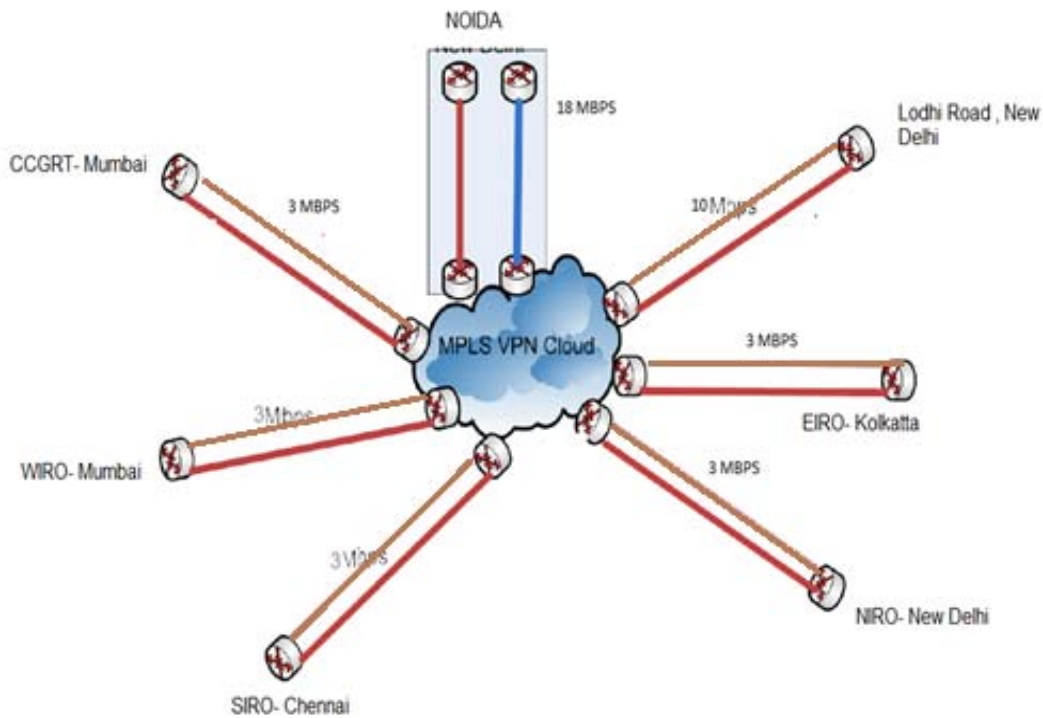
Bifurcation of the bandwidth available at various locations is as follows

S.No	Location	Bandwidth
1	ICSI Noida	18 MBPS
2	ICSI Lodhi Road	10 MBPS
3	ICSI Niro	3 MBPS
4	ICSI Wiro	3 MBPS
5	ICSI Ccgrt	3 MBPS
6	ICSI Siro	3 MBPS
7	ICSI EIRO	3 MBPS

Presently ICSI has outsourced there E-Training projectto a Mumbai based firm (GOLS). NOW they are intend to have their own classroom sessions through videoconferencing and webcasting solution.



Network Diagram



ICSI intends to Procure, Install and maintain video conferencing facility at 7 Location, Audio Video solution at central Location and Webcasting; it intends to procure the following equipment



S.No	Category	Item Description	QTY	Location(Delivery Installation and support)
Section A				
1	HD END Point	Full High Definition Videoconferencing Codec, High Definition Camera (dual), Microphone, and Remote Control with all accessories / cables etc. Detailed Technical Specifications given in Annexure –III (1).	7	1. ICSI - Lodhi Road Delhi 2. ICSI - Noida 3. ICSI Niro - New Delhi 4. ICSI Wiro - Mumbai 5. ICSI Ccgrt - Mumbai 6. ICSI Siro - Chennai 7. ICSI EIRO - Kolkata
2	MCU	Multipoint Control Unit of 15 Ports 1080p with Central Management Capability	2	ICSI - Lodhi Road Delhi
3	VC Software	VC Software for desktops users	70	1. ICSI - Lodhi Road Delhi 2. ICSI - Noida 3. ICSI Niro - New Delhi 4. ICSI Wiro - Mumbai 5. ICSI Ccgrt - Mumbai 6. ICSI Siro - Chennai 7. ICSI EIRO - Kolkata
4	Display Unit	2x2 Video Wall with Controller, Software and Accessories	6	1. ICSI - Noida 2. ICSI Niro - New Delhi 3. ICSI Wiro - Mumbai 4. ICSI Ccgrt - Mumbai 5. ICSI Siro - Chennai 6. ICSI EIRO - Kolkata
5	UPS	10 KVA	7	1. ICSI - Lodhi Road Delhi 2. ICSI - Noida 3. ICSI Niro - New Delhi 4. ICSI Wiro - Mumbai 5. ICSI Ccgrt - Mumbai 6. ICSI Siro - Chennai 7. ICSI EIRO - Kolkata



Section B				
1	Webcasting Hardware and Software	Recording, live Streaming Uploading server	1	ICSI- Lodhi Road New Delhi
Section C				
1	Audio Video Solution	Video Wall, Speaker, Amplifier, UPS, Projector, MICS, Controller etc	As per the diagram and provided BOQ	ICSI- Lodhi Road New Delhi
2	Cables	Cables & Connectivity	Lumpsum	ICSI - Lodhi Road Delhi
Section D				
1	Installation & Commissioning of 7 location			

Detail description of each Section

Section A

ICSI intends to engage reputed System Integrator for supply / installation of video conference equipments for all 7 locations/offices of the ICSI and to provide support for five years.

1. This service includes supply, installation, commissioning of video conferencing equipment, designing, providing all related accessories, configuration, maintenance support, integration with MCU, monitoring and reporting, migration, training, documentation etc., with SLA binding the Bidder and service quality commitments.
2. The period of contract will be for 5 years with annual review.
3. The selected Bidder to extend the service to ICSI locations/offices and shall be scalable to add new sites as and when required by ICSI, at the contracted rate.
4. The selected Bidder to upgrade the equipment's firmware / software regularly. The same may be carried out automatically through Internet or by applying patches



5. The selected Bidder to manage bandwidth / to inform ICSI how much extra bandwidth is required on demand for carrying out video conferencing, whenever need arises.
6. All equipments should support 1080p from day one without addition of any additional hardware or software.
7. The technical specifications specified in Annexure – are minimum specifications and the equipments quoted by bidders should have all the minimal functionality enabled from day one.

Location details

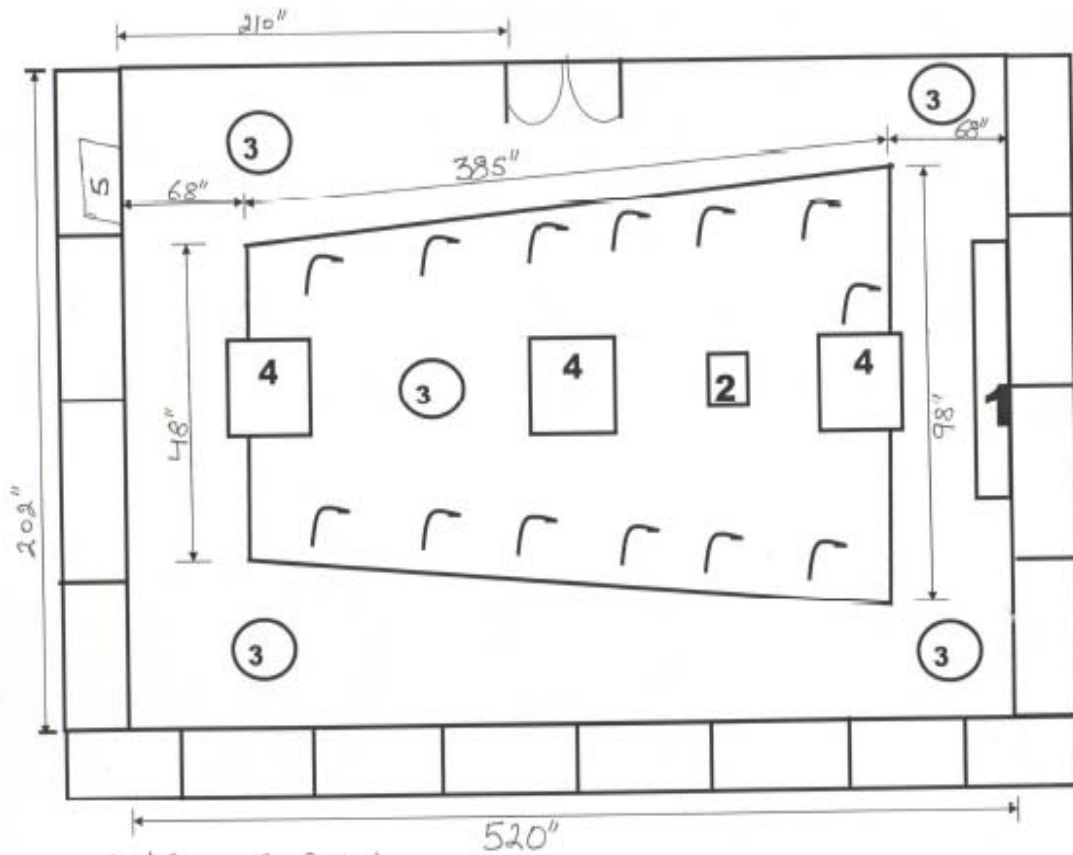
- 1) The Institute of Company Secretaries of India
ICSI House, 22, Institutional Area Lodi Road, New Delhi-110003
- 2) The Institute of Company Secretaries of India
C-37, Sector –62, Noida (U.P.), tel: 01204522037---Mr. Rakesh Goyal
- 3) NIRC of the ICSI
4, Institutional Area, Prasad Nagar, New Delhi – 110005
- 4) EIRC of the ICSI
ICSI-EIRC Building, 3-A, Ahiripukur, 1st Lane, Kolkata – 700019
- 5) SIRC of the ICSI
'ICSI-SIRC House', No. 9. Wheat Crofts Road, Nungambakkam,
Chennai – 600034
- 6) WIRC of the ICSI
13, Jolly Maker Chambers,
No. 2 (First Floor), Nariman Point, Mumbai - 400021
- 7) ICSI-CCGRT
Plot No. 101, Sector – 15,
Institutional Area, CBD Belapur, Navi Mumbai – 400614



Section B

**Operational & Functional Requirement of Audio Video system with adequate
IT Infrastructure**

**Rooms Dimension Layout—Conference Room(Central Location-Lodhi Road,
New Delhi)**





ICSI already have following list of items in Conference room

1. Motorized screen for projector-- 01
2. 2500 Lumens Projector--- 02
3. Ceiling Speaker---04
4. Ceiling AC- 02
5. 16 U Rack - 01
6. Mics– 16

ICSI intends to engage reputed System Integrator for supply / installation of video Wall and other equipment at the central location of ICSI conference room and to provide support for five years

<u>Audio Video BOQ</u>		
S.NO	Items	Description
1	Data Wall	
a	Video Wall 50"	2* 2 Data wall Cubes
b	Video Wall Controller	Video Wall Controller with wall management Software and cables & Accessories
2	Cable Cubbies	Mount on the Table
3	Wall Plate	Mount on the table
4	DSP	12*8 Digital Matrix Processors, There should be high quality microphones integrated into the system. It should be a mix of microphones. These mics are to be connected to the state-of-the art DSP processor based audio mixer. It should have assignable digital outputs from an optional IO card. Audio signals are to be routed through the mixer to an amplifier and finally delivered through the speakers. Feedback correction and echo cancellation is to be ensured after careful audio streaming analysis
5	Matrix Switcher	RGBHV Switcher and Video Matrix Switcher for accepting and swapping the various inputs available to the system



6	Amplifiers	
7	Ceiling Speakers	
8	Control processor	The Control processor should have a good mix of control and networking opportunities. Takes control with a full array of RS-232/422/485 ports, IR/Serial ports, Input/Output channels, and relays. The Integrated Controller should store applications in flash memory, and extend control anywhere over multiple networks
9	10" table top Touch Panel	
10	10 KVA UPS	10 KVA UPS with One hour Back up
11	HDMI Cables	Cables are an important, but often overlooked, component in a display system. Poorly performing cables can adversely affect an entire system, which is why they are often called the weakest link in any chain of electronic devices. The cables and connectors should ensure minimum interference from any external noises. They should be able to support all form of system engineering
12	VGA Connectors	
13	Shielded Twisted Pair Cable	
14	Chemical Earthing	
15	Integration Installation and commissioning	Integration Installation and commissioning with existing set up and Videoconferencing equipment and Webcasting server

Section C

ICSI intends to engage reputed System Integrator for supply / installation of Webcasting server placed at central location and connected to other ICSI location to provide support for five years





ICSI intends to Record, stream both live and stored video content to their employees dispersed over 7 location, as well as external customers over both internal and/or external networks. The objective to implement a new system that can Record and stream internal and external live streams

Purpose of ICSI is to create a real-time archive of video knowledge and let people watch it again and again, anytime, anywhere and simultaneously reach people in multiple locations. Get everyone on the same page at the same time

S.NO	Items	Description
1	Media Streaming	Live streaming and recording
2	Webcasting Software	Webcast at all the Location
3	Server	to store data

Section D

Successful SI have to Integrate, Install, Program and maintain the entire ICSI above mention Scope of work i.e Videoconferencing, Audio Video, and Webcasting and integration with existing equipment for 5 years.

