



GOVERNMENT OF MEGHALAYA  
DIRECTORATE OF ANIMAL HUSBANDRY & VETERINARY DEPARTMENT  
MEGHALAYA::SHILLONG

No. MVD/Dev-124/DI/2020/39

Dt. Shillong, the 17<sup>th</sup> May 2021

**NOTICE INVITING TENDER**

Notice Inviting Tender in sealed cover is invited for Establishment of Video Conferencing System at the Directorate of A. H. & Veterinary Department and the detail to be downloaded from <http://megahvt.gov.in> on payment of Rs.500/- (Rupees Five Hundred) only by Demand Draft which is non-refundable.

The last date for receiving the Tender is on the 3<sup>rd</sup> June 2021 before 2 P.M , and the tender will be opened on 3<sup>rd</sup> June 2021 at 3 P.M.

(Dr. K. B. Sahkhar)  
Director  
A. H & Veterinary Department  
Meghalaya, Shillong

## DISCLAIMER

The Information contained in this Notice Inviting Tender document (NIT) or subsequently provided to Interested Parties, whether verbally or in documentary or any other form by or on behalf of DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY, GOVERNMENT OF MEGHALAYA, or any of their employees or advisors, is provided to Interested Parties on the terms and conditions set out in this NIT and such other terms and conditions subject to which such information is provided.

This NIT is not an agreement and is neither an offer nor invitation by DIRECTOR, DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY, GOVERNMENT OF MEGHALAYA, to the prospective Parties or any other person. The purpose of this NIT is to provide Interested Parties with information that may be useful to them in making their Offers/Proposals pursuant to this NIT. This NIT includes statements, which reflect various assumptions and assessments arrived at by the DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY, GOVERNMENT OF MEGHALAYA, in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Interested Party may require. This NIT may not be appropriate for all persons, and it is not possible for DIRECTOR, DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY, GOVERNMENT OF MEGHALAYA, its employees or advisors to consider the investment objectives, financial situation and particular needs of each Interested Party who reads or uses this NIT. The assumptions, assessments, statements and information contained in this NIT, may not be complete, accurate, adequate or correct. Each Party should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this NIT and obtain independent advice from appropriate sources.

Information provided in this NIT to the Interested Parties is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY, GOVERNMENT OF MEGHALAYA, accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

THE DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY, GOVERNMENT OF MEGHALAYA, its employees and advisors make no representation or warranty and shall have no liability to any person, including any party under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this NIT or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the NIT and any assessment, assumption, statement or information contained therein or deemed to form part of this NIT or arising in any way for participation in the Bidding Process.

THE DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY, GOVERNMENT OF MEGHALAYA, also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Interested Parties upon the statements contained in this NIT. THE DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY, GOVERNMENT OF MEGHALAYA may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this NIT.

The Interested Party shall bear all its costs associated with or relating to the preparation and submission of its offer including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by THE DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY, GOVERNMENT OF MEGHALAYA, or any other costs incurred in connection with or relating to its offer. All such costs and expenses will remain with the Party.

Either the issue of this NIT or its submission by the Party does not vest any right in the Interested Party for being selected for award of the Project.

THE DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY, GOVERNMENT OF MEGHALAYA, reserves the right to reject all or any of the offers without assigning any reason whatsoever.



**(Dr. K. B. Sahkhar)**  
**Director**

**A H & Veterinary Department.**  
**Meghalaya, Shillong**  
**Email: [meghvety@gmail.com](mailto:meghvety@gmail.com)**

# **Tender Notice for Establishment of Video Conferencing System at Directorate of Animal Husbandry & Veterinary Department, Government of Meghalaya**

## **1.Objectives:**

The main **purpose of video conferencing** is to enable face-to-face communication between two or more people in different locations regardless of where they're located. This will equip the Directorate of AH & Veterinary to have team meetings, webinars, etc.

With the intention of meeting the above aims and objectives, the Department of Animal Husbandry & Veterinary, Government of Meghalaya, intends to invite proposals from interested, reputed and qualified Company/Firms for supply and installation of Video Conferencing System at the office of Directorate AH & Veterinary Department Shillong.

