

No. AUD/1-10(140)/Convocation/2021

Dated : 08.12.2021

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**Subject: Notice inviting tender for providing (i) Audio-visual and (ii) Power Back up services during 10<sup>th</sup> Annual Convocation of Dr. B. R. Ambedkar University Delhi (AUD).**

Dr. B. R. Ambedkar University Delhi (AUD) invites sealed bids from competent agencies (hereinafter called the “Contractor”) to provide (i) audio-visual and (ii) Power back up services during 10<sup>th</sup> Annual Convocation of Dr. B.R. Ambedkar University Delhi (AUD) at its Kashmere Gate campus. The quotation is required to be submitted in a sealed cover addressed to the Registrar, Dr B R Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi-110006, duly superscribing the work i.e “**Audio Visual Services at Kashmere Gate Campus of Dr. B.R. Ambedkar University Delhi**”.

**Last Date of submission of Tender - 15-12-2021 upto 03.00 PM**  
**Date of Opening of Tender - 15-12-2021 at 03.30 PM**

Tender format can be downloaded from our website ‘[www.aud.ac.in](http://www.aud.ac.in)’. Clarifications, if any, may be sought from the Estate Division, AUD on Telephone No 23863744. Tenderers should read the tender document carefully as enclosed and comply strictly with the terms and conditions before sending their bids.

**Deputy Registrar (Estate)**

Copy forwarded for information to:-

1. The Registrar, Dr. B.R. Ambedkar University Delhi
2. The Controller of Finance, Dr. B. R. Ambedkar University Delhi

## Schedule of Tender

Tender Name	Audio Visual Requirement for Convocation	
Date/ time of release of tender	08.12.2021	10:00 AM
Start date/ time of submission of	08.12.2021	10:30 AM
Pre bid meeting	10.12.2021	02:30 PM
Last date/ time of submission of bid	15.12.2021	03.00 PM
Date/ time of opening of Technical bid	15.12.2021	03.30 PM
Date/ time of opening of Financial bid	Will be notified later	

**TERMS & CONDITIONS OF CONTRACT FOR SUBMISSION  
OF TENDER BID/ QUOTATION**

1. The Service Provider shall be responsible to provide (i) audio-visual and (ii) Power Back up services during 10<sup>th</sup> Annual Convocation of Dr. B.R. Ambedkar University Delhi (AUD) at its Kashmere Gate campus.
2. The services will be required as per details mentioned in appendix 'B' of tender documents. Before submitting the bid, it is advisable for the prospective bidder(s) to visit the site and familiarize himself/herself thoroughly with the site conditions, scope of work, terms and conditions of the tender. Non-familiarity with the site conditions will not be considered a reason for not carrying out the work in strict conformity with specifications and as per the directions of the University.
3. The quotation shall be given exclusively as per details mentioned in tender. Corrections, if any, in the quotation should be duly authenticated with full signature. In case of any difference between the figures and the wordings, the wordings will be taken as the correct one. Arithmetical mistakes of additions/subtraction etc. shall be corrected and only the corrected version of the calculation shall be valid and considered for declaring L-1 bidder.
4. No deviations from the conditions, by the contractor in both technical and commercial bids, shall be considered. The Conditional tenders will not be accepted and will be summarily rejected.
5. Bidder should have minimum of 3 years' experience in providing similar services to training institutions, banks, corporate sector, etc. The term Similar Services means the Audio-Visual and Power Back up arrangement.
6. Minimum annual turnover of bidder should be Rs. 25 lakhs during last three financial years (i.e. 2017-18, 2018-19 & 2019-20). Supported by documentary proof /audited or CA certificate statement of accounts.
7. Any individual/ Firm which has been blacklisted by AUD or any other Central/ State Government Organization/ PSU/Universities in the past three financial years, will not be eligible to participate in the tender process.
8. The payment shall be made after satisfactory completion of work.
9. The System Administrator (IT) will be the single point contact on behalf of AUD during the execution of the work. Service provider's mobile number shall be available with the Estate Division/ Assistant Registrar (Estate).

10. The Service provider will arrange all types of machinery/Equipment's for (i) Audio visual and (ii) Power Back up services and other incidental and essential requirement for the installation of the set up during the function.
11. In case of breach of any of the terms and conditions mentioned in the tender, the Competent Authority, AUD will have the right to cancel the work order without assigning any reason thereof and nothing will be payable by University (AUD) in that event.
12. Late receipt of bids (i.e. after due date and time) will not be considered. Authorized representatives of the tenderers may participate in the tender opening committee meeting, in case they wish to do so.
13. Each page of the tender document should be **signed by the tenderer**.
14. **Details of experience** if any, in the form of work order/ certificate of performance should be enclosed with the tender document.
15. The AUD will open the bids, in the presence of bidder or his authorized representative who choose to attend, at the time and date specified in the tender notice. The bidders or his authorized representatives who are present shall sign the tender opening document evidencing their attendance.
16. AUD reserves the right of accepting the tender in whole lot or distinct part of it or the supply can be distributed between more than one bidders.
17. The acceptance of the tender rests with AUD. The university is not bound to accept the lowest tender bid and reserves the right to accept or reject any or all the Bids without assigning any reasons thereof. AUD also reserves the right to modify and / or relax, any terms & conditions of this tender document to safeguard its interest.
18. AUD reserves the right to cancel the tender process without assigning any reason whatsoever, at any stage.
19. Rates must be quoted in figures & words in INR with all levies and taxes.
20. The evaluation of the tenders will be made by a Tender Evaluation Committee on the basis of rates quoted by the tenderer in Appendix ' B'. ***It is also clarified that, Financial bid will be submitted separately in BOQ format and not along with technical bid.***
21. If the rates quoted by two or more tenderers are equal, the tender will be allotted to the person/ Firm having more number of years of experience work in Govt. Departments (Central Govt./ State Govt./ PSU organizations/ Universities etc.), based on the proof submitted with the tender.

