

# Bid for purchase of 03 nos. speech prompter and 01 nos. teleprompter on behalf of Department of Science and Technology, Gandhinagar.

## Eligibility Criteria for the bidder

- Bidder Turn over: The Bidder must have average annual turnover of Rs.64,00,000/- in last three financial Years (2022-23,2023-24,2024-25). The copies of Audited Annual Accounts and Statutory CA Certificate mentioning UDIN number for last three years shall be uploaded along with the bid
- OEM Turn over: The OEM of quoted Product must have average annual turnover of Rs.1,60,00,000/- in last three financial Years (2022-23,2023-24,2024-25). The copies of Audited Annual Accounts and Statutory CA Certificate mentioning UDIN number for last three years shall be uploaded along with the bid
- The bidder must have one office in Gujarat. Please upload the copy of any one of the following: Property tax bill/Electricity Bill/Telephone Bill/GST Registration/Lease agreement etc.. OR if bidder do not have office in Gujarat then at the time of bid submission, they will have to submit undertaking letter to open office in Gujarat within 45 days after award of the contract.
- The bidder should be authorized by its OEM for quoted product to quote the bid. (bid no. must be mentioned).
- Past Performance Criteria (Bidder):

The bidder must have successfully executed/completed at least

- one single order of 3 Qty or
- 2 Orders each of 2 Qty. or
- 3 Orders each of 1 Qty.

for same or similar product in last 3 years before the bid opening date to any central / state Government / PSU / Listed Company. Copies of relevant contracts to be submitted along with bid.

- **Past Performance Criteria (OEM):**
- The OEM of quoted product must have supplied 10 no. s of same or similar product of during the last 3 years before the bid opening date. Copies of relevant contracts to be submitted along with bid.
- Bidder will have to submit Self-Declaration letter for acceptance of ATC Given in bid
- The OEM(s) of product shall have minimum One service center in Gujarat which should be functional. A Self Certified letter by an authorized signatory of OEM mentioning the address & Contact details of service center is required to be submitted.
- Bidder & OEM of quoted item should not be blacklisted/debarred by any state government / central government / PSU in last three years as on last date of bid submission. Bidder & OEM will have to submit undertaking letter at the time of bidding.
- OEM will have to submit undertaking letter by mentioning that manufacturing of the quoted items will not older than 3 months on the day of delivery.

## **Note:**

- In GeM bid, Eligibility Criteria are not mentioned, however bidder & OEM of the quoted product must meet eligibility criteria as mentioned above only & Eligibility Criteria as mentioned above will be considered for evaluation.
- Consortium is not allowed.
- If OEM would like to participate through their authorized partner, then the partner must be Authorized by OEM. OEM & their authorized Partner should not participate simultaneously & only one of them should participate.

### Bidder turnover Exemption

Following categories of bidders shall be exempted from Bidder turnover;

1. Micro and Small Enterprises (MSEs) who are holding valid Udyam Registration and are manufacturer of the offered Product (Primary Product) and give specific confirmation to this effect at the time of bid submission and claim EMD exemption and whose credentials are validated online through Udyam Registration website of Ministry of MSME and also through supporting document uploaded during bidding process and validated by the Buyer. Traders/Distributors are excluded from the exemption.
2. Start-ups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT), holding valid Startup Recognition Certificate which is to be uploaded while bidding and claiming EMD exemption and to be validated by the Buyer. Bidder to ensure that turnover for any of the financial years has not exceeded beyond limits prescribed in the certificate / Start Up scheme of DPIIT.

**Note:**

- No bidders will be exempted from Past Performance criteria.
- For Make in India OEMs, Past Performance (OEM) criteria will be same as Past Performance (Bidder) criteria.

## Terms & Conditions:

- Only one make & model should be quoted by bidder in the bid.
- Bidder will have to supply all the necessary required accessories/cables with quoted item for make the supplied items functional/operational.
- Bidder will have to submit Brochure & Technical specification compliance on OEM letter head with duly signed & stamped along with bid
- No “End of Life” product should be quoted in the bid. Make & Model quoted by the bidder should be available till the contract period (duly supported for spares/OEM support for contract period). However, during the contract period, if the OEM stops manufacturing the quoted model and the bidder will offer to supply new model (equivalent or higher) instead of quoted model, the bidder is liable for the delay late delivery and applicable penalty will be levied for the delay including time lapse in approval of change model request. Hence, the bidder/OEM is expected to offer/quote a make & model, which will be available for at least contract period.
- Bidder will have to submit (Refundable) Earnest Money Deposit (E.M.D.) of Rs.64,000/- in form of DD/BG in a name of Gujarat Informatics Limited, Gandhinagar as asked in bid

