Request For Proposal (RFP)

**Subject: Request for Proposal (RFP) for procurement of Video Conferencing Device for HLFPPT- Patna**

Ref. No. HLFPPT/PATNA/IT/VCDEVICE

INVITATION TO BIDS

**Requested by:**

Hindustan Latex Family Planning Promotion Trust (HLFPPT),

B-14 A, II Floor, Sector 62, Gautam Budh Nagar, NOIDA- 201301

Ph: 0120-4673673- Website: www.hlfppt.org

***Organisation Profile:*** *Hindustan Latex Family Planning Promotion Trust (HLFPPT) was constituted in year 1992 as a not for profit organization, promoted by HLL Lifecare Limited (A Government of India Enterprise) to work on various Reproductive and Child Health (RCH) issues with a vision to offer innovative solutions for better health. HLFPPT is registered as a society under the Travancore Cochin Charitable Trust Act. HLFPPT is one of the leading Non Government Organisations in India, working in close association with the community for improving their lives through, Social Marketing of Products and Services, Social Franchising of clinical health care, Planning & Implementation of HIV/AIDS, Prevention & Care Programmes and Consultancy.*

**REQUEST FOR PROPOSAL (RFP)**

**HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST**

(A Trust Promoted by HLL Lifecare Ltd.)

Corp. Office: B-14A, 2nd Floor, Sector-62, Noida- 201301(U.P.)

Ref. No. HLFPPT/PATNA/IT/VCDEVICE Date: 14.5.2016

**Title of Request for Proposal: Request for Proposal** (RFP) for procurement of Video Conferencing Device for HLFPPT-Patna

**Scope of work:**

Request for procurement of Video Conferencing Device for HLFPPT-Patna

**Submission of bid:**

Interested parties can send their quotations with complete details in form of Annexure ‘A’ (Technical Bid) and Annexure ‘B’ (Financial Bid) to, Sr. Officer- Admin & Legal at HLFPPT, B-14A, 2nd Floor, Sector-62, Noida -201307 (U.P.) on any working day upto 18.00 hours on or before 07.06.2016. For any further information please contact Sr. Officer- Admin & Legal, contact no. 0120-4673600 The Technical and Financial Bid must be submitted in separate sealed envelopes clearly super-scribing “Technical Bid” or “Financial Bid” for procurement of Video Conferencing Device for HLFPPT-Patna.

Both the sealed envelopes should be kept in a third sealed envelope super-scribing “Request for procurement of Video Conferencing Device for HLFPPT-Patna,due on 07.065.2016.

**Terms & conditions:**

The bidding is open to all qualified bidders who fully meet the following minimum qualifying requirements and provide satisfactory evidence in support, failing which their bid may be rejected:

1. The bidder must have PAN (Permanent Account Number) and registered with the Sales/Service Tax departments and the registration documents/certificate for the same is to be attached.
2. The bidder must have average annual turnover of 50 Lakhs during immediately preceding last three years. CA certificate or audited Balance Sheet of last three years should be enclosed with the technical bid for proof of the same.
3. The Rate offered by the agency should be valid for 3 month.
4. Bidders should provide brief profile of their work experience along with client list.
5. The bid received through FAX/ E-mail or received late due to postal delay etc. will not be accepted. The parties have to ensure the receipt of bids well in time.
6. Those who are not qualified technically will not be entertained in financial bid.
7. The bidder has to submit along with his financial bid, and the technical bidding format duly filled, signed and stamped on all pages indicating their unqualified acceptance.
8. Bidders should quote their unconditional rates strictly in the prescribed Performa, cutting, over-writing, if any, should be duly counter-signed.
9. TDS as applicable will be deducted as per IT Act, 1961.
10. The tender will be appraised by internal committee formed by HLFFPT management.
11. Selection of agencies would be done by the committee on the basis of Evaluation for Technical Proposal by 70 marks and Financial Proposal 30 marks.
12. Financial Proposal will be opened to those agencies who will obtain 70% or more in Technical evaluation.
13. Final selection of agencies would be done on the basis of total marks obtained in the technical and financial evaluation
14. The competent authority reserves the right to accept or reject any bid in full or part without assigning any reason thereof. The decision of the competent authority in this regard shall be final and binding on the firm.
15. The Bidder shall submit all necessary documentary evidence to establish that the Bidder meets the above qualifying requirements.
16. No further discussion/interface will be granted to bidders whose bids have been disqualified. HLFPPT reserves the right to accept or reject in part or full any or all the offers without assigning any reason whatsoever.
17. Please note that the cost of preparing a proposal and of negotiating a contract including visits to HLFPPT, if any is not reimbursable as a direct cost of the assignment.
18. The RFP shall be evaluated strictly based on the substantive information/credentials/documentary evidences submitted by the agencies.