Warranty and support

The Warranty shall be:

1. On-site, comprehensive and BACK-TO-BACK from OEM for a period of 3years from the date of acceptance.
2. Advanced replacement of hardware
3. Software updates and upgrades at no cost to ICSI
4. L2 support from OEM
5. On-site support from bidder for day to day operational issues as and when arises.

Annual Maintenance of contract

1. On-site, comprehensive and BACK-TO-BACK from OEM for a period of 2 years after completion of 3 years of warranty period.
2. Advanced replacement of hardware
3. Software updates and upgrades at no cost to ICSI
4. L2 support from OEM



5. On-site support from bidder for day to day operational issues as and when arises.

Training

The bidder shall impart the training to the ICSI officials during installation of ordered devices at respective locations. The training should include, explaining all the features and capabilities, Trouble shooting and routine maintenance of all the equipment mention in the RFP. Bidder have to provide training at each location for a 3 day and have to trained the 5 official at each location

In addition to the above, the bidder also to provide complete technical training to one ICSI official by OEM / authorized partner on video conferencing equipment, Webcasting and Audio video equipment supplied at respective location. The training should be OEM authorized course for the above equipment and should be hands on and Periodic preventive maintenance of hardware, once in quarter

DELIVERY PERIOD & SITE DETAILS

The Delivery, installation & implementation will be completed within 6(Six) weeks on placement of the purchase or work order. Any delay by the tenderer in the delivery of items shall render the tenderer liable to any or all of the sanctions viz. penalty, invocation of Bank Guarantee / forfeiture of security deposit, imposition of liquidated damage, etc.

Site for delivery & installation of equipment are as under:

- 1) The Institute of Company Secretaries of India
ICSI House, 22, Institutional Area Lodi Road, New Delhi-110003
- 2) The Institute of Company Secretaries of India
C-37, Sector -62, Noida (U.P.)
- 3) NIRC of the ICSI
4, Institutional Area, Prasad Nagar, New Delhi – 110005
- 4) EIRC of the ICSI
ICSI-EIRC Building, 3-A, Ahiripukur, 1st Lane, Kolkata – 700019
- 5) SIRC of the ICSI
'ICSI-SIRC House', No. 9. Wheat Crofts Road, Nungambakkam,
Chennai – 600034
- 6) WIRC of the ICSI
13, Jolly Maker Chambers, No. 2 (First Floor), Nariman Point, Mumbai - 400021



7) ICSI-CCGRT

Plot No. 101, Sector – 15, Institutional Area, CBD Belapur, Navi Mumbai – 400614

LIQUIDATED DAMAGES

If the tenderer fails to deliver any or all of the goods or complete the installation/ commissioning/implementation within the period specified in the purchase order, ICSI, shall without prejudice to its other remedies, deduct as liquidated damage 1.0(one) percent of the total price of the delayed goods for every week of delay or part thereof.

Penalties

The installation / implementation of Video Conferencing by the vendor must be completed in 6 weeks from the date of issue of order and the firm must acquire the written acceptance of successful installation from the Directorate of IT, ICSI within the above mentioned period. ICSI reserves the full rights to impose penalty on the vendor @Rs.500/- (Rupees Five Hundred only) per day or part thereof for the delay after the due date - if the vendor fails to get the acceptance for successful implementation of the Video Conferencing. This penalty shall be applicable in addition to the Liquidated damages.

Misuse of Bandwidth

There shouldn't be any misuse of Bandwidth. It will be BIDDER's responsibility to take care of the same.



MANUFACTURERS'/PRODUCERS' AUTHORIZATION FORM

To:

Dear Sir:

Ref: Your RFP: dated

We who are established and reputable manufacturers / producers of _____ having factories / development facilities at (*address of factory / facility*) do hereby authorise M/s _____ (*Name and address of Agent*) to submit a Bid, and sign the contract with you against the above Bid Invitation.

We hereby extend our full guarantee and warranty for the Solution, Products and services offered by the above firm against this Bid Invitation.

We also undertake to provide any or all of the following materials, notifications, and information pertaining to the Products manufactured or distributed by the Supplier:

(a) Such Products as the ICSI may opt to purchase from the Supplier, provided, that this option shall not relieve the Supplier of any warranty obligations under the Contract; and

(b) in the event of termination of production of such Products:

i. advance notification to the ICSI of the pending termination, in sufficient time to permit the ICSI to procure needed requirements; and

ii. following such termination, furnishing at no cost to the ICSI, the blueprints, design documents, operations manuals, standards, source codes and specifications of the Products, if requested.

We duly authorise the said firm to act on our behalf in fulfilling all installations, Technical support and maintenance obligations required by the contract.

Yours faithfully,
(Name)
(Name of Producers)

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. The Bidder in its Bid should include it.



**Service level Agreement for Video Conferencing for 7 Locations, Webcasting
and AV Solution Equipments**

This agreement made on _____ 2014 between ICSI which expression shall include its successors and assigns and M/s. _____ incorporated under the Companies Act, 1956 and having its registered office at _____ (hereinafter called "THE COMPANY") which expression shall include its successors and assigns.

WHEREAS THE COMPANY has agreed to provide and ICSI has agreed to accept from THE COMPANY, repair and maintenance service for the Video Conferencing for 7 Locations, Webcasting and AV Solution Equipments

The description of the equipment/solution as per the purchase order to be placed on the successful vendor. (Hereinafter called EQUIPMENT) hereto as amended from time to time, subject to the ICSI Paying charges to the company on the following terms and conditions:

In consideration of the premises it is agreed between the parties as follows:

a) During the term of this agreement THE COMPANY agrees to maintain the EQUIPMENT in perfect working order and condition and for this purpose will provide the following repairs and maintenance services:

b) THE COMPANY shall rectify any defects, faults and failures in the EQUIPMENTS and shall repair/replace worn out or defective parts of the EQUIPMENT during ICSI's normal local working hours i.e. from 9.00 A.M. to 6.30 P.M. on all working days. In case any defects, faults and failures in the equipments could not be repaired or rectified during the said period, the engineers of the company are required to accomplish their duties beyond the said schedules in case of any situation if it warrants. In cases where unserviceable parts of the EQUIPMENTS need replacement THE COMPANY shall replace such parts, at no extra cost to the ICSI, with brand new parts or those equivalent to new parts in performance. For this purpose THE COMPANY shall keep sufficient stock of spares at ICSI's premises and at the premises of THE COMPANY.

c) THE COMPANY shall provide repair and maintenance, in response to oral, including telephonic notice by ICSI immediately.

d) THE COMPANY shall ensure that faults and failures intimated by ICSI as above are set right within two hours of being informed of the same.

e) THE COMPANY shall ensure that the full configuration of the EQUIPMENT is available to ICSI in proper working condition for 99.5% of the time quarterly.



f) THE COMPANY shall ensure that in the meantime between failures (including any malfunctioning, breakdown or fault) in the EQUIPMENT or any part thereof, as calculated during any and every quarter (period of three consecutive months) is not less than 90 days.

g) **Preventive maintenance:** THE COMPANY shall conduct Preventive Maintenance (including but not limited to inspection, testing, satisfactory execution of all diagnostics, cleaning and removal of dust and dirt from the interior and exterior of the EQUIPMENT, and necessary repair of the EQUIPMENT) once within first 15 days of the commencement of the maintenance period and once within the first 15 days of every subsequent month during the currency of this agreement on a day and time to be mutually agreed upon. Notwithstanding the foregoing THE COMPANY recognizes ICSI's operational needs and agrees that ICSI shall have the right to require THE COMPANY to adjourn preventive maintenance from any scheduled time to a date and time not later than 15 working days thereafter.

h) All engineering changes generally adopted hereafter by the COMPANY for EQUIPMENT similar to that covered by this AGREEMENT, shall be made to the EQUIPMENT at no cost to the ICSI.

i) Qualified maintenance engineers totally familiar with the EQUIPMENT shall perform all repairs and maintenance service described herein.

j) The ICSI shall maintain a register at its site in which, the ICSI's operator / supervisor shall record each event of failure and / of malfunction of the equipment. The company's engineer shall enter the details of the action taken in such register. Additionally every time a preventive or corrective maintenance is carried out, the COMPANY'S engineer shall make, effect in duplicate, a field call report which shall be signed by him and thereafter countersigned by the ICSI's official. The original of the field call report shall be handed over to the ICSI's official.

k) THE COMPANY shall provide replacement equipments if any equipment is out of the premises for repairs.

2. Any worn or defective parts withdrawn from the EQUIPMENT and replaced by the COMPANY shall become the property of THE COMPANY and the parts replacing the withdrawn parts shall become the property of ICSI.

3. THE Company's maintenance personnel shall be given access to the EQUIPMENT when necessary, for purpose of performing the repair and maintenance services indicated in this agreement.

4. However if ICSI desires to shift THE EQUIPMENT to a new site and install it thereof urgently, THE Company shall be informed of the same immediately. THE ICSI shall bear the charges for such shifting and THE COMPANY shall provide necessary arrangement to ICSI in doing so. The terms of this agreement, after such shifting to the alternate site and reinstallation thereof would continue to apply and binding on THE COMPANY. ICSI and COMPANY may agree to amend charges for the maintenance service after shifting of the equipment to the new site.



5. ICSI shall arrange to maintain appropriate environmental conditions, such as those relating to space, temperature, power supply, dust within the acceptable limits required for equipment similar to that covered by this Agreement.

6. NO term or provision hereof shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party to or waiver of a breach by other, whether express or implied, shall not constitute a consent to or waiver of or excuse for another different or subsequent breach.

7. If, in any month, THE COMPANY does not fulfill the provisions of clauses (b), (c), (d), (e) and (f) only the proportionate maintenance charges for that period during the month will not be considered payable by ICSI without prejudice to the right of the ICSI to terminate the contract as per the clause 11 hereafter. In such event THE COMPANY was credited without deducting the proportionate maintenance charges for that month, the ICSI can deduct the same from future payments payable or the COMPANY shall refund the amount forthwith to ICSI on demand by ICSI.

8. On account of any negligence, commission or omission by the engineers of the COMPANY and if any loss or damage caused to the Equipment, the COMPANY shall indemnify/pay/reimburse the loss suffered by the ICSI.

9. SUBCONTRACTING:

9.1. THE COMPANY will not subcontract or permit anyone other than the COMPANY personnel to perform any of the work, services or other performance required of the COMPANY under this agreement without the prior written consent of the ICSI.

10. EQUIPMENT ATTACHMENTS:

10.1 ICSI shall have right to make changes and attachments to the equipment, provided such changes or attachments do not prevent proper maintenance, from being performed or unreasonably increase THE COMPANY cost of performing repair and maintenance service.

11. CONFIDENTIALITY:

11.1 THE COMPANY acknowledges that all material and information which has and will come into its possession or knowledge in connection with this agreement or the performance thereof, whether consisting of confidential and proprietary data or not, whose disclosure to or use by third parties may be damaging or cause loss to ICSI will all times be held by it in strictest confidence and it shall not make use thereof other than for the performance of this agreement and to release it only to employees requiring such information, and not to release or disclose it to any other party. THE COMPANY agrees to take appropriate action with respect to its employees to ensure that the obligations of non-use and non-disclosure of confidential information under this agreement are fully satisfied. In the event of any loss to ICSI in divulging the information by the employees of the COMPANY, the ICSI shall be indemnified. The COMPANY agrees to maintain the confidentiality of ICSI's information after the termination of the agreement also.



11.2 THE COMPANY/ ICSI will treat as confidential all data and information about the Company/ ICSI /Contract, obtained in the execution of this tender including any business, technical or financial information, in strict confidence and will not reveal such information to any other party.