The NIT should be accompanied by a refundable EMD of **Rs. 44,000/-** (Rupees Forty-four thousand only) for **Non-tribal bidders** and **Rs.22,000/-** (Rupees Twenty-two thousand) only for **ST/SC bidders** in the form of demand drafts drawn in favour of “**The Director, Department of Animal Husbandry & Veterinary, Meghalaya, Shillong**”, payable at Shillong. The State Implementing Agency reserves the right to reject any /all applications without assigning any reasons thereof. The NIT document can be obtained from the office of the State Implementing Agency, Department of A.H & Veterinary, Lumdiengjri, Shillong between 11:00 hrs to 13:00 hrs on any working day before last date of submission of NIT or alternatively can be downloaded from our website: <http://megahvt.gov.in> and on payment of Rs.500/- (Rupees Five Hundred) only non-refundable in the form of a Demand draft for the cost of NIT Document.

The Proposals/NIT, should be addressed to **The Director, Department of Animal Husbandry & Veterinary, Government of Meghalaya, Lumdiengjri, Shillong-793002**, and should reach before 2.00 P.M. on or before 3<sup>rd</sup> June ,2021.



(Dr. K. B. Sahkhar)

Director

Deptt. A H & Veterinary  
Meghalaya, Shillong

**Email: meghvety@gmail.com**

**2. BROAD SCOPE OF WORK:**

- i. Bidder's scope of work and supply shall comprise supply, installation of Video Conferencing System, test run and Commissioning to the satisfaction of the client at the cost of the selected bidder.
- ii. All cost is inclusive of tax, inclusive of Installation Charges and supply can be of any make or model subjected to specifications mention in the tender.
- iii. Bidder should declare and provide the list of similar Video Conferencing System supplied & installed in the State and/or in the Country.

**3. ELIGIBILITY CRITERIA:**

Bidder intending to bid shall fulfill the following eligibility criteria:

- a) Shall be a Company/Firm who has successfully installed 3 such Video Conferencing System in the past along with details.
- b) Should have proven *after sale services* especially in the State, and should make declaration in support to this.
- c) Proof of Financial Status in the form of balance sheet/ITR.

**4. OUTPUTS:** The selected Bidder is expected to:

- i. Propose a draft work-plan within 15 working days of the assignment in consultation with the State Implementing Agency. The draft work-plan should include the Plan of Action to undertake the assigned task for Establishment of Video Conferencing System at a specified area.
- ii. Any other information deemed proper on the part of the Bidder.

**5. BIDDING PROCEDURE:**

- i. The Bidder qualifying the above criterion shall submit the bids in two separate sealed envelopes.
- ii. Sealed **Envelope (A)** would include detailed **Technical Bid** as per **Annexure-I** and **EMD** (Earnest Money Deposit) along with detail declaration as per **Annexure-II** and also a brief history/background of their Company/Firm.
- iii. Sealed **Envelope (B)** would include the **Price Bid** as per **Annexure-III**
- iv. Both Envelope A and Envelope B must then be placed in one larger envelope(sealed) superscribing "**Establishment of Video Conferencing System for the Directorate of A.H & Veterinary Department**" addressed to the Director, Department of Animal Husbandry & Veterinary, Meghalaya, Lumdingjiri, Shillong-793002.
- v. Unsealed materials will not be accepted.
- vi. Bids must be written in English.
- vii. Price should be quoted both in figure and in words.
- viii. Any Bid received after the deadline for submission of Bid will be rejected outright and bidder will have to collect their bid document at their own expenses.
- ix. Tender will be opened on the 3<sup>rd</sup> June 2021 at 3 PM in the presence of the bidders or his/ her authorized representative (if desired).

## 6. DOCUMENTS TO BE SUBMITTED WITH THE BID:

- i. Notice Inviting Tender(NIT) as per detail specification at **Annexure-I**
- ii. EMD in the form of Demand Draft.
- iii. History/Background of the Company/Firm.
- iv. Infrastructure and other facilities available with the Company/Firm whether in the country or abroad.
- v. Details of similar assignment done by the bidder whether in the State or nearby State (to be supported by document ).
- vi. Experience in carrying out related NIT assignments, value of work rendered (on-going/ executed) with the names and addresses of such clients.
- vii. Detail of Financial status of applicant.
- viii. Details of educational qualification and experience details of key personnel being proposed to handle the project.
- ix. Accreditation/quality certification (if any) of the Company/Firm.
- x. Last 5 years balance sheet/audited statement of accounts.
- xi. Authenticated copy of certificates of incorporation/registration and Memorandum of Association/Articles of Association/Trust Deed/Constitution of the Company.
- xii. Authenticated copy of Service tax registration certificate.
- xiii. Authenticated copy of Income tax clearance.