**Annexure “A”**

**Technical Bid for RFP- Supply of Video Conferencing Device**

|  |  |  |
| --- | --- | --- |
| a. | Name of the Agency, address, telephone and fax nos. |  |
| b. | Name (s) of the Proprietors /  Directors |  |
| c. | Partnership Deed/Registration Certificate of the firm to be submitted) |  |
| d. | E-mail Address: |  |
| e. | Name of the Contact Person  Telephone/Mobile No. |  |
| f. | Permanent Account Number: (Copy to be submitted) |  |
| g. | TIN No. / Sales Tax No.: (Copy to be submitted) |  |
| h. | Service Tax No.: (Copy to be submitted) |  |
| i. | List of clients in Delhi/NCR (To be submitted) |  |
| j | Company Profile (To be attached) |  |
| k | Audited Financial Statement of Last Three year to be attached |  |

I/We hereby declare that all above particulars are correct. I/We have read the terms and conditions of the RFP enclosed with this form duly signed on each page and I/We shall abide the same.

Date: (Signature of bidder)

Place: Address of the firm/Seal……………

**Annexure “B”**

**Financial Bid for Request for Proposal (RFP)- for procurement of Video Conferencing device for HLFPPT-Patna**

|  |  |
| --- | --- |
| **Particulars** | **Amount (In Rs.)(inclusive of all taxes)** |
| * **Cisco TelePresence SX10**   **(As per the below given configuration)** | **Rs.** |

Features

The primary features of the Cisco TelePresence SX10 follow:

● Optimal definition up to 1080p30 with content sharing at WXGAp5

● Wide-angle 83° horizontal FOV with 5x zoom\*

● Ready-to-use unit with Power over Ethernet (PoE)

● Integrated microphone

● Energy efficient with low consumption (EU Class B)

● Registers with Cisco® Unified Communications Manager (UCM) and Cisco TelePresence Video Communication Server (VCS)

Product Specifications

**Table 1.** Cisco TelePresence SX10 Quick Set Specifications

|  |  |
| --- | --- |
| **Specification** | **Description** |
| **Software compatibility** | Cisco TelePresence Software Version TC 7.1 or later |
| **Product delivered with** | ● SX10 Codec with integrated HD camera and microphone  ● Wall mount  ● TRC6 remote control  ● Network and HDMI cables |
| **Integrated HD camera** | ● 5x zoom (2.65 optical and digital zoom)  ● +5°/-25° tilt, +/-30° pan  ● 51.5° vertical field of view  ● 83° horizontal field of view  ● F-value from 2.1  ● 1920 x 1080 pixels progressive @ 30 fps  ● Automatic or manual focus, brightness, and white balance  ● Far-end camera control\*\*  ● Automatic flipping of picture when upside down |
| **User interface** | TRC6 remote control and on-screen Graphical User Interface |
| **Language support** | English |
| **System management** | ● Total management using embedded Telnet, SSH, XML, and SOAP  ● Remote software upload using web server, secure copy (SCP), HTTP, and HTTPS  ● Remote control and on-screen menu system |
| **Directory services** | ● Support for local directories (My Contacts)  ● Corporate directory (through Cisco UCM and Cisco TelePresence Management Suite [TMS])  ● Server directory supporting LDAP and H.350 (requires Cisco TelePresence Management Suite)  ● Call History with received, placed, and missed calls with date and time |
| **Power** | ● PoE enabled  ● Auto-sensing power supply  ● 100 - 240 VAC, 50/60 Hz  ● Maximum 12 watts in normal operation |
| **Operating temperature and humidity** | ● 0° to 40°C (32° to 95°F) ambient temperature  ● 10° to 90% Relative Humidity (RH) |
| **Storage and transport temperature** | ● 20° to 60°C (60° to 140°F) at RH 10% - 90% (noncondensing) |
| **SX10 codec dimensions** | ● Width: 10.8 inches (27.5 cm)  ● Height: 4.6 inches (11.7 cm)  ● Depth: 3.6 inches (9.1 cm) (with max tilt downward on camera)  ● Weight: 2.0 pounds (0.9 kg) |
| **Approvals and compliance** | ● Directive 2006/95/EC (Low-Voltage Directive) - Standard IEC/EN 60950-1  ● Directive 2004/108/EC (EMC Directive) - Standard EN 55022, Class B - Standard EN 55024 - Standard EN 61000-3-2/-3-3  ● Approved according to UL 60950-1 and CAN/CSA-C22.2 No. 60950-1-07  ● Complies with FCC CFR 47 Part 15 Class A |