12 Liquidated Damages and Penalties for late implementation:

12.1 If the tenderer fails to deliver any or all of the goods or complete the installation/ commissioning/implementation within the period specified in the purchase order, ICSI, shall without prejudice to its other remedies, deduct as liquidated damage 1.0(one) percent of the total price of the delayed goods for every week of delay or part thereof.

12.2The installation / implementation of Video Conferencing by the vendor must be completed in 6 weeks from the date of issue of order and the firm must acquire the written acceptance of successful installation from the Directorate of IT, ICSI within the above mentioned period. ICSI reserves the full rights to impose penalty on the vendor @Rs.500/- (Rupees Five Hundred only) per day or part thereof for the delay after the due date - if the vendor fails to get the acceptance for successful implementation of the Video Conferencing. This penalty shall be applicable in addition to the Liquidated damages.

13 Resolution of Disputes and Arbitration

13.1 In case of any dispute, difference, claim and demands arising under or pursuant to or touching or in relation to this tender, the authorised official of the Bidder and the ICSI shall address the same for mutual resolution, failing which the matter shall be referred for the arbitration to the sole Arbitrator to be appointed ICSI. The Arbitration proceedings shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. The cost of the Arbitration proceedings shall be shared equally by both the parties. The language of the arbitration proceedings and that of all documents and communications between the parties shall be in English. The award of the sole arbitrator shall be final and binding on both the parties. The venue of such arbitration proceedings shall be at Delhi. All disputes arising out of this tender are subject to the jurisdiction of Courts in New Delhi

14. TERMINATION

ICSI without prejudice to any other remedy and rights, reserves the right to cancel / terminate the bid / *Work Order / Service Level Agreement (SLA)* in whole or in part by giving at least seven days' prior written notice thereof in case Bidder / Vendor fails to honour his bid / *Work Contract / SLA* or found guilty for breach of condition /s of the tender documents / *Work Order / Service Level Agreement (SLA)* or negligence,



carelessness, inefficiency, fraud, mischief, misappropriation or any other type of misconduct by such Bidder or by its employees, staff, agents, representatives etc. or by any other person directly or indirectly employed by him.. In such case of termination, the ICSI will have the right to put in place any other agency for carrying out the remaining work. Any extra expenditure shall be adjusted from Bank Guarantee / Security Deposit and / or shall be recovered from the Bidder / Vendor.

The ICSI may also cancel / terminate the Bid / *Work Order / Service Level Agreement (SLA)* in whole or in part for its convenience at any time for any reasons, by giving the Bidder at least 15 days' prior written notice thereof. However, the notice period may be extended by mutual agreement till alternate arrangements are made. Further, any pending or unresolved service, function, task, performance, unpaid fees and any other remedies shall continue by the parties during the period of termination notice and the same must be satisfied before the tender / *Work Order / Service Level Agreement (SLA)* is cancelled / terminated.

In such cancellation / termination of bid / *Work Order / Service Level Agreement (SLA)* / or curtailment of the work *by the ICSI*, the Bidder shall have no claim to any payment or compensation whatsoever on account of any profit or advantage, which would have derived by it from the execution of the work in full, but which he did not derive in consequences the full amount of the work not having been carried out, neither shall he have any claim on compensation / damage for the loss suffered by him by reason of cancellation / termination of the Bid / *Work Order / Service Level Agreement (SLA)* and of any alterations having been made by the ICSI in the original specification or the designs and instruction which shall involve any curtailment of the work contemplated. However, the ICSI shall pay the Bidder such portions of the Work as are due and properly invoiced under the provisions for final payment for Work performed prior to termination. In no event, shall the total payments made to the Bidder exceed the Contract Price.

15. Duration of the Contract

15.1 This Agreement shall be for a period of Three Years subject to evaluation of the performance on yearly basis by the ICSI. In case on annual review, it is perceived by the ICSI that the firm's previous year's performance is not satisfactory, it may terminate the contract after giving one month's notice in writing on the completion of the year of service. The ICSI has to issue the termination notice within one month of the completion of the yearly maintenance otherwise the contract will automatically stand valid.

16. Review Mechanism

16.1 Weekly Review Meeting (WRM) with team lead at Noida/Delhi Office

16.2 Monthly Review Meeting (MRM) with the next level to the team lead as per the escalation matrix



16.3 Steering Committee Meeting (SCM) with competent authority once in two months or as and when required

16.4 Online access of all issues/tickets as on date status to all concerned officials of the Institute (centralised helpdesk)

17. Extension of Contract

17.1 The said Agreement may be extended for a further period of maximum of five (5) Years on mutually agreed terms and conditions between the ICSI and the vendor in writing.

18. Issues / Request / Tickets Handling

All reported problems will have a priority assignment as follows			
Table - Priority definition for issues reported			
Priority	Definition	Mean Time to Respond	Mean Time to Resolve
C1-Critical	More than 70% of the users are unable to use the system or any of the critical user (President/Secretary/ CE/ System Administrator)	2 Hours	Within 2 (Two) working day
C2-Urgent	More than 20% of users are unable to use the system or any of the critical users (limited to 5 in number including HOD) are unable to use the system	6 Hours	Within 5 (five) working days
C3-Normal	All other problems or any localized problem	8 Hours	Within 10 (ten) working days

19. Penalties on Service Delivery

- Rs. 5,000 /- (Rs. Five Thousand only) per day OR part thereof for SLA violation
- Rs. 2,000 /- (Rs. Two Thousand only) per day OR part thereof for not doing preventive maintenance.
- Non availability of Manpower for more than one day in a month would attract a penalty of Rs. 2000/- (Rs. Two Thousand only) per day manpower absence, if



**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

no alternate appropriate resource provided. The resource deputed at our location should sign and put IN and OUT time in the Attendance Register.

- d. Non conducting of scheduled meeting (two days advance information will be provided to vendor regarding the scheduled meeting) would attract a penalty of Rs. 10,000/- (Rs. Ten Thousand only).End to end Support required for conducting the pre scheduled meeting. All equipment/ interfaces must be tested at least 2 (two) hours before start of the schedule meeting at all locations and confirmation must send to the ICSI.



**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

IN WITNESS WHEREOF THE PARTIES HAVE EXECUTED THIS AGREEMENT ON THE ABOVE MENTIONED DATE.

Seal of the company affixed in the

Signed, Sealed and Delivered by the

said..... (For the Purchaser)

in the presence of:.....

Signed, Sealed and Delivered by the

Said..... (For the Supplier)

in the presence of:.....



Power of Attorney

Format for Power of Attorney for Signing of Application/Bid document

(On a Stamp Paper of relevant value)

Power of Attorney

Know all men by these presents, We M/s
(name and address of the registered office) do hereby constitute, appoint and authorize Mr. / Ms
(name and residential address and PAN), duly approved by the Board of Directors in their
meeting held on (Copy of board resolution enclosed), who is presently employed with us and
holding the position of
as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in
connection with or incidental to our bid for "ICSI" including signing and submission of all
documents and providing information / responses to ICSI, representing us in all matters before
ICSI in all matters in connection with our bid for the said Project. We hereby agree to ratify all
acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and
that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to
have been done by us. Dated this the -----day of 20_

For _____

(Name, Designation and Address)

Accepted _____ (Signature)

(Name, Title and Address of the Attorney) Date :

Note:

- i. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- ii. In case an authorized Director of the Applicant signs the Application, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney.*
- iii. In case the Application is executed outside India, the Applicant has to get necessary authorization from the Consulate of India. The Applicant shall be required to pay the necessary registration fees at the office of Inspector General of Stamps.*



Format of Curriculum Vitae

(Use the Format given below for each individual)

Sl.No	Category	Details
1	Proposed Position	
2	Name	
3	Current Designation	
4	Educational Background/ Training/ Certifications	
5	Tasks proposed to be assigned	
6	Areas of Expertise	
7	Summary of Professional/ Domain Experience	
8	Period of Association with the organization	
9	Number and Details of relevant project experience	
10	Any other Information	



**Format for Affidavit certifying that Entity/Promoter(s) / Director(s)/Members
of Entity are not Blacklisted (On a Stamp Paper of Rs 500)**

Affidavit

I, M/s..... (Sole Applicant / Lead Member / Member/Affiliate), (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter(s) /director(s) are not barred by any department or blacklisted by any state government or central government / department / organization in India/World bank /DFiD/ADB from participating in Project/s, either individually or as member of a Consortium as on the _____(Date of Signing of Application).

We further confirm that we are aware that, our Application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period and the amounts paid till date shall stand forfeited without further intimation.

Dated this Day of , 20.

Name of the Applicant

.....

Signature of the Authorized Person

.....Name of the Authorized Person



Technical Bid letter

To

Dated.....

Sir,

We hereby declare

1. We are equipped with adequate manpower / machinery / technology for providing the Services as per the parameters laid down in the Tender Document and we are prepared for live/technical demonstration of our capability and preparedness before the representatives of ICSI and We/our principals are also equipped with adequate maintenance and service facilities within India for supporting the offered document.
2. We hereby offer to provide the Services at the prices and rates mentioned in the Financial Bid
3. We do hereby undertake, that, in the event of acceptance of our bid, the Services shall be provided as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.
4. We enclose herewith the complete Technical Bid as required by you. This includes:
 - a) This Bid Letter
 - b) Details of the proposed solution, proposed Methodology & Timeline.
 - c) Every page of the technical bid has been numbered and signed on the left side bottom corner.
 - d) **Soft copy of the complete technical bid in Microsoft word (doc / docx) format is enclosed.**

We agree to abide by our offer for a period of 180 days from the date fixed for opening of the Technical Bids and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the tender and the conditions of the Contract applicable to the tender and we do hereby undertake to provide services as per these terms and conditions.

Bid Security (Earnest Money) for an amount equal to Rs. (Rs. Only) is enclosed.

We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof or placement of letter of intent awarding the contract, shall constitute a binding contract between us.

Dated this Day of 2014

(Signature) (In the capacity of)

Duly authorized to sign the Tender Response for and on behalf of: (Name and Address of Company)

Seal/Stamp of BIDDER

Witness Signature: Witness Name: Witness Address:



Financial Bid Letter:

To

Dated.....

Sir,

We hereby declare

1. We are equipped with adequate manpower / machinery / technology for providing the Services as per the parameters laid down in the Tender Document and we are prepared for live/technical demonstration of our capability and preparedness before the representatives of ICSI and We/our principals are also equipped with adequate maintenance and service facilities within India for supporting the offered document .We hereby offer to provide the Services at the prices and rates mentioned in the Financial Bid.

2. We do hereby undertake, that, in the event of acceptance of our bid, the Services shall be provided as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.

We agree to abide by our offer for a period of 180 days from the date fixed for opening of the Financial Bids and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the tender and the conditions of the Contract applicable to the tender and we do hereby undertake to provide services as per these terms and conditions.

We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof or placement of letter of intent awarding the contract, shall constitute a binding contract between us.

Dated this Day of 2014

(Signature)

(In the capacity of)

Duly authorized to sign the Tender Response for and on behalf of: (Name and Address of Company)

Seal/Stamp of BIDDER

Witness Signature: Witness Name:

Witness Address:



Technical Evaluation Criteria

Sl. No.	Category	Max Marks	Sub-category	Marks
1	Proposed technical solution	15	Proposed work plan	10
			Training methodology & details	5
2	Technical Specification Hardware	50	Comparison between Technical Specification and offered Specification 2 marks to be reduced for each deviation but not limited to 10 marks only. If deviation in Technical specifications mentioned is more than 5 the bid can be summarily rejected	50
3	Demo of the Application	25	Demo of the application showing various features	25
4	Quality certifications for the Prime Bidder / any member of the consortium	10	ISO 9001:2008	10

Format for Queries:

Name of the Project
Name of the Bidder

S.NO	Page No	Queries

Signature:

Name of the authorised Signatory:

Company seal:

Note: All the queries should be sent in this format to:<https://www.icsi.edu/> No other format is acceptable apart from this format



Guidelines for preparation of Technical Proposal

Technical Proposal should comprise of the following:

A printed covering letter, on the bidding organization's letterhead with all required information and authorized representative's initials shall be submitted along with the proposal.

The technical proposal should contain a detailed description of how the bidder will provide the required services for 5 years. It should articulate in detail, as to how the bidder's Technical Solution meets the requirements specified in the RFP. The technical proposal must not contain any pricing information. In submitting additional information, please mark it as supplemental to the required response.