The applicant in addition to furnishing complete information with the documents shall furnish a complete document on the proposed approach and work plan for rendering the services asked for.

Every sheet of NIT document and all forms/Annexure complete in all respect shall be signed by the person/persons duly authorized to sign on behalf of the applicants as a token of having understood and accepted all terms and conditions mentioned in NIT document. Any /all corrections made in the offer shall be duly authenticated by the signature of the authorized signatory.

## 7. Period of Validity of Bids:

- i. Validity of Bids shall be 24 months after the date of bid opening. A bid valid for a shorter period shall be rejected by the DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY as non-responsive.
- ii. In exceptional circumstances, DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The Earnest Money provided shall also be suitably extended.
- iii. A Bidder granting the request will not be permitted to modify its bid condition.

## 8. Earnest Money Deposit (EMD):

- i. The Bidder shall furnish, as a part of its bid, Earnest Money of **Rs. 44,000/- (Forty Four Thousand) only** for Non-Tribal bidder & **Rs.22,000/- ( Twenty Two Thousand) only** in case of ST/SC bidders.

- ii. The Earnest Money is required to protect the DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY against the risk of Bidder's conduct, which would warrant the security's forfeiture.
- iii. The Earnest Money shall be in the form of Demand Draft pledged in favour of the Director, Department of Animal Husbandry & Veterinary, Meghalaya payable at Shillong
- iv. Any bid not accompanied by Earnest Money will be rejected.
- v. Unsuccessful Bidder's Earnest Money will be discharged or returned as promptly as possible as but not later than ninety (90) days.
- vi. The successful Bidder's Earnest Money will be released upon the Bidder signing the contract.
- vii. The Earnest Money may be forfeited:-
  - a. if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
  - b. In case of a successful Bidder, fails to sign the contract.

**9. Terms & Conditions:**

- i. The Bidder must have successfully complete establishment of at least 3 such Video Conferencing System in the past with detail.
- ii. The rates quoted should be valid for a period of at least 24 months from the date of opening of bids.

**10. Award Criteria:**

- i. DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY will award the contract to the successful Bidder (L1) whose bid has been determined to be substantially responsive and finalized based on the suitability with reference to the prescribed criteria and competitiveness of the price quoted provided further that the Bidder is determined to be qualified to perform the contract satisfactorily. However, if the terms and conditions are not found as per the prescribed norms, the claim of the lowest quote (L1) will be ignored.
- ii. **In case of Successful Non-tribal bidder, they will have to produce trading license from respective Autonomous District Council.**

**11. DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY Right to accept any Bid and to reject any or all Bids**

DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY, MEGHALAYA reserves the right to accept or reject any bid, and to annul bid process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY's action.

**12. Notification of award:**

- i. Prior to the expiration of the period of bid validity, the DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY will notify the successful L1 Bidder in writing by registered letter or by email, to be confirmed in writing by registered letter, that its bid has been accepted.
- ii. The notification of award will constitute the formation of the contract.

- iii. Upon the successful Bidder's furnishing of the contract the DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY will promptly notify each unsuccessful Bidder and will discharge its Earnest Money.

### **13. Signing of Contract**

The supplier, on award of the contract should execute an agreement **with DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY, MEGHALAYA** on non-judicial stamp paper of Rs.100/- (Rupees one hundred) at the expense of the supplier incorporating the terms and conditions.

### **14. Security Money**

- i. Within fifteen (15) days of receipt of the Notification of contract award, the successful bidder shall furnish to the DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY the Security Deposit at the rate of 2% of the value of supply order.
- ii. The Security Deposit shall be in one of the following forms: (a) Bank Guarantee, issued by a reputable bank or (b) Demand Draft payable to The DEPARTMENT OF AH & VETERINARY, Meghalaya, Shillong.
- iii. The proceeds of the Security Deposit shall be payable to the DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY, MEGHALAYA as compensation for any loss resulting from the Supplier's failure to complete the obligations under the contract.
- iv. Failure of the successful Bidder (L1) to sign the contract and/or furnish the Security Deposit shall constitute sufficient grounds for the annulment of the award and forfeiture of the Earnest Money, in which event the DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY may make the award to the next lowest evaluated Bidder (L2) or call for new bids.
- v. The Security Deposit will be released by the DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY and returned to the Supplier not later than 90 days following the date of completion of the Supplier's performance obligations under the contract.