\* Optical and digital zoom, \*\*Dependent on future software upgrade.

|  |  |
| --- | --- |
| **Specification** | **Description** |
| **Protocols** | ● SIP |
| **Embedded encryption** | ● SIP point-to-point  ● Standards-based: Advanced Encryption Standard (AES)  ● Automatic key generation and exchange  ● Supported in dual stream |
| **IP network features** | ● DNS lookup for service configuration  ● Differentiated Services (QoS)  ● IP adaptive bandwidth management (including flow control)  ● Dynamic playout and lip-sync buffering  ● Date and Time support via NTP  ● Packet Loss based downspeeding  ● URI Dialing  ● TCP/IP  ● DHCP  ● 802.1x Network authentication  ● 802.1Q Virtual LAN  ● 802.1p (QoS and class of service [CoS])  ● ClearPath  ● Medianet: Mediatrace and metadata |
| **Cisco Unified Communications Manager (Requires Cisco UCM Version 8.6 or later** | ● Native registration with Cisco Unified Communications Manager  ● Basic Cisco Unified Communications Manager provisioning  ● Firmware upgrade from Cisco Unified Communications Manager  ● Cisco Discovery Protocol and DHCP option 150 support  ● Basic telephony features such as hold, resume, transfer, and corporate directory lookup |
| **IPv6 network support** | ● Dual-stack IPv4 and IPv6 for DHCP, Secure Shell (SSH), HTTP, Secure HTTP (HTTPS), DNS, and Differentiated Services (DiffServ)  ● Support for both static and auto configuration (stateless address auto configuration) |
| **Security features** | ● Management through HTTPS and SSH  ● IP administration password  ● Menu administration password  ● Disable IP services  ● Network settings protection |
| **Network interfaces**  **Other interfaces** | ● One PoE-enabled LAN connector (RJ-45) 100-Mbit  ● One USB port for future usage  ● One Micro USB port for debugging |

Product Information

**Table 2.** Product Information

|  |  |  |
| --- | --- | --- |
| **Product Name** | **Part Number** | **Compliance Model Name** |
| **Cisco TelePresence SX10 Quick Set**  **(SX10 codec/camera, intg. mic, Wall mount kit, TRC6 rmt cntrl)** | CTS-SX10-K9 | TTC7-22 |
| **Cisco TelePresence Table Microphone 20** | CTS-QSC20-MIC |  |
| **Screen Mount Kit for SX10 Quick Set** | BRKT-SX10-SMK |  |
| **Wall Mount Kit for SX10 Quick Set** | BRKT-SX10-WMK |  |
| **6 meter VGA cable** | CAB-2VGA-6M |  |
| **6 meter HDMI cable** | CAB-2HDMI-6M |  |
| [**Cisco TelePresence Remote Control 6**](http://www.cisco.com/en/US/docs/telepresence/endpoint/remote_control/quick_reference_guide/tandberg_trc4_remote_control_quick_reference_guide.pdf) | CTS-RMT-TRC6 |  |