### Following categories of bidders shall be exempted from furnishing EMD;

1. Micro and Small Enterprises (MSEs) who are holding valid Udyam Registration and are manufacturer of the offered Product (Primary Product) and give specific confirmation to this effect at the time of bid submission and claim EMD exemption and whose credentials are validated online through Udyam Registration website of Ministry of MSME and also through supporting document uploaded during bidding process and validated by the Buyer.
2. Start-ups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT), holding valid Startup Recognition Certificate which is to be uploaded while bidding and claiming EMD exemption and to be validated by the Buyer. Bidder to ensure that turnover for any of the financial years has not exceeded beyond limits prescribed in the certificate / Start Up scheme of DPIIT.
3. Central / State PSUs.

The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per above clause with the bid. Under MSE category, only manufacturers of the offered Primary Product are eligible for exemption from EMD. Traders/Distributors are excluded from the exemption.

- The E.M.D. may be forfeited:
  - (a) if a Bidder withdraws its bid during the period of bid validity
  - (b) In case of a successful Bidder, if the Bidder fails:
    - (i) If the bidder is found to be involved in fraudulent practices.
    - (ii) If the successful bidder fails to submit the Performance Bank Guarantee, GIL also Reserve the right to blacklist such bidder from participating in future tenders if sufficient cause exists
- Price shall be inclusive of all freight, forwarding, transit insurance and installation charges.
- Before delivery at respective site, bidder will have to offer inspection in the manner as decided by GIL before delivering to the respective sites or at customer sites. The arrangement of inspection of goods has to be done by supplier. Any deviation found in the specification of the produced goods or delivered goods after inspection from the tender specifications will lead to the cancellation of the order, forfeiture of EMD/PBG and prohibition in the participation in the future purchase of Government of Gujarat. GIL/GoG will not be responsible for any time delay which may arise due to any deviation from the bid technical specification found at the time of inspection and the bidder has to deliver and install the ordered goods within prescribed time limit.

- In case of successful bidder is found in breach of any condition(s) of bid or supply order/work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules/laws, shall be initiated against the successful bidder and EMD/PBG shall be forfeited, besides debarring and blacklisting the bidder concerned for the time period as decided by Govt., for further dealings with GoG.
- The Successful bidder has to submit Performance Bank Guarantee @ 5% of total order value within 15 days from the date of issue of order by GIL (for warranty period + extra 2 months) (from banks operating in India having branch at Ahmedabad/ Gandhinagar) as per the G.R. issued by Finance Department or further instruction issued by Finance department time to time in the name of Purchasing Department & submit copy of the same at GIL.
- The bidder will have to supply, install, maintain and provide operational training of supplied hardware, Operating Software and carry out necessary integration at office.

Delivery timeline: within 15 days from the date of contract order.

Delivery location: Gujarat Informatics Limited, Gandhinagar

#### Warranty:

- Warranty: Carry in warranty for 3 years from OEM from the date of supply.
- If any equipment gives continuous trouble, say more than 3 times in one month during the warranty period, the bidder shall replace the same with new equipment without any additional cost to the purchaser.
- Maintenance service: Free maintenance services shall be provided by the Bidder during the period of warranty.
- In case, bidder is not providing satisfactory support & doing unwarranted delay in providing warranty support, Government offices reserves right to repair the equipment at risk & cost of the bidder. (after providing notice/cure period of 10 days to bidder)

#### Penalty Clause for delay in delivery & installation

- If the bidder fails to deliver and install the requisite hardware and operating software within the time limit as mentioned in the bid, then 0.5% of the contract value of delayed qty. per week or part of the week of delayed period shall be deducted proportionately.
- The amount of penalty for delay in delivery & installation shall be subject to a maximum limit of 10% of the total contract value.
- In case, the selected bidder does not supply the ordered items for any reason, (after providing notice/cure period of 10 days to bidder) the bidder will be liable to pay the difference amount to the purchaser, over and above the performance guarantee, which indenter department must pay to the next or other selected bidder for purpose of the said items.
- In case, delay for delivery and installation of the requisite hardware and operating software will be due to purchasing Department OR its field offices, then penalty will not be imposed.