**22.** In case the experience of two or more tenderers is equal, work will be allotted to the person/ Firm having more turnover in audio visual services work in the last financial year.

**23.** The AUD may make any variation of the quantity & quality or any part thereof that may in its opinion be necessary for that purpose as mentioned below :-

(a) Increase/ decrease/ change the quality or kind of the number of item/ persons/service, as mentioned.

(b) Omit any such item/ persons/ service if found necessary after issue of WorkOrder, if required.

(c) Additional requirement or any item/ persons/ service required may be supplied by the bidder.

**24. Penalties:** In the event of the service provider failing, declining, neglecting or delaying the work or in the event of any damage occurring or being caused by him/ her or due to his/ her negligence, AUD shall without prejudice to any other party, exercise the remedy available to it under the law in force in the Delhi state:

(a) Terminate the work order at the risk and cost of the bidder whose quotation has been accepted and

(b) Recover the amount of loss caused by the damage, failure or default(including the consequential damage).

(c) Impose a penalty up to 10% of the total value of the order.

(d) Blacklist the Contractor/ Firm.

**25.** All disputes arising out of this contract shall be referred to the sole arbitration of the Vice Chancellor, Dr. B. R. Ambedkar University Delhi (AUD), or an arbitrator nominated by him. His decision will be final and binding on both the parties. The venue of arbitration shall be New Delhi (India).

**26.** All legal disputes shall be subject to the jurisdiction of Delhi courts only.

**Dr. B. R. Ambedkar University Delhi**  
**Technical Details**

<b>Ser No.</b>	<b>Description</b>	<b>Details</b>
1	Name of the Individual/ Company/ Firm	
2	Address (with Tele No. & E-mail)	
3	Total number of years of experience in audio visual services work in Govt. Departments (Central Govt./ StateGovt./ PSU organizations etc.) Attach Proof	
4	Turnover in the last three financial years	
5	PAN No.	

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**Financial Bid**

**20<sup>th</sup> (Half Day) and 21<sup>st</sup> (Full Day) December, 2021**

**The convocation shall be held in blended mode in which half of the students shall join the function in person and rest shall be online using Webinar**

S.No.	Description of item	Price per Day	Total Price for one and Half Day
1	LED Screen on Main Stage (26 X 10) LED Screen – 2 No for Audidence Flex Standees on both sides of LED Screen at Main Stage (7X10) This should include all mountin		
2	Audio Mixer and Speakers for a Hall of 80 X 200 Ft Minimum of 4 Podium Mics, 4 Handheld Mics		
3	Camera Set for Video recording		
4	Video Conferencing Facility including desktop/web based video conferencing and h.323 video conferencing		
5.	Live Stream facility to AUD youtube channel		
6.	Webinar Facility		
7.	UPS Backup for Audio Visual Setup		
8.	Lighting at Stage and necessary accessories including HD switches(s), Splitters, capture card, cable etc. for complete setup. No hardware and software shall be provided extra.		

**NOTE :** The requirement is tentative and subject to change with mutual consent. It is recommended that agency may visit the site of Convocation before proposing their solution

Financial bid will be submitted separately as per BOQ format and not along with technical bid.

1. I have attached proof of the total number of years of experience in audio visual work in Govt. Departments (Central Govt./ State Govt./ PSU organizations/ Universities etc).
2. I have attached work order issued by Govt organizations/ PSUs/ Autonomous bodies/ reputed private organisations in each of the last three years with the tender document.
3. I have signed each page of the tender document.
4. I hereby certify that the information furnished above is full and correct to the best of our/my knowledge. I understand that in case any deviation is found in the above statement at any stage, I/ my Firm will be blacklisted and will not be allowed to have any dealing with AUD in future.

**(Signature of authorized**

Place:

Signature of the Tenderer

Date: \_\_\_/\_\_\_/\_\_\_\_\_



UNDERTAKING

It is certified that;

(i) I/ my Firm/ Contractor/ company has never been **black listed** by any of the Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or reputed private institutions in the preceding three financial years and no criminal case is pending against the said Firm/ Contractor as on\_\_.

(ii) Services of my/ our Firm have never been prematurely terminated due to unsatisfactory performance/ non performance by any Government/ PSU organization in the preceding three financial years.

Signature of the Tenderer \_\_\_\_\_

Name of the Signatory \_\_\_\_\_

Name of the Firm/ Contractor \_\_\_\_\_

Seal of the Firm/ Contractor \_\_\_\_\_

Place:

Date:-