Proposals must be direct, concise, and complete. All information not directly relevant to this RFP should be omitted. Department will evaluate bidder's proposal based upon its clarity and the directness of its response to the requirements of the project as outlined in this RFP.

The technical proposal should address the following at the minimum:

The proposal should have information specific to the ICSI Project requirement only.

It should describe how the functional requirements will be translated into technical implementations, that is, it should map with the Functional Requirements Specifications.

Project Management Plan including

1. Implementation Plan
2. Training Plan
3. Hand holding, Operations and Maintenance Plan
4. Bill of Materials (without price) location wise to include all Hardware & Software.
5. Detailed specifications including make, model and version of Hardware and Networking equipment.
6. Ink Signed Manufacturer Authorization letters of the OEM to be attached of all the components of the Bid Without ink signed MAF bid will be rejected.
7. One Residence Engineer (CCNA Certified and Min 2 yrs of experience in deploying Videoconferencing and Audio Video solution) to be deployed in Delhi NCR.
8. CVs of the key resources to be submitted separately as per the Format provided in RFP.
9. Bidder Local office details at each location will be provided separately.



Data Sheet Mapping:

It should be submitted as separate document with all the datasheets. Without this the Bids will be summarily rejected.

Bidders should also provide mapping of the datasheets in the following ways:

Name of the Product			
Model	Specification as per RFP	Reference in Data sheet as	Remark if any

Technical Specification

High End Conference Room End Point	Compliance Y/N
Feature Description	
Endpoint should support the latest video coding standard either H.264AVC/H.264SVC	
Endpoint should support bit rate up to 4Mbps or more	
Endpoint should support transmit and receive of video at 1080p30fps and must support dual monitor.	
Video Resolutions supported	
1920 x 1080@30fps: HD1080p30fps	
1280 x 720@60fps: HD 720p60	
1280 x 720@30fps: HD 720p30	
Content Resolution:	
Up to 1080p or better	
HDCamera	
Resolution: 1920 x 1080,30fps;	
Zoom: 10x or better	
Audio Features	
It should support Audiocoding G.722/G.711/ wideband audio coding or equivalent.	
System should be capable to do automatic GainControl, Automatic Noise Suppression and must have Automatic Echo Cancellation with Audio Error Concealment facility	
The solution must be equipped with omni-directional digital microphone array pod for better pick-up range	



Video inputs:	
1 x DVI/HDMI or similar or better for camera and 1xDVI/HDMI/USB for HD content sharing.	
Video outputs:	
2 x DVI / HDMI or similar or better	
Audio inputs:	
Minimum 1 x RCA/USB Compatible Audio Input with Eco Cancellation or similar or better	
Audio outputs:	
Minimum 1 x RCA/USB Compatible Audio Output or similar or better	
Network	
Support NAT/firewall traversal for connecting users on internet	
1 X Gigabit Ethernet: Should support 10/100/1000 BASE-T	
Encryption	
AES 128bit, TLS, SRTP, HTTPS or similar or better	
Camera Control Interface	
VISCA, RS232 for PTZ camera control similar or better. Far End Camera Control is also required.	
User Interface	
Windows based GUI for Secretary / remote IT admin support and/ or Hand held remote control	
Directory Service	
Directory Sync with management/control server and provide user presence status like Online, Offline, busy.	
25 Port Full HD MCU with Management/control Server	Compliance Y/N
Feature Description	
Multi-point video Conferencing Solution should be capable of offering a Full High Definition 1080p30fps in real-time for 25 number of concurrent ports / simultaneous locations/ users in single call or simultaneous session in HD1080p resolution with continuous presence and voice activation mode & with intelligent built-in capability for dynamic bandwidth, resolution matching to give each user an experience basis his available bandwidth. It should as well provide network flexibility for a reliable distributed architecture and cost-effective scalability for future requirements. The system should be software upgradable to support 50 locations/sites at HD1080p in continuous presence mode.	



Should be able to support to connect H.323 and SIP devices directly or using additional hardware/Software. In case, additional Hardware/Software is required same should be supplied along with MCU.	
Video Support	
It should support the latest video coding standard H.264 and its variants AVC/SVC with downward compatibility to connect concurrently five locations on HD call with H.264 basic, H.263 as possible with the available bandwidth and existing equipment	
Should support up to 1080p30fps on all ports with AES 128bit encryption	
Content sharing support with HD1080p or better resolution with all system including h323 based endpoint.	
Audio Support	
Wideband Audio Support (16 KHz audio) or better	
Management Tools	
Web-based management, user can manage his own conference like mute, disconnect and lock conference on his own.	
Administrator and operator views	
SNMP monitoring	
Network Support	
Network Interface supporting 10/100 Mbps / 1Gbps interface	
Should Support NAT/Firewall traversal ability to connect users from internet	
Rate & Resolution Matching	
Should have ability to handle packet loss in between 15-20% to deliver consistent quality to users connected.	
Security, shall support 128 bit AES encryption	
It is required to be able to protect the Conferences by	
<ul style="list-style-type: none"> • Setting a Pin 	
<ul style="list-style-type: none"> • Locking the Conference 	
<ul style="list-style-type: none"> • GUI user authentication 	
Conferencing Highlights	
Personal layout, automatic and dynamic layouts, Far-end camera control (FECC), Conference dial out and dial in	
All Room system or desktop systems would be registered to management server with respective username and password for authentication and it should have a unique ID (like E164/extension Id or Similar).	
Presence information must be displayed: available, busy, offline.	



Central directory in management server which can be seen by individual room system, desktop system and select specific far site system and dial. Also these systems can add these users locally to their address book.	
Each user should have own meeting room to conduct multiparty conference at any time.	
The users shall be able to share the Conference URL used by the Guests to join the conference and no need for guest to create login credentials.	
The Administrator has to centrally control, manage, and deploy the software used by Room Systems and/or desktop systems.	
When the Administrator uploads a new software version to the management server all of the Users should be able to upgrade to it with minimal user intervention	
CDR must be available via the system whenever it's required and support integration with LDAP/AD.	
System should provide logs for troubleshooting and debugging.	
Desktop/Laptop client based Videoconferencing	Compliance Y/N
Feature	
The desktop client should be downloadable from central server or available on a CD/USB	
The desktop client should be able to display the Videoconference on full screen in HD Quality 720p 30fps and upgradeable to 1080p30fps	
The desktop client should be able to display the presentation/ data sharing shared by remote sites including h323 devices on a separate screen other than Video and should be possible to view in extended monitor if connected.	
The desktop client should be able to share presentations, desktop display or documents /application sharing to the participants in the Video Call including h323 devices	
The desktop should be able to support continuous presence (CP) and Voice activated (VA) mode selectable by the users.	
The desktop client should support standard USB HD (720p30) Webcams and echo cancelling mic/speakers	
The desktop should be able to support High Definition (720p30) quality video transmit and receive	
Should be able to control far end camera control.	
Should support AES 128 bit encryption and support NAT/firewall traversal to connect sites on internet.	



The desktop client should be able to run on latest Windows / Mac / Linux platforms.	
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(2X2) 50" Datawall along with Controller, Software & Accessories		
SPECIFICATION	Detailed Specification Description	Compliance Yes/No
Configuration	4 CUBES OF FRONT ACCESS 50" IN A 2(C) X 2 (R) CONFIGURATION COMPLETE WITH COVERED BASE STAND	
Cube & Controller	Cube & Controller should be from the same manufacturer	
Manufacturing	OEM should have a manufacturing setup in India for Video Walls running successfully for the last 3 years or more	
Reputed Company	The OEM should be an established multinational in the field of video walls and should have installations around the world	
Chip Type	1-chip 0.95" Digital Micro Mirror Device	
Resolution	1400 x 1050 native DMD chip resolution resolution	
Light Source Type	LED light source with separate LED array for each colour	
Brightness ANSI	Minimum 700 Lumens	
Brightness Uniformity	≥ 90 %	
Dynamic Contrast	1400000:1 or more	
Redundant Dual Power Supply	Cube should be equipped with built in a Dual Redundant Power Supply	
Hot Swappable Power Supply	Cube should have a Hot swappable Power Supply In built	
Control BD Input terminal	Input: 1 Digital DVI Input: 2 HDMI Input: 1 Digital DVI-D Output: 1 Digital DVI	
Cube Size	Each cube should have a screen size of 1016 mm wide and 762 mm high	
Bezel	Border of minimum 50 mm and maximum 100mm to be provided on all sides of the full video wall. Border should be made of Aluminum or Hard Plastic and should be OEM provided	
Controller		
Display controller	Controller to control Video Walls in a matrix of 2(C) x 2(R) with outputs , video inputs and Universal inputs along with necessary software's	
Processor	Single Quad Core Intel® Xeon/i7 64-bit 2.0 GHz CPU or better	



	Min 4GB	
HDD	Min 500 GB Hard Disk	
	Hard disk Capacity should be upgradable	
RAID	* RAID Support	
Networking	* Dual-port Gigabit Ethernet Controller inbuilt	
	* Support for Add on Network adapters	
	* Support for Optical Fiber interface Adapters	
Accessories	DVD-R,DVD+RW,, Keyboard, mouse	
OS	* Supports 64-bit Operating Systems Windows 7	
Power Supply	(1 + 1) Redundant AC-DC high-efficiency power supply w/ PFC	
	* AC Voltage 100 - 240V, 50-60Hz	
Chassis	* 19" industrial Rack mount movable	
	Front Panel should have lockable Door to Protect Drives	
System Reliability	* Operating Temperature: 10° to 35°C (50° to 95°F)	
	* Non-operating Temperature: -40° to 70°C (-40° to 158°F)	
	* Operating Relative Humidity: 8% to 90% (non-condensing)	
	* Humidity: 10 – 90% non-condensing	
	* Non-operating Relative Humidity: 5 to 95% (non-condensing)	
Wall configuration	4 DVI-D Outputs	
Resolution output support	1920x1200 per output minimum	
Inputs	HDMI 4 nos , VGA 2 nos , Video 2 nos, and DVI 2 nos	
Redundancy Support	System Should have the redundancy support for following:	
	Controller Hard Disk Data	
	Power Supply	
	LAN	

Control Processor	Compliance Yes/No
Ethernet enabled control processor for the purpose of remotely controlling, monitoring and troubleshooting connected AV equipment and AV systems.	
Provide six configurable RS-232 ports on captive screw connectors located on the back of the processor that can be configured for unidirectional or bidirectional control of AV system components	



Provide two configurable RS-232/RS-422/RS-485 ports on captive screw connectors located on the back of the processor that can be configured for unidirectional or bidirectional control of AV system components	
Provide eight configurable IR/Serial ports on captive screw connectors located on the back of the processor. These ports shall allow the transmission of IR signals (using an IR emitter) or unidirectional RS-232 communications for control of AV system components	
Provide eight configurable low voltage relays on captive screw connectors located on the back of the processor that can be configured to control lighting, screen control or other device functions.	
Provide four configurable flex I/O ports on captive screw connectors located on the back of the processor that can be configured as analog inputs in addition to digital input or a digital output that can be used to interface with devices such as sensors, switches, LEDs and relays.	
Provide four configurable, independently switched 12 volt outputs on captive screw connectors located on the back of the processor that can provide a combined total of 40 watts of power for powering auxiliary devices.	
Supports the creation of IR drivers by capturing IR commands from handheld remotes. IR receiver shall be located on the bottom right front of the processor and integrated into the control processor enclosure.	
Device shall have a female RJ-45 jack located on the back of the enclosure that supports 10/100/1000Base-T, half/full duplex with auto-detect for connection to a LAN or WAN and includes link and activity LED indicators located on the left and right of the jack for troubleshooting network issues	
Device shall support the following protocols: ICMP (ping), IPv4, TCP, UDP, DHCP, DNS, HTTP, HTTPS, NTP, SFTP, SMTP, SNMP, SSH	
Device shall include a multi-function button that allows for the reset of the device or its communication properties at minimum	
Supports a web-based AV resource management application that provides a means to manage, monitor, and control AV equipment	
Provide an internal real-time clock with a 30 years backup battery that is used to keep track of the date and time	
Device shall have at least 4.5 GB nonvolatile user memory	
Provide front panel led activity indicators for power status, RS-232 status, RS-232/RS-422/RS-485 status, IR/S status, flex I/O status, relay status, and network status	