#### Operational/Warranty period Penalty:

- During warranty period, if the complaint is not resolved within 48 hrs the penalty of Rs. 1000 per day for Product will be levied. However, if the complaints not resolved within 7 days then from 8th day to 14th day, penalty would be levied @ 150% and from 15th day onwards penalty @ 200% of the above rates would be levied. The amount of penalty will be recovered from the Performance bank guarantee during warranty period.
- The amount of Operational/Warranty period Penalty shall be subject to a maximum limit of 5% of the total contract value.

#### Payment Structure:

- o No advance payment will be made.
- o 100% payment after successful inspection and delivery of the ordered goods. The inspection will be done as decided by GIL.

The pre-queries / clarifications if any should be submitted in writing to Gujarat Informatics Limited at least on or before 2 days of pre-bid meeting date. Thereafter the queries / clarifications received from the bidders will not be entertained.

Please address all pre-bid queries and correspondence to

- Shri. Prakash Dholakia, GM (Networking) Gujarat Informatics Limited, Block No. 2, 2nd Floor, Karmayogi Bhavan, Sector-10A, Gandhinagar 382 010, Phone No. 079-23252026

E-mail: [dgmTech-gil@gujarat.gov.in](mailto:dgmTech-gil@gujarat.gov.in); [mgrhn-itcon@gujarat.gov.in](mailto:mgrhn-itcon@gujarat.gov.in); [manishd@gujarat.gov.in](mailto:manishd@gujarat.gov.in); Email should be followed by post confirmation copy.

#### **Manpower Support:**

1. The successful bidder will be bound to supply Support Manpower with technical operating skills as specified below.

One (1) Technical Manpower	Should have ITI or equivalent technical skill with 2 years of experience on handling of live events.  Candidate should be capable to manage/maintain speech prompter and teleprompter related technical activities as may be assigned to the candidate from time to time.
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2. All salaries and statutory benefits to the deployed manpower will have to be borne by the successful bidder.
3. The bidder/service provider shall also ensure compliance to the following labor legislations:
  - Minimum Wages Act
  - Workmen's Compensation Act, if the ESI Act does not apply
  - Applicable as per respective state
  - The service provider shall inform any revision in the wages as per the govt. notifications/statutory compliance from time to time.
4. In case of the deployed manpower of the successful bidder is absent for three or more consecutive days, the service provider shall deploy an alternative personnel. The backup personnel provided will be considered present for those days.
5. In case of an absence of one or two days, the agency may be exempted from providing backup personnel. However, any emergency arising during this period must be managed effectively by the successful bidder.
6. The successful bidder should ensure that the behavior of manpower is decent. The successful bidder will be held responsible for indecent behavior of manpower and such employee/manpower should be immediately replaced when such matter is reported.
7. All statutory obligations of the service provider towards his employees shall be fulfilled by him and Gujarat Informatics Limited/ Department of Science and Technology shall not be responsible for any such obligations.
8. Successful bidder is required to conduct a comprehensive background check of the proposed resource

prior to presenting their CVs to the Gujarat Informatics Limited/ Department of Science and Technology, to avoid any violation of provisions.

9. Manpower should be on the payroll of the respective selected agency.
10. Selected Agency shall have to submit invoice along with the attendance register etc. If such copies have not been submitted, then the payment of bill will not be made by GIL/DST/department.
11. GIL/DST will not reimburse any amount over and above the quoted price in price bid. Further, bidder is required to adhere to all the statutory requirements like minimum wage, Provident fund, Employees Insurance, performance reward or Bonus etc.
12. The deployed manpower will report to the competent authority as assigned by the GIL/DST.
13. In case if any other discrepancies/negligence found with deployed manpower of the Selected Agency anytime during the contract period, the same will lead for the disqualification/termination of the contract and the EMD/PBG forfeited.
14. Period of manpower engagement - The period of engagement of any manpower will be on premise for the duration of 36 months or termination of contract.
15. Selected agency shall submit the invoice at the end of each quarter with the supporting successful work done report for resource deployed, for further processing.
16. Payment for the deployed manpower will be on quarterly basis to the successful bidder after deducting necessary penalties and applicable taxes, if any.