**Table 3.** Product Capabilities

|  |  |
| --- | --- |
| **Specification** | **Description** |
| **Bandwidth** | ● Up to 3 Mbps |
| **Minimum bandwidth for resolution/frame rate** | ● 720p30 from 768 kbps  ● 1080p30 from 1472 kbps |
| **Firewall traversal** | ● Cisco TelePresence Expressway Technology |
| **Video standards** | ● H.263, H.263+, and H.264 |
| **Video inputs** | **Two video inputs (HDMI or VGA selectable through user interface) Supported Formats:**  ● 640x480 (VGA)  ● 720x480  ● 704x576 (4CIF)  ● 800x600 (SVGA)  ● 848x480  ● 1024x768 (XGA)  ● 1152x864 (XGA+)  ● 1280x720 (720p)  ● 1280x768 (WXGA)  Extended Display Identification Data (EDID) |
| **Video output** | **HDMI Output Supported Formats:**  ● 1920 x [1080@60](mailto:1080@60) fps (1080p60)  VESA Monitor  Power Management Extended Display Identification Data (EDID) |
| **Live video resolutions** | **Live Video Resolutions (Encode and Decode):**  ● 176 x [144@30](mailto:144@30) (QCIF) (Decode only)  ● 352 x [288@30](mailto:288@30) (CIF)  ● 512 x [288@30](mailto:288@30) (w288p)  ● 576 x [448@30](mailto:448@30) (448p)  ● 768 x [448@30](mailto:448@30) (w448p)  ● 704 x 576@30 (4CIF)  ● 1024 x [576@30](mailto:576@30) (w576p)  ● 640 x [480@30](mailto:480@30) (VGA)  ● 800 x [600@30](mailto:600@30) (SVGA)  ● 1024 x [768@30](mailto:768@30) (XGA)  ● 1280 x [768@30](mailto:768@30) (WXGA)  ● 1280 x [720@30](mailto:720@30) (HD720p)  ● 1920 x [1080@30](mailto:1080@30) (HD1080p) |
| **Audio standards** | ● 64 kbps MPEG4 AAC-LD, OPUS, G.722, G.722.1, G.711mu, G.711a, G.729ab, and G.729 |
| **Audio features** | ● High-quality 20-kHz mono  ● Two acoustic echo cancellers  ● Automatic Gain Control (AGC)  ● Automatic noise reduction  ● Active lip synchronization |
| **Audio inputs** | ● One internal microphone  ● One external microphone, 4-pin mini-jack (Cisco TelePresence Table Microphone 20)  ● One HDMI audio-in |
| **Audio outputs** | ● One line out, mini-jack  ● One HDMI, (digital main audio) |
| **Dual stream** | ● BFCP (SIP) dual stream  ● Resolution up to WXGAp5 |
| **MultiPoint support** | ● Cisco Ad-Hoc Conferencing (requires Cisco UCM, Cisco TelePresence Server, and Cisco TelePresence Conductor) |

Note:

1. The Rate offered by the agency should be valid for three month.
2. The payment for the supply of the goods will be made within 45 days on receipt of bill from the agency.

I/We hereby declare that all above particulars are correct. I/We have read the terms and conditions of the RFP enclosed with this form duly signed on each page and I/We shall abide the same.

Date: (Signature of bidder)

Place: Address of the firm/Seal……………

**Undertaking from Vendors**

This has reference to the RFP. In response to the RFP, we have submitted our technical & financial bids on…………………….. at your office ………………………………………………………………. In connection with the above bids, we hereby declare as under:-

i- That we are neither related to any of your Trustees, Officers and other employees, nor do we have any financial, commercial or other interests with any of the above persons in any capacity whatsoever.

ii- That we have submitted the bids in the name of M/s…………………….......................and declare that no other bids have been submitted by us in the name of any other firms/companies/proprietors/individuals which comes under the same management and related parties.

iii- We hereby undertakes that in case of any violations to the above declarations at any stage of the contract, HLFPPT reserves the sole right to cancel the contract and recover the full value of the contract from us.

For and on behalf of ……………..

(Authorized Signatory with company seal /Stamp)