Device shall be equipped with an internal universal AC power supply capable of supporting 100 – 240 VAC, 50/60 Hz power	
Provide support for up to eight configurable TouchLink Pro touch panels	
Provide remote monitoring and control via Ethernet	
Provide the ability to create E-mail notifications	
Provide multiple levels of password protection	
Provide the ability to create schedules and monitors	
Supports up to 32 Ethernet-controllable AV devices	
Supports local variables and conditional logic	
Shall meet regulatory compliances: CE, UL, c-UL, C-tick, FCC Class A, ICES, VCCI, RoHS	
SDRAM 512 MB	
Flash 4.5 GB	
Data rate 10/100/1000Base-T, half/full duplex with auto detect	
Protocols DHCP, DNS, HTTP, HTTPS, ICMP, NTP, SFTP, SMTP, SNMP, SSH, TCP/IP, UDP/IP	
Approved Make: Extron / Crestron / AMX	
Power Injector for Control Systems	
Single port power injector that provides power to one (1) remote device in order to eliminate the need for a local power supply	
Provide two (2) RJ-45 style jacks	
Connectors 1 RJ-45 female connector for pass-through input 1 RJ-45 female connector for power and pass-through output	
Power supply Internal input: 100-200 VAC, 50-60 Hz	
Power output +48 VDC, 0.35 A, 16.8 watts	
Provides integrated mounting solution	

10" Table top Touch panel	
Description	Compliance Yes/No
10" color touch screen with 1024x600 resolution and 18-bit color depth	
Integrated Ethernet port compatible with control processors	
Power over Ethernet - PoE, allows the touch panel to receive power via the Ethernet connector	
Built-in speakers provide audio for audible feedback from button presses	



Energy-saving features	
Adjustable sleep timer that puts the touch panel into sleep mode	
Motion detector that wakes the touch panel	
The front hall have configurable red and green status lights used to indicate a specific room status	
Automatic clock synchronization with controller for accurate time/date display	
Weighted base allows up to 45° of tilt	
Kensington lock support, which allows the touch panel to be locked to a table or other flat surface.	
Sits on a tabletop or installs on a VESA mount	
Windows based Graphical User Interface configuration software should provide ready-to-use template-based touch screen layout design	
System setup and configuration should be done using included free Windows based configuration software	
UL/c-UL listed and CE compliant	
<u>Specifications</u>	
Screen type: Active matrix TFT color display	
Size: 10.1" (25.7 cm), measured diagonally	
Resolution: 1024x600	
Dot/pixel pitch: 118 dpi	
Aspect ratio: Widescreen	
Color depth: 18 bit, 256k colors	
Transparency: 8 bit alpha channel	
Brightness: 500 nits (cd/m ²)	
Contrast: 20:01-1900 20:01:00	
Backlight: High bright LED	
Viewing angle: ±70° horizontal, +50°/-60° vertical	
Touch screen: Resistive membrane	
Memory	
SDRAM: 512MB	
Flash: 512 MB	
<u>Control — Ethernet interface</u>	
Ethernet control/communications port: 1 female RJ-45 connector	
Ethernet data rate: 10/100Base-T, half/full duplex with auto detect	
Ethernet protocol: ICMP, IP, TCP (control), UDP, DHCP, Telnet	
Default settings: Link speed and duplex level: auto detected	



DHCP = off/on	
Program control: Matching configurator software for control systems	
Matching GUI configurator software for Windows®	
Simple RS-232 instruction set	
Microsoft® Internet Explorer® ver. 6 or higher, Telnet	
<u>Control — touch panel</u>	
Motion sensor: On/off	
Light sensor: On/off	
Power supply: External	
Safety: CE, c-UL, UL	

	Compliance Yes/No
Matric Switcher	
Configurable matrix switcher that shall support digital and analog video and audio signals with up to 16 inputs and 16 outputs for distribution and routing of local and remote sources and destinations.	
I/O sizes expandable from 4x4 to 16x16	
15.2 Gbps data-rate digital backplane	
Fully digital signal routing — Analog signals are digitized.	
Optional input and output boards	
RS-232 insertion from the Ethernet control port	
Remote power to matrix switcher family transmitters and receivers over CAT 5-type cable.	
HDCP compliant	
High switching speed for HDCP-encrypted content	
SD Pro processing provides de-interlacing of standard definition video	
Automatically manages EDID communication between connected devices	
Key management continuously verifies HDCP compliance for quick, reliable switching	
Modular, field-upgradeable and hot-swappable design	
Audio breakaway	
Ethernet extension	
Digital output boards provide +5 VDC, 250 mA power on each output for powering external peripheral devices	
Automatic cable equalization for each digital input to 100 feet (30 m)	
Automatic output reclocking	
HDCP authentication and signal presence confirmation via RS-232 or Ethernet	
HDCP Visual Confirmation provides a green signal when encrypted content is sent to a non-compliant display	



Audio input gain and attenuation	
Audio output volume adjustment and muting	
Ethernet monitoring and control	
Optional redundant power supply	
Tri-color, backlit buttons	
Front Panel Controller provides a discrete button for each input and output	
Global presets	
View I/O mode	
Front panel configuration port	
Front panel security lockout	
Optional remote control	
Rack-mountable 5U, full rack width metal enclosure	
Internal universal power supply — 100-240 VAC, 50/60 Hz, international power supply	
Routing 4x4 to 16x16 matrix, expandable by input and/or output boards by increments of 4 inputs and 4 outputs	
Control/remote — switcher host ports	
Serial host control port 1 bidirectional RS-232 or RS-422, rear panel female 9-pin D connector	
Baud rate and protocol 9600 (default) to 115200 baud, 8 data bits, 1 stop bit, no parity, no flow control	
Serial control pin configurations	
RS-232 2 = Tx, 3 = Rx, 5 = GND	
RS-422 2 = Tx-, 3 = Rx-, 5 = GND, 7 = Rx+, 8 = Tx+	
USB control port 1 front panel female mini USB B	
USB standards USB 2.0, low speed	
Ethernet control port 1 female RJ-45	
Ethernet data rate (for network communication) 10/100Base-T, half/full duplex with auto detect	
Ethernet protocol ARP, ICMP (ping), IP, TCP, DHCP, HTTP, SMTP, Telnet	
Web server Up to 200 simultaneous sessions	
7.0 MB nonvolatile user memory	
Program control control/configuration program for Windows®	
Simple RS-232 instruction set	
Microsoft® Internet Explorer® ver. 6 or higher, Telnet	
Control/remote — external device (pass-through, unidirectional or bidirectional)	
Ethernet pass-through port 1 female RJ-45 connector	
Ethernet data rate 10/100Base-T, half/full duplex with auto detect	
General	



Power Internal	
Input: 100-240 VAC, 50-60 Hz	
Redundant power supply is optional.	
Individual I/O boards TBD	
Temperature/humidity Storage: -40 to +158 °F (-40 to +70 °C) / 10% to 90%, no condensing	
Operating: +32 to +122 °F (0 to +50 °C) / 10% to 90%, no condensing	
Cooling Fan, left to right (as viewed from front panel)	
Mounting	
Rack mount Yes	
Enclosure type Metal	
Regulatory compliance	
Safety CE, c-UL, UL	
XTP Transmitter and Receiver Boards with RS-232 and IR Insertion	
Four twisted pair inputs with RS-232 and IR insertion	
Receives video, audio, bidirectional RS-232 and IR, and Ethernet up to 100 meter over a single CAT 5-type cable	
Supports resolutions up to 1080p/60 Deep Color and 1920x1200 signals	
Bidirectional RS-232 and IR insertion for AV device control	
HDCP compliant	
Internal switching speed maximum 200ns	
Automatically manages EDID communication between connected devices	
HDCP Key management. Continuously authenticates HDCP-compliant input and output devices to ensure quick switching.	
Ethernet extension	
Can provide remote power to compatible transmitters	
Supports data rates to 6.75 Gbps - 2.25 Gbps per color	
<u>Video input</u>	
Number/signal type: 4 sets of proprietary twisted pair A/V signals	
Connectors: 4 female RJ-45 per board	
HDMI Input and Output Boards with Analog Stereo Audio	
Four HDMI inputs with stereo audio	
Support of resolutions up to 1080p/60 Deep Color and 1920x1200 signals	
HDMI 1.3 compatible	



HDCP compliant	
Hot-swappable	
Switching speed of max 200ns	
Automatically manages EDID communication between connected devices	
HDCP Key management. Continuously authenticates HDCP-compliant input and output devices to ensure quick switching. Local analog stereo audio inputs and outputs	
Output volume control	
Automatic cable equalization	
Automatic output reclocking	
Provides +5 VDC, 250 mA power on HDMI outputs for external peripheral devices	
Supports data rates to 6.75 Gbps - 2.25 Gbps per color	
Specifications	
<u>Video</u>	
Gain Unity	
Resolution range Up to 1080p (HDTV) or 1920x1200 (the highest resolution of the single link DVI standard) @ 60 Hz	
Signal type Single-link HDMI (or DVI-D*)	
Digital video RGB digital video (DVI and HDMI standards) or Y, Cr, Cb digital component video (HDMI), actively buffered (supports all single-link DVI (if using an optional adapter) and HDMI standards from 640x480 @ 60 Hz to 1920x1200 @ 60 Hz)	
EDID and DDC Supports Extended Display Identification Data (EDID) and Display Data Channel (DDC) data using DVI and HDMI standards. EDID and DDC signals are actively buffered.	
HDCP Compliant with High-bandwidth Digital Content Protection (HDCP) using DVI and HDMI 1.3 standards	
HPD Supports hot plug detection (HPD) of display as a pass-through signal.	
Maximum data rate 6.75 Gbps (2.25 Gbps per color)	
Maximum pixel clock 165 MHz	
Standards DVI 1.0, HDMI 1.3, HDCP 1.1	
Switching speed 200 ns, max.	
<u>Video input</u>	
Number/signal type 4 digital RGB single-link HDMI (or DVI-D*)	
Connectors 4 female HDMI type A	
Equalization Automatic	
Input cable length >100' (30 m) at 1920x1200 @ 48, 50, or 60 Hz; or 1080p; 8 bit color	
<u>Audio input</u>	



Source formats PCM, Dolby Digital 2/0, Dolby Digital 2/0 Surround, Dolby Digital 5.1, Dolby Digital EX, DTS Digital Surround 5.1, DTS-ES Matrix 6.1, DTS-ES Discrete 6.1	
<u>Audio</u>	
Gain Unbalanced output: -6 dB; balanced output 0 dB	
Frequency response 20 Hz to 20 kHz, ± 0.05 dB	
THD + Noise 0.01% @ 1 kHz at nominal level	
S/N >105 dB at maximum output (21 dBu, unweighted) (balanced)	
Crosstalk <-89 dB @ 1 kHz, fully loaded	
Stereo channel separation >105 dB @ 1 kHz	
CMRR >83 dB @ 20 Hz to 20 kHz	
XTP Transmitter and Receiver Boards with RS-232 and IR Insertion	
Four DVI inputs or four DVI outputs with stereo audio	
Supports resolutions up to 1080p/60 Deep Color and 1920x1200 signals	
Compatible with all XTP integrated system products	
HDMI 1.3 compatible	
HDCP compliant	
Switching speed of max. 200ns	
HDCP Key management. Continuously authenticates HDCP-compliant input and output devices to ensure quick switching	
Automatically manages EDID communication between connected devices	
Local analog stereo audio inputs and outputs	
Output volume control	
Automatic cable equalization	
Automatic output reclocking	
Provides +5 VDC, 250 mA power on DVI outputs for external peripheral devices	
Supports data rates to 6.75 Gbps - 2.25 Gbps per color	
HDMI Input and Output Boards with Analog Stereo Audio	
Four HDMI outputs with stereo audio	
Supports resolutions 1080p/60 Deep Color and 1920x1200 signals	
HDMI output boards shall be hot-swappable	
HDMI 1.3 compatible	
HDCP compliant	
Switching speed of max 200ns	