#### **Deployment Penalties:**

1. Bidder has to deploy resource within 15 days of issuing the work order. If not done, following penalty will be imposed:
2. Non Deployment of the resource: Rs.1000/- per day per resource.
3. In case of failure in the deployment of the proposed Manpower within 25 days from date of Work Order, Gujarat Informatics Limited (GIL)/ Department of Science and Technology (DST) may terminate the contract and forfeit the PBG.
4. Any change in the resource proposed in the recruitment process and actual deployment will lead to penalty of Rs.5,000/- per resource / per instance. If there are many replacements of the proposed resource the client may terminate the contract by giving notice.
5. The penalty stated above can be waived if the GIL/DST permits the substitution of resources.

#### **Post Deployment Penalties:**

1. The deployed resources shall not be engaged in any activity other than that assigned by the GIL/DST. Penalty of Rs.10,000/- per resource may be imposed on breach of this SLA or may lead to termination of the contract.
2. Background verification of selected resource. In the event of any issues arising from the background verification of a candidate, a penalty equivalent to 15 days of the candidate's monthly remuneration shall be imposed. Furthermore, if the candidate is found any fraudulent activity, the contract for the candidate shall be terminated immediately.
3. Absence without prior approval from the GIL/DST/Department/office. Penalty of Rs.1000/- per resource per day shall be imposed from the date of the absence.
4. The agency shall be solely responsible for replacement of the Speech Prompter and Teleprompter or any damaged component in case of any damage caused due to negligence, mishandling, or improper operation by the manpower deployed by the agency, at no additional cost to the purchaser.

**Financial bid format:**

Sn	Item description	Price	Applicable taxes	Total Cost
A	B	C	D	$E = (C*D)$
1	Three (3) nos. of speech prompter			
2	One (1) no. of Teleprompter			
3	One (1) technical manpower cost per month			
Total Price				

- Bidders, while filing their GeM financial bid, it is requested to include above-mentioned “Sr. No.3 - One (1) technical manpower cost per month” in the “Sr. No.2 One (1) no. of Teleprompter” cost.
- Above-mentioned financial bid bifurcation is to be uploaded by the bidder in the attached excel format.
- L1 bidder will be decided on the total price.

# Technical Minimum Specifications

## Speech Teleprompter

### Specification Software features:

- Preview of the screen as seen by the speaker on teleprompter should be available to the operator.
- Text editing capability should be in-built in software.
- Should support multi-lingual prompting. Indian languages like Hindi, Gujarati, Bengali, Punjabi should be well supported.
- Should support: ppxt, txt, rtf & .docx format files.
- Features like background colour, font colour etc should be available.
- It should be possible to mark certain commands in separate format for the ease of reading.
- Software should have the provision for Alternate line colouring to ease shift of gaze.
- Editing On-prompter text should be possible, to include last minute updates.
- Messaging the speaker with small cues and information in between a speech should be possible. Such information should be visible along with the speech to the user, if required.
- Software should allow to bookmark a particular point in text and move to it instantly.
- Control from hand-held device should be possible
- Should support latest windows system.
- Regular updates and support available in India.
- Monitor, software and prompting assembly should integrate seamlessly and should be from same OEM.
- Perpetual License and no recurring fees

### Hardware stand features:

- A set of double stands.
- Height and angle of the mirror should be adjustable
- Robust yet light weight
- Portable: the entire stand should be easy to separate for transportation. Re-assembly should be easy and fast.
- Spare parts available in India.

### Monitor:

- Size: screen size 17”.
- Aspect ratio 4:3
- Brightness: 1500 nits and above
- Inputs: VGA, HDMI, Composite and SDI
- Monitor should be reversing and integrated into the assembly.

- BIS must.

## Glass:

- High quality 60:40 or 70:30 Teleprompting glass.
- Glass size:11x11 inch each and above.
- Corners rounded

## Cables and Accessories:

- Cables and Adapters as required by equipment.
- Wireless remote with receiver.
- Robust yet light weight Flight case for safe storage and transportation.