### **15. PENALTY CLAUSE**

For non-performance/delayed performance, the following penalties may be imposed on the successful bidder:

- (i) Forfeiture of Security Deposit.
- (ii) Deduction of 5% of fees for each week of delay.

### **16. Resolution of Disputes:**

- i. The DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY and the Company/Firm shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract, **failing which either party may approach a competent court having jurisdiction to resolve the dispute.** In connection with the Notice Inviting Tender (NIT), cases have to be filed in a court at Shillong.



- ii. For resolution of disputes, appropriate legal action shall be initiated in consultation with Law Department, Government of Meghalaya. Relevant sections of Indian laws as amended from time to time shall be applicable and binding on the bidder.

**17. Standards:**

The services provided under this contract shall conform to the standards mentioned in the Technical Specifications.

**18. Acceptance:**

Acceptance both provisional and final regarding the bid will be by the DIRECTOR, DEPARTMENT OF AH & VETERINARY, GOVERNMENT OF MEGHALAYA or his authorized representative.

**19. AMENDMENT TO NIT:**

At any time prior to the last date of receipt of bids DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the NIT document by an amendment. In order to provide prospective bidder reasonable time in which to take the amendment into account in preparing their bids, the DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY may at its discretion, extend the last date for receipt of bids and/or make other changes in the requirements set out in the invitation to NIT.



(Dr. K. B. Sahkhar  
Director

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**ANNEXURE I**

**Technical Specification for Establishment of Video Conferencing System at Directorate of  
A.H. & Veterinary Department, Meghalaya**

<b>Sl. No</b>	<b>Particular</b>	<b>Desirable Technical Specification</b>	<b>At par/ To be mentioned</b>
1	Studio Based Video Conferencing system	1+5 Multiparty Full HD Video Conferencing system <b>Specification:</b> i. Type of end point: 1+5 Multiparty Full HD, ii. Video Conferencing System Resolution: 1080p, 60fps, iii. On site OEM Warranty : 1 year	
2	65 Inch Professional Display unit	Best for Video conferencing. With 3 year OEM Warranty on site.	
3	Router	ISR 4321/K9 with 1 year Warranty	
4	Port switch	WS-C2960xR-24TD-1; Layer 2 24Port Switch 10/100/1000 Mbps with 2 SFP + Uplink & stacking Ports with 1 year warranty	

**Signature & Seal with date**

**ANNEXURE II**

**Detail Declaration**

**(To be filled and submitted by the Bidder)**

Sl.No	Particular	To be filled in by the bidder
1.	Name & Address of the bidder /Company/ Firm/Supplier	
2.	Telephone Nos. / Fax No./ E-mail / website	
3.	Date of establishment of the Company /Firm	
4.	Registration Number if Any (Please attach required certificate)	
5.	Name & address of the Parent Company ( in case of Foreign Company)	
6.	PAN & GST No	
7.	Earnest Money Deposit (EMD) submitted.	YES / NO
8.	EMD details DD No. Date : Drawn on Bank : For Rs	
9.	Proof of financial status of the Company/ Firm in form of balance sheet/ITR	
10	Detail list of the contract/supply with Govt./Public sector etc. with contact person's name & Tel./cell No. etc if any	Enclose separate list
11	Remarks if any	

**Note: It is mandatory to attach the self attested copy of required certificates/proof with above information.**

**Date & Place**

**(Name & Seal of the authorized signatory of the Company/Firm)**

**ANNEXURE III**

**Price Bid for Establishment of Video Conferencing System at Directorate of  
A.H. & Veterinary Department, Meghalaya**

**Name & Address of the bidder/firm:**

<b>Sl. No</b>	<b>Particular</b>	<b>Rate to be inclusive of GST, Installation Charges, etc</b>	<b>Remarks</b>
1.			
2.			
3.			
4.			
5.			
6.			

**Date & Place**

**(Name & Seal of the authorized signatory of the company)**