Automatically manages EDID communication between connected devices	
HDCP Key management. Continuously authenticates HDCP-compliant input and output devices to ensure quick switching. Local analog stereo audio inputs and outputs	
Output volume control	
Automatic cable equalization	
Automatic output reclocking	
Provides +5 VDC, 250 mA power on HDMI outputs for external peripheral devices	
Supports data rates to 6.75 Gbps - 2.25 Gbps per color	
Specifications	
<u>Video</u>	
Gain Unity	
Resolution range Up to 1080p (HDTV) or 1920x1200 (the highest resolution of the single link DVI standard) @ 60 Hz	
Signal type Single-link HDMI (or DVI-D*)	
Digital video RGB digital video (DVI and HDMI standards) or Y, Cr, Cb digital component video (HDMI), actively buffered (supports all single-link DVI (if using an optional adapter) and HDMI standards from 640x480 @ 60 Hz to 1920x1200 @ 60 Hz)	
EDID and DDC Supports Extended Display Identification Data (EDID) and Display Data Channel (DDC) data using DVI and HDMI standards. EDID and DDC signals are actively buffered.	
HDCP Compliant with High-bandwidth Digital Content Protection (HDCP) using DVI and HDMI 1.3 standards	
HPD Supports hot plug detection (HPD) of display as a pass-through signal.	
Maximum data rate 6.75 Gbps (2.25 Gbps per color)	
Maximum pixel clock 165 MHz	
Standards DVI 1.0, HDMI 1.3, HDCP 1.1	
Switching speed 200 ns, max.	
<u>Video output</u>	
Number/signal type 4 digital RGB single-link HDMI (or DVI-D*)	
Connectors 4 female HDMI type A	
Re-clocking Automatic	
Peripheral device power 5 VDC, 250 mA per output	
<u>Audio</u>	
Gain Unbalanced output: -6 dB; balanced output 0 dB	
Frequency response 20 Hz to 20 kHz, ± 0.05 dB	
THD + Noise 0.01% @ 1 kHz at nominal level	
S/N >105 dB at maximum output (21 dBu, unweighted) (balanced)	



Crosstalk <-89 dB @ 1 kHz, fully loaded	
Stereo channel separation >105 dB @ 1 kHz	
CMRR >83 dB @ 20 Hz to 20 kHz	

12x8 ProDSP™ Digital Matrix Processors	Compliance Yes/No
Should Provide an audio digital signal processor that shall support 12 mono analog inputs capable of microphone or line level signals and eight mono analog line level outputs for signal routing and management.	
12 input, 8 output audio digital signal processor with acoustic echo cancellation, analog telephone interface, Dante™ audio networking, digital audio expansion port, auto mixer function with eight groups, 64-bit floating point DSP engine, and 24-bit/48 kHz audio converters	
Input Requirements	
Shall support eight mono, microphone or line level, balanced or unbalanced signals on eight, 3-pole, 3.5 mm captive screw connectors	
Shall support 4 mono, microphone or line level, balanced or unbalanced signals on two, 6-pole, 3.5 mm captive screw connectors	
Shall provide input gain adjustment from -18 dB to +80 dB in 0.1 dB steps, adjustable per input	
Shall provide selectable +48 volt phantom power for condenser microphones on first eight inputs	
Shall provide analog to digital conversion at 48 kHz sampling rate with 24-bit resolution	
Output Requirements	
Shall support eight mono line level, balanced or unbalanced signals on four, 6-pole, 3.5 mm captive screw connectors	
Shall provide output attenuation adjustment from 0 dB to -100 dB in 0.1 dB steps, adjustable per output	
Shall provide digital to analog conversion at 48 kHz sampling rate with 24-bit resolution	
DSP Engine Requirements	
Shall provide 64-bit floating point DSP engine	
Shall support 32-bit and 64-bit processing algorithms depending on process	
Shall provide a maximum, deterministic latency 9.9 ms from input to output on inputs 1 through 8	
Shall provide a maximum, deterministic latency of 4.5 ms from input to output 9 through 12	



Shall provide additional, deterministic latency of 2 ms when Virtual Path routing is used	
Shall provide additional, deterministic latency of 4 ms when Auto mixing is used	
Shall provide additional, deterministic latency of 16 ms when AEC is used	
Shall provide a signal-to-noise ratio of greater than 105 dB measured from 20 Hz to 20 kHz, at maximum balanced output, unweighted	
Shall provide a THD+N measurement of less than 0.01% measured at 20 Hz to 20 kHz, at maximum level	
Configuration Software Requirements	
Shall provide PC-based DSP Configurator software allowing flexible control of the digital signal processor's fixed architecture	
Shall provide a Live mode for real-time control of parameters without compiling and file uploading to processor	
Shall provide an Emulate mode for offline configuration	
Shall provide single window view of all inputs and outputs, audio processing blocks, routing, mix points, and virtual routing	
Shall provide setup and configuration of digital audio processing tools including, but not limited to: Filters (high pass, low pass, bass, treble and parametric EQ); AEC; Dynamics processing (AGC, compressor, limiter, noise gate); Delay processing; Ducking processor; Auto mixing; Loudness processor; and multiple gain stages	
Shall provide cut and paste editing between processing blocks	
Shall provide matrix routing with integrated mix point gain adjustment between inputs, outputs, virtual sends, virtual returns, expansion inputs, and expansion outputs	
Shall provide a library of pre-designed processor settings for inputs and outputs with user-customizable parameters	
Shall provide 32 Group Master controls for consolidation of up to 16 individual gain or mute control members of the same type into one point of control	
Shall provide Soft Limits settings to define upper and lower control limits on Group Masters for use with external controls	
Shall provide 32 Presets for recall of any processing block setting, level setting or audio routing; presets shall be saved for the entire system, or any selected partial group of inputs, outputs, mix points, and DSP blocks	
Shall provide real-time metering of levels within each Input Gain, AEC, AGC, Compressor, Limiter, Noise Gate, Automixer, and Output Volume processing block in Live mode	
Shall provide a Meter Bridge window for real-time metering of all input and output channels with clipping indication in Live mode	



Shall provide keyboard-based navigation of configuration software utilizing directional controls, keyboard shortcuts and spreadsheet software-style commands	
Shall provide file saving in both Live and Emulate mode	
Shall provide file upload in both Live and Emulate mode	
Shall provide configuration and file saving of multiple, linked or networked processors from a single configuration software session	
<u>Expansion Port Requirements</u>	
Shall provide digital audio expansion port for bidirectional signal routing between two connected processors	
Shall support 16 incoming signals and 16 outgoing signals	
Shall provide uncompressed digital audio at 48 kHz sampling rate with 24-bit resolution	
Product shall include as standard, 1 foot (0.3 m) shielded CAT 6 cable for the purposes of interconnecting two units	
Automixer Requirements	
Shall provide Automixer Group selection for optional channel assignment into any of eight groups	
Shall provide gated and gain sharing automixer types	
Shall provide Last Mic Open Priority and Chairman Priority modes	
Shall provide Number of Open Microphone parameter from 0 to 12 microphones	
Shall provide Gate Threshold level and adjustable Off Reduction level for gated channels	
Shall provide adjustable parameters for Attack, Hold, and Release times	
Shall provide real-time metering of Signal Level, Gate Status, and Gate Threshold target from within the Automix parameter setup window	
Shall provide global view with Gate Status indication of all channels assigned to an automixer group	
AEC – Acoustic Echo Cancellation Processing Requirements	
Shall provide eight independent channels of AEC	
Shall provide real-time software-based metering of Echo Return Loss, Echo Return Loss Enhancement, and Total Echo Reduction levels	
Shall provide real-time indication of remote site activity, local site activity, and AEC processor reconverging	
Shall provide up to 20 dB of selectable noise cancellation for each AEC channel	
Shall provide advanced controls and adjustable parameters for Non-Linear Processing, Double Talk Echo Reduction, and Comfort Noise for each AEC channel	
Shall provide greater than 200 milliseconds of AEC tail length	
Shall provide up to 60 dB per second AEC convergence rate	
Analog Telephone Interface Requirements	



Shall provide analog telephone interface to initiate and receive calls over the public switched telephone network and private branch exchange (POTS)	
Shall provide software-based telephone dialer with keypad functions, dialed number readout	
Shall support all phone features including, but not limited to: Caller ID, Call Waiting, Call Status, Call Forwarding, and Conference Calling	
Shall support multiple regions of operation including, but not limited to: USA, Canada, Europe, Australia, and Japan	
Shall provide -18 to +20 dB of Input Gain adjustment in software adjustable 0.1 dB steps	
Shall provide 0 to -100 dB of Output Attenuation adjustment in software adjustable 0.1 dB steps	
Shall provide Telephone Line port on RJ-11 connector	
Shall provide Telephone Handset port on RJ-11 connector	
Dante Audio Networking Requirements	
Shall support 56 incoming channels and 24 outgoing channels over a local area network using standard Internet protocols	
Shall support primary and redundant Dante audio networks	
Shall support Dante Controller software for digital audio network configuration	
Shall provide an internal four-port Gigabit switch on RJ-45 connectors to support Dante audio network connection and direct interconnection between Dante-enabled products	
Shall provide uncompressed digital audio at 48 kHz sampling rate with 24-bit resolution	
Shall provide selectable 0.25 ms, 1.0 ms (default) or 5.0 ms of deterministic latency	
Shall support IEEE 802.1 Audio Video Bridging technical standards upon ratification	
Control Requirements	
Shall provide Ethernet monitoring and control using standard TCP/IP protocols to support real-time monitoring and system management over a LAN or WAN on RJ-45 connector	
Shall support bidirectional RS-232 on 3-pole, 3.5 mm captive screw connectors	
Shall support USB 2.0 control on female mini USB B connector	
Shall support remote control operation via external control system using Simple Instruction Set commands sent over RS-232 on 3-pole, 3.5 mm captive screw connectors or Ethernet on RJ-45 connector	
Shall provide 20 digital I/O ports on 3-pole, 3.5 mm captive screw connectors for processor remote control and/or feedback to external control system or physical devices	
Front Panel Requirements	
Shall provide a green LED for power indication	
Shall provide Configuration port on mini USB B connector	



Shall provide green LEDs for Expansion and LAN port activity indication	
Shall provide green LEDs for input and output signal presence indication	
Shall provide red LEDs for clip warning indication	
Rear Panel Requirements	
Shall provide LEDs for input channel 1 through 8 phantom power indication	
Shall provide 12 inputs on 3.5 mm captive screw connectors	
Shall provide eight outputs on 3.5 mm captive screw connectors	
Shall provide 20 digital input/output ports on 3.5 mm captive screw connectors	
Shall provide bidirectional RS-232 port on 3.5 mm captive screw connector	
Shall provide Expansion port on RJ-45 connector	
Shall provide Ethernet host port on RJ-45 connector	
Shall provide an internal four-port Gigabit switch on RJ-45 connectors to support Dante audio network connection and direct interconnection between Dante-enabled products	
Shall provide Telephone Line port on RJ-11 connector	
Shall provide Telephone Handset port on RJ-11 connector	
General Requirements	
Shall provide internal universal power supply with IEC power socket and support for international 100-240 VAC, 50/60 Hz standards	
Shall be enclosed in a rack-mountable 1U, full rack width metal enclosure	
Shall be fan-cooled with right to left airflow	
Shall meet regulatory compliances	
Shall meet safety compliances under CE, c-UL, and UL	
Shall meet EMI/EMC compliances under CE, C-tick, FCC Class A, ICES, and VCCI	

Cable Cubby 1200 Black, With AC Module and Wall Plate	Compliance Yes/No
Shall provide cable access enclosure for AV Connectivity and AC power.	
Mounting: Furniture mount	
Enclosure type: Square bezel Metal enclosure with approx. 10.3" W x 4.3" D outer rim	
Surface finish Should be black anodized	
Connectivity: Should have Universal AC power socket & pass through holes for HDMI, VGA with audio cable	
Safety compliance: CE, c-UL/ UL	



Ac Outlet Type : Universal	
International model: 240 VAC, 50-60 Hz, 10A max total	
Enclosure type: Cold-rolled steel (face panel), extruded aluminum (body)	
Cooling Convection, no vents	
Enclosure dimensions: 2.4" H x 4.2" W x 2.6" D	
Safety compliance: UL, c-UL, CE	
Should Provide a two input Decorawallplate twisted pair transmitter that shall support the distribution of video, audio, control, and Ethernet over a shielded CATx cable.	
Gain Unity	
Resolution range	
Digital Up to 1920x1200*, 2K, or 1080p (HDTV)	
Analog Up to 1920x1200* or 1080p (HDTV)	
Signal type Single-link HDMI (or DVI-D*)	
Digital video RGB digital video (DVI and HDMI standards) or Y, Cr, Cb digital component video (HDMI), actively buffered (supports all single-link DVI (if using an optional adapter) and HDMI standards from 640x480 @ 60 Hz to 1920x1200 @ 60 Hz)	
EDID and DDC Supports Extended Display Identification Data (EDID) and Display Data Channel (DDC) data using DVI and HDMI standards. EDID and DDC signals are actively buffered.	
HDCP Compliant with High-bandwidth Digital Content Protection (HDCP) using DVI and HDMI standards	
HPD Supports hot plug detection (HPD) of display as a pass-through signal.	
Maximum data rate 6.75 Gbps (2.25 Gbps per color)	
Maximum pixel clock 165 MHz	
Formats RGB and YCbCr digital video	
Standards DVI 1.0, HDMI, HDCP 1.1	
Connectors 1 female HDMI type A 1 female 15-pin HD	
Nominal level 0.7 Vp-p for RGB	
Minimum/maximum levels 0.3 V to 1.45 V p-p	
Impedance 75 ohms	
Horizontal frequency 30 kHz to 100 kHz	
Vertical frequency 24 Hz to 120 Hz	
Signal transmission distance 330' (100 m) using shielded twisted pair	
Audio Gain Range -18 dB to +24 dB Audio input	