## Teleprompter Specifications:

Teleprompting Hardware should meet following specifications:

- 60/40 or 70/30 professional teleprompting glass
- Flat Folding Hood
- Height Adjustment in Hood
- Compatible with hand-held to ENG Video Cameras
- Compatible with all tripods
- Weight less than 8 Kgs
- 15" reversing LED Monitor; 1500 nits' brightness
- HDMI and VGA , composite and SDI inputs

Software: Licensed Software with support In India. Following features are essential:

- Dongle based perpetual license, with no recursive charges.
- Windows based Software
- Dual screen solution
- Multi-lingual
- In-built text editor for faster operations
- Import word/.txt files
- Story Preview
- Font Size selection
- Adjustable scrolling speed
- Font Color Selection
- Background Color Selection

- Special Coloring Brackets
- Mirrored/Unmirrored Prompting
- Story Progress bar
- Prompt Presentation
- Prompt Images/Scans
- Remote Controlled operations
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**Control : Hand-held**

- Light weight , compact, Handheld, battery operated control with receiver with min 4 configurable buttons.

**Control : Desk**

- Wired or Wireless Desk control with rotational speed control and min 5 configurable buttons.
  - Wired control should have USB connectivity with PC.
  - In case of wireless control, min. 5 hours battery backup should be available, and control should have low battery indicator. Control should also have easily available charger and should have time to full charge of less than 2 hours, Control should have min 50 ft range.

**Tripod :**

- Prompter should be supplied with a compatible 3-legged height adjustable tripod, with a quick release plate for prompter mounting.
- The tripod supplied should be sturdy and should be able to support the prompter and camera weight for basic straight camera recording.
- The tripod should be usable for recording directly from camera without the prompter as well.
- The tripod should have weight bearing capacity in accordance to the prompter.

**Support & Spares should be available in India.**

Teleprompting Hardware(including monitor), Software and controls should be from the same OEM only. Any mix and match products will be outrightly rejected.

Valid certifications as required in the product category should be attached.

**Note:**

- Above mentioned specifications are technical minimum specifications, bidders may quote same or higher specifications.
- Bidder & OEM of the quoted product must meet Technical Specifications as mentioned above only, Technical Specifications as mentioned above only will be considered for evaluation.

Bidders are requested to kindly go through the Office Memorandum No.: F. No.6/18/2019-PPD dated 23.07.2020 & Office Memorandum No.: F.18/37/2020-PPD dated 08.02.2021 of Ministry of Finance, Dept. of Expenditure, Public Procurement division related restrictions on procurement from border countries. As per this GR, bidders are required to quote/offer the product which adheres to this GR. The undertaking as from bidder as well as from offered product OEM is required to be submitted along with bid as per given Performa.

On letterhead of Bidder

Sub: Undertaking as per Office Memorandum No.: F. No.6/18/2019-PPD dated 23.07.2020 & Office Memorandum No.: F.18/37/2020-PPD dated 08.02.2021 of Ministry of Finance, Dept. of Expenditure, Public Procurement division

Ref: Bid Number: \_\_\_\_\_

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I have read the clause regarding restriction on procurement from a bidder of a country which shares a land border with India. I certify that we as a bidder and quoted product from following OEMs are not from such a country or, if from such a country, these quoted products OEM has been registered with competent authority. I hereby certify that these quoted product & its OEM fulfils all requirements in this regard and is eligible to be considered for procurement for Bid number: \_\_\_\_\_

No.	Item Category	Quoted Make & Model
1		
2		

In case I'm supplying material from a country which shares a land border with India, I will provide evidence for valid registration by the competent authority, otherwise GIL/End user Dept. reserves the right to take legal action on us.

(Signature)

Authorized Signatory of M/s <>Name of Company<>

On letterhead of OEM

Sub: Undertaking as per Office Memorandum No.: F. No.6/18/2019-PPD dated 23.07.2020 & Office Memorandum No.: F.18/37/2020-PPD dated 08.02.2021 of Ministry of Finance, Dept. of Expenditure, Public Procurement division

Ref: Bid Number: \_\_\_\_\_

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Dear Sir,

I have read the clause regarding restriction on procurement from a bidder of a country which shares a land border with India. I certify that our quoted product and our company are not from such a country, or if from such a country, our quoted product and our company have been registered with competent authority. I hereby certify that these quoted product and our company fulfils all requirements in this regard and is eligible to be considered for procurement for Bid number: \_\_\_\_\_

No.	Item Category	Quoted Make & Model

In case I'm supplying material from a country which shares a land border with India, I will provide evidence for valid registration by the competent authority; otherwise GIL/End user Dept. reserves the right to take legal action on us.

(Signature)

Authorized Signatory of M/s <>Name of Company<>