Default Unbalanced output: 0 dB; balanced output: +6 dB	
Frequency response 20 Hz to 20 kHz, ±0.5 dB	
THD + Noise 0.01% @ 1 kHz at nominal level	
S/N >90 dB, at maximum output (15 dBu), balanced (unweighted)	
Crosstalk <-45 dB @ 20 kHz, -72 dB @ 1 kHz or below	
Stereo channel separation >80 dB @ 20 Hz to 20 kHz	
Sampling rates 32 kHz, 44.1 kHz, 48 kHz, 96 kHz	
Bit depths 16, 20, 24 bit	
Number/signal type 1 analog stereo, unbalanced or	
1 digital audio, de-embedded from HDMI	
Connectors 1 female 3.5 mm mini stereo jack	
1 female HDMI type A (shared with video input)	
Source formats LPCM up to 7.1/24-bit/192 kHz, Dolby TrueHD, Dolby Digital Plus, Dolby Digital EX, Dolby Digital 5.1, Dolby Digital 2/0 Surround, Dolby Digital 2/0, DTS-HD Master Audio, DTS-HD, DTS-ES Discrete 6.1, DTS-ES Matrix 6.1, DTS Digital Surround 5.1, DTS 2 Channel	
Impedance >10k ohms unbalanced, DC coupled	
Nominal level +4 dBu (1.23 mVrms) balanced or -10 dBV (316 mVrms) unbalanced	
Maximum level +7 dBV unbalanced	
Serial control port 1 bidirectional RS-232: 1 rear panel 3.5 mm captive screw connector, 3 pole	
Baud rate and protocol 9600 (default) to 115200 baud, 8 data bits, 1 stop bit, no parity	
Serial control pin configuration 1 = Tx, 2 = Rx, 3 = GND	
USB control ports 1 front panel female mini USB B	
Enclosure type: Metal	
Safety CE, c-UL, UL	
EMI/EMC CE**, C-tick, FCC Class A**, ICES, VCCI	

Transmitter & Receiver for HDMI	Compliance Yes/No
Gain: Unity	
Resolution range Up to 1920x1200*, 2K, or 1080p (HDTV)	
Signal type Single-link HDMI (or DVI-D*)	



Digital video RGB digital video (DVI and HDMI standards) or Y, Cr, Cb digital component video (HDMI), actively buffered (supports all single-link DVI (if using an optional adapter) and HDMI standards from 640x480 @ 60 Hz to 1920x1200 @ 60 Hz)	
EDID and DDC Supports Extended Display Identification Data (EDID) and Display Data Channel (DDC) data using DVI and HDMI standards. EDID and DDC signals are actively buffered.	
HDCP Compliant with High-bandwidth Digital Content Protection (HDCP) using DVI and HDMI standards	
Maximum data rate 6.75 Gbps (2.25 Gbps per color)	
Maximum pixel clock 165 MHz	
Formats RGB and YCbCr digital video	
Standards DVI 1.0, HDMI; HDCP 1.1	
Connectors 1 female RJ-45 per unit	
Signal transmission distance 330' (100 m) using shielded twisted pair	
Video output: Number/signal type 1 single link HDMI (or DVI-D*)	
Connectors 1 female HDMI type A	
Audio Gain Unbalanced output: 0 dB; balanced output: +6 dB Frequency response 20 Hz to 20 kHz, ±0.05 dB	
THD + Noise <0.1% @ 20 Hz - 20 kHz at nominal level	
S/N >90 dB, at maximum balanced output (unweighted)	
Crosstalk ≤-80 dB @ 1 kHz, fully loaded	
Stereo channel separation >80 dB @ 1 kHz	
Sampling rates 32 kHz, 44.1 kHz, 48 kHz, 96 kHz	
Bit depths 16, 20, 24 bit	
Supported formats: HDMI LPCM up to 7.1/24-bit/192 kHz, Dolby TrueHD, Dolby Digital Plus, Dolby Digital EX, Dolby Digital 5.1, Dolby Digital 2/0 Surround, Dolby Digital 2/0, DTS-HD Master Audio, DTS-HD, DTS-ES Discrete 6.1, DTS-ES Matrix 6.1, DTS Digital Surround 5.1, DTS 2 Channel	
S/PDIF LPCM up to 7.1/24-bit/192 kHz, Dolby Digital EX, Dolby Digital 5.1, Dolby Digital 2/0 Surround, Dolby Digital 2/0, DTS-ES Discrete 6.1, DTS-ES Matrix 6.1, DTS Digital Surround 5.1, DTS 2 Channel	
Analog: Analog stereo audio output	
Safety CE, c-UL, UL	

Male to Male VGA and Audio Cables - Molded Connectors	Compliance Yes/No
The VGA cable shall have male to male 15-pin HD connectors on each end with 3.5MM Stereo male connectors	



Cable designed for transmission of computer video and ID bit signals	
Pin 9 is passed through from end to end	
Terminated with high quality VGA molded connectors	
VGA shell grounded for ESD electrostatic discharge protection	
Injection mold with overall foil shield for improved EMI - electromagnetic interference isolation	
Three 26 AWG coax, seven 26 AWG, and two 26 AWG twisted pair conductors	
Cable length : 6 feet	

Ultra Flexible High Speed HDMI Cables	Compliance Yes/No
Cable Should be 1080p/60 verified	
Shall have lengths from 6 feet	
Shall Conform to HDMI High Speed Cable Specifications:	
Shall Support signals up to 1920 x 1200 @ 60 Hz and 1080p/60	
Shall support Data rates to 10.2 Gbps	
Shall Support Refresh rates to 120 Hz	
Shall Support Color depth to 48 bits - 16 bits per color	
Shall have 30 AWG copper wire construction	
Shall have Gold-plated contacts	

Ultra Flexible single link DVI-D Cable	Compliance Yes/No
Shall Supports to 60 Hz	
Shall have lengths from 9 feet	
Shall support 1 male DVI-D single link to 1 male DVI-D single link	
support resolutions up to 1920x1200 @ 60 Hz and 1080p/60	
Shall Supports data rate to 4.95 Gbps	
Shall have 30 AWG copper wire construction	
Shall have Gold-plated contacts	



Single link DVI-D Cable	Compliance Yes/No
support resolutions to 1920x1200 @ 60 Hz	
Data rate Supports up to 4.95 Gbps	
Maximum resolution 1920x1200 @ 60 Hz	
Shall have lengths from 25 feet	
1 male DVI-D single link to 1 male DVI-D single link	
Shall have Gold-plated contacts	
Conductors and drain wire: 22 AWG	

Shielded Twisted Pair Cable	Compliance Yes/No
Shall Provide interconnection of digital video over twisted pair switching, distribution, and extension devices when terminated with an applicable RJ-45 plug or jack	
Shielded twisted pair cable for digital video over twisted pair devices	
Cable shall be optimized for use in digital video over twisted pair applications	
Cable shall be certified to 475 MHz bandwidth at distances up to 100 meters (330 feet)	
Cable shall provide protection from outside electrical interference	
Cable shall utilize SF/UTP construction	
An overall tinned copper braid with 55% coverage	
An overall aluminized Mylar shield	
Four unshielded twisted pair conductors (eight individual conductors) of 24 AWG solid copper	
Nominal pair-to-pair skew shall be no less than 8 nano-seconds per 100 meters, and no more than 25 nano-seconds per 100 meters	
Cable shall comply with NEC – National Electrical Code Article 800 CM and UL 1685 standards at 75 degrees Celsius	
Cable shall be packaged in spools of 1000 feet (305 meters)	



Shielded RJ-45 Plug Kit for Shielded Twisted Pair Cable	Compliance Yes/No
Shall provide Shielded RJ-45 connectors Shielded Twisted Pair Cable	
Shall provide Metal strain relief and ground bonding	
Shall Provide shielding for EMI/RFI environments	
Shall Provide Conductor alignment guide for reduce crosstalk and signal interference	
Shall Provide Gold plated contacts	

Visualizer		
SPECIFICATION	Detailed Specification Description	Compliance Yes/No
Zoom	16x (8x optical zoom; 2x sensor zoom)	
Digital Zoom	12x	
Output Resolution	XGA, SXGA, WXGA, 1080p	
Frame Rate	30 fps	
Shooting Area Max	20.4" x 15" (520 x 381 mm) > A3 size	
Built-in Backlight Size	8.3" x 11.7" (210 x 297 mm)	
High Color Reproduction	ΔE^*_{ab} 12.3 (mean)	
SNR	51 dB	
Sharpness	MTF 967 lines	
Lamps	Dual LED side lamps supported by a gooseneck	
Input Interface	VGA, HDMI	
Output Interface	VGA x 2, HDMI, C-Video	
USB Image Transmission	USB 2.0 (480 Mbps) high-speed transmission	
Audio/Video Recording	One-touch records image and sound synchronously	
Built-in Memory	240 JPEG images can be stored	
USB flash drive	for USB flash drives (up to 32GB) or wired/wireless mouse for annotation	
Built-in Microphone	Yes	
Image Capture	Single or continuous capturing	
Auto Tune	Yes, one button for image optimization	
Image Rotation	0°, 180°, flip, mirror	
Anti-Theft	Kensington anti-theft lock device	



Chemical Earthing		
Description		Compliance Yes/No
Excavation in trenches in soft soil, 60 cm deep for laying of copper strip and refilling the same after covering the copper strip with chemical Gel and earthing. – 10 Cubic Metre.		
Earthing pits 1 no. complete with excavation and making of earth pit with covers complete.		
Copper strip 25 mm x 3 mm		
Copper clad iron steel rod 3 metres – 2 Nos.		
PVC instated copper cable size 16sq mm and laying the same in PVC conduit in ground/external walls with the help of scaffolding/mechanical winch/jhoola as per the site requirement – 10 mtrs.		
Equipment Required: -		
Copper Bonded Ground Rods (10 ft x 1/2") – 2 Nos.		
Clamps for Joints – 2 Nos.		
Earth Enhancing Chemical (11 Kg bags) – 2 Nos.		
Copper Strips (25 mm x 3 mm) – 2 Nos.		

Technical Specification for 10 KVA UPS System			
Make and Model offered- (To be filled by the supplier)			Comply/ Not Comply
TECHNOLOGY:	1. True On Line Rack Mountable DSP based UPS with double conversion technology.		
	2. UPS should be capable of paralleling upto 2 units.		
	3.. The UPS should be compatible for single and there phase input supply		
	CAPACITY	10KVA/9 KW	
EFFICIENCY	AC – AC	>91%	
	BACKUP TIME	30 min -- 9984 VAH ;60 min 16128 VAH	
	DISPLAY	LCD	



PROTECTION GRADE	IP 20		
CREDENTIALS	Manufacturer Should be ISO 9001:2000 certified		
	Manufacturer Should be ISO 14001 certified		
<u>Scope of Transient Voltage Surge Suppression (TVSS) -</u>			
Critical and expensive electronic equipment should be protected from transient over-voltages by TVSS. The selection of surge protective devices typically depends on the location of the device. TVSS device for ITE equipment shall be as per following specifications.			
Surge Current Capacity	25 KA		
All Modes Protection	L-N, L-G, N-G		
Connection Type	Parallel		
Protection Level	< 1 kV		
MCOV :	Min. 320 Volts		
Response Time	< 0.5 nanoseconds		
Certification	UL 1449-3		
Warranty	5 years		

8 Port Network Switch	Compliance Yes/No
PRODUCT SPECIFICATIONS	
Gigabit ports : 8	
Total PoE Power budget (Watts): 45	
Max MAC entries : 4K	
Buffer size :192KB	
Performance Specification	
Forwarding modes Store-and-forward	
Bandwidth : 16 Gbps	
Priority queuing	
Jumbo frame support up to 9K packet size	
L2 Services - VLANs	
VLAN(# Supported)- 32	
L2 Services - Multicast Filtering g	



IGMP Snooping (v1, v2 and v3)	
Block unknown Multicast	
L3 Services - DHCP	
DHCP Client	
Quality of Service (QoS)	
IEEE 802.1Q VLAN Tagging	
Port-based VLAN	
IGMP Snooping (v1, v2 and v3)	
Supported Multicast groups - 128	
IEEE 802.1p COS	
Port-based VLAN	
WRED (Weighted Deficit Round Robin)	
Strict Priority queue technology	
IEEE Network Protocols	
IEEE 802.3 Ethernet	
IEEE 802.3i 10BASE-T	
IEEE 802.3u 100BASE-T	
IEEE 802.3ab 1000BASE-T	
Management	
System Password	
PC Utility	
Port Mirroring	
Miscellaneous Features	
Loop Detection	
DoS Prevention	
Broadcast Storm Control	
EEE (Energy)	
LEDs	
Per port : Speed, Link, Activity	
Per device : Power, Fan and PoE Power Status	
Environmental Specifications	
Operating	



Operating Temperature : 32° to 122°F (0° to 50°C)	
Humidity : 90% maximum relative humidity, non-condensing	
Altitude: 10,000 ft (3,000 m) maximum	
Storage	
Storage Temperature : – 4° to 158°F (–20° to 70°C)	
Humidity :95% maximum relative humidity, non-condensing	
Altitude : 10,000 ft (3,000 m) maximum	
Safety	
Certifications : CE mark, commercial CSA certified (CSA 22.2 #950) UL listed (UL 1950)/cUL IEC 950/EN 60950	

24 U Instrument Rack			
Sl	Features	Specifications	Compliance Yes/No
1	Make	APW, MTS, Rittal, APC approved Brands Only.	
2	Model	All the relevant product brochures and manuals must be submitted.	
3	Dimension s	Height 24U & width 600 mm (min) Depth 800mm	
4	Weight Capacity	700 Kg. (min)	
5	Rack doors	Front door and Rear Door Hexagonal perforated more than 70% with Numeric and Handle lock in front for security, and Side Pannel Removable With Latches. With Heavy duty CRCA Steel. CKD Structure For Easy Installation and Maintenance.	
6	Cable Entry	Rack Must have Top and Bottom Cable Entry Provision with Bruss Access to prevent Damage of Cables.	
7	Ventilation	Standard with Top Mounted Fan Housing Unit With 2 Fan	



8	PDU	Power Distribution Unit, Horizontal With 6 Socket 5/15 Amp Socket With 16AMP AMC with safety cover and Indicator with Sky lightning protection and surge protection in built with current filter and Safety Cover With 3 Mtr. Cable min. take proper Power Load and three pin plug	
9	Accessories	Rack Must Have Castors Wheel Set of 4, Vertical Cable Manager 2 No. at Rear, Mounting Hardware Packet. Of 20. 2No. Earthing Provision kit. And Shelf Tray 575mm.	
10	Standards and Certifications	Rack Must be DIN 41494 and OHSAS Certified for 19" Standard Mounting, ISO, IEC, and Powder Coating Must be ROHS Complied.	

Streaming and Recording Server		
Description		Compliance Yes/No
H.264 Streaming Media Encoder, Streams DVI, RGB, HDTV, and video signals with audio over IP networks		
Supports input resolutions: 1920x1200, HDTV 1080p/60		
Inputs: DVI-D; universal 15-pin HD, HD component video, S-video, or composite video. Loop through available with each input		
Outputs: Ethernet for streaming H.264 / MPEG-4 AVC encoded video		
Standards-based H.264 / MPEG-4 AVC video compression and easily be viewed on PCs using Web browsers and third party software media players		
AAC audio encoding		
Streaming presets for quick recall of streaming profiles based on target resolution or bit rates		
EDID Minder® automatically manages EDID communication between connected devices — EDID Minder ensures that all sources power up properly and reliably output content for display.		
Glitch-free switching		
Power Save Mode automatically mute video and sync output to the display device when no active input signal is detected.		
Audio delay can be adjusted to adapt the streamed output to different network conditions.		
16 user memory presets are available for each input to store all image settings.		



Five-line adaptive comb filter to decode NTSC 3.58, NTSC 4.43, PAL, and SECAM for integration into systems worldwide.	
Ethernet monitoring and control for real-time management or third party control systems	
Embedded Web interface with live preview window for viewing the live stream as well as source input and encoding adjustments.	
RS-232 control port	
Streaming Protocol: RTP/RTCP (RFC 3550), RTSP (RFC 2326), unicast or multicast	
Transport Protocol: TCP, UDP (unicast or multicast)	
Video:	
Minimum/maximum levels Analog: 0.0 V to 2.0 Vp-p	
Horizontal frequency 15 kHz to 100 kHz	
Vertical frequency 50 Hz to 120 Hz	
Resolution range 640x480 to 1600x1200, 1920x1200, 480i, 480p, 576i, 576p, 720p, 1080i, and 1080p	
Return loss@ 5MHz: <-30 dB	
DC offset 0.5 V	
Multi protocol Multi client streaming	
Flash (HTTP Streaming)	
iphone/ipad HTTP streaming	
silverlight (smooth streaming)	
Quick Time/3GPP (RTSP/RTP)	
IPTV (MPEG-TS)	
Inbound Live Encoder support	
RTMP (Flash & H.264/AAC)	
RTSP/RTP (H.264/AAC; unicast,multicast,TCP,UDP)	
ICY (MP3/AAC; SHOUTcast/icecast)	
HTTP (Smooth streaming)	
Application	
Video Streaming (live and on demand)	
Closed captioning	
Audio streaming (Live and on demand)	
Chat (text,audioand video)	
recording	
SHOUTcast/ICEcast Re streaming	



Remote shared Objects	
Up to 10 Gbps per server performance	
Compatible Live Encoding	
RTMP	
Video: H.264, VP6, Sorenson Spark®, Screen Video v1 & v2	
Audio: AAC, AAC-LC, HE-AAC, MP3, Speex, Nellymoser Asao	
RTSP/RTP	
Video: H.264, H.263	
Audio: AAC, AAC-LC, HE-AAC, MP3, Speex	
MPEG-TS	
Video: H.264	
Audio: AAC, AAC-LC, HE-AAC, MP3, AC-3 (Dolby® Digital), E-AC-3 (Dolby Digital Plus)	
ICY (SHOUTcast/Icecast)	
Audio: AAC, AAC-LC, HE-AAC (aacPlus) v1 & v2, MP3	
Applicable Transport Protocol and Payload Specifications	
RTSP	
IETF RFC2326	
RTP: H.264	
IETF RFC3984, QuickTime Generic RTP Payload Format	
RTP: ACC	
IETF RFC3640	
IETF RFC3016	
ISO/IEC 14496-3	
RTP: MP3	
IETF RFC2250	
RTP: Speex	
IETF RFC5574	
MPEG-TS	
ISO/IEC 13818-1	
MPEG-TS over RTP	
IETF RFC2038	
System Requirements	
CPU: Dual Quad-Core or a single Hex-Core, 3.00 GHz or better	
RAM: 16GB	



Disk: 2 or more in RAID 0 (striping)	
Network: 10Gbps Ethernet	
Supported operating systems	
Windows® (XP, Vista, 7, Server 2003, 2008, 2012)	
Linux (all distributions)	
Solaris	
Mac® OS	
Unix	
Java (required)	
Java Runtime Environment (JRE) 6 or greater or Java Development Kit (JDK) 6 or greater	
Additional requirements for Wowza Transcoder AddOn	
Windows (64-bit only, XP, Vista, 7, Server 2003, 2008, 2012)	
Linux (64-bit only, all distributions)	
Closed Captioning	
Inputs	
VOD: CEA-608, TTML, SRT, SCC, 3GPP data tracks from VOD asset (MP4)	
Live: CEA-608, onTextData events (in-stream or injected using API)	
Outputs	
Adobe RTMP, HDS: onTextData	
Apple HLS: CEA-608, WebVTT	
Transcoder	
Decoding	
Video: MPEG2, MPEG4 Part 2, H.264/AVC	
Audio: MP3, AAC (LC & HE), MPEG1 Part 1/2, Speex, G.711	
Encoding	
Video: H.263, H.264/AVC	
Audio: AAC (LC & HE)	
Hardware accelerated encoding	
NVIDIA NVENC	
Windows	
Linux	
NVIDIA CUDA	
Windows	



Intel QuickSync	
Windows	
Linux (preview)	
Encryption Services ++ Inc. Common Encryption for MPEG-DASH Microsoft PlayReady ++, Verimatrix , Microsoft PlayReady, Microsoft PlayReady	
Live and On-demand Clients PCs, Macs, iOS devices, Android devices, Windows phones, game consoles, set-top boxes, & smart TVs Players and Smooth Streaming clients Verimtarix: ViewRight Web clients and Smooth Streaming clients	
Smooth Streaming clients VOD:Player and Smooth Streaming clients	
Network video recorder	
Live Stream Caching and Playout	
Single content cache for simultaneous playout to Flash HDS, Silverlight Smooth Streaming, and Apple HLS clients	
Live Stream Time Shifting	
Pause, Rewind, Forward, Resume to Live	

Air Conditioners (AC)	
Specifications	Compliance Yes/No
Capacity – minimum 1.5 Tons	
5 star energy rating Copper piping to be done as per site condition	
Appropriate air filtration system	
The AC s in the Communication Room should be able to maintain a temperature of 20-24 deg C	



Format for Commercial bid

Kindly submit two commercial bids one under capex and other under Opex model for the duration of five years

Cost of the Equipment with back to back Three years of warranty				
Sr. No.	Product Description	Quantity	Unit Rate (in INR)	Total Amount (in INR)
DISPLAY SYSTEM				
1	(2X2) 50" Datawall along with Controller, Software & Accessories	7		
CONTROL SYSTEM				
1	10" Tabletop TouchLink Pro Touchpanel	1		
2	IP Link Pro Control Processor with Power Injector for XTP and Pro Series Control Systems	1		
VIDEO CONFERENCING				
1	Full High Definition Videoconferencing Codec, High Definition Camera (dual), Microphone, Remote Control with all accessories / cables etc	7		
2	Multipoint Control Unit of 25 Ports 1080p with Central Management Capability	1		
3	VC Software for desktops users	70		
VIDEO STRIMING AND WEBCASTING				
1	Webcasting Hardware and Software	1		
2	Server	1		
AUDIO SYSTEM				
1	12x8 DSP Digital Matrix Processors	2		



SWITCHING & INTERFACE SYSTEM				
1	Data Matrix Switcher	1		
2	Cable Cubby Included with AC Power Modules for Cable Cubby Enclosures and Two Input Transmitter Wallplate	3		
3	Transmitter & Receiver for HDMI	1		
4	Male to Male VGA and Audio Cables - Molded Connectors	3		
5	Ultra Flexible High Speed HDMI Cables	6		
6	Ultra Flexible Single Link DVI-D Cable	4		
7	Single Link DVI – D Cable	4		
8	Shielded Twisted Pair Cable for XTP Systems and DTP Series Products	1		
9	Shielded RJ-45 Plug Kit for XTP DTP 24 Shielded Twisted Pair Cable	1		
10	10 KVA UPS with 1 Hour backup	7		
11	Visualizer	1		
12	8 Port Network Switch	1		
13	Chemical Earthing	1		
14	AC for Data Wall	1		
15	Rack	1		
16	Cable and Connectors	As per required		
Total				
Cost of Resident Engg		1		
Installation & Commissioning				
Training Charges				
Sales Tax if any				
Service tax if any				
Any other taxes if any				



Grand Total Included Taxes (A)		
<u>Annual Maintenance Contract (applicable for Capex)</u>		
Annual Maintenance Contract for fourth year		
Annual Maintenance Contract for fifth year		
Grand Total of AMC Included Taxes (B)		
Total Cost of the Five Years (A+B)		

Bidders are requested to note the following:

1. All the details must be provided as per format.
2. All the rates must be quoted in INR. The cost should be inclusive of all taxes. Octroi amount, if any, shall be reimbursed separately on the production of original receipt in the name of ICSI. Vendor should claim the octroi reimbursement, if any, at the time of delivery payment.
3. L1 would be determined on the basis of the TCO of Five years. AMC amount to be quoted excluding service tax. Service tax would be paid on actuals prevailing in respective year.
4. Conditional commercial bids would be rejected.

Date Signature of Authorised Signatory ...

Place Name of the Authorised Signatory ...

Designation ...

Phone & E-mail:

Name of the Organisation ...

Seal