

SMC/ISD (ICCC)/OD/No.: 1153

Date: 25/03/2025

To
«COMPANY_NAME»,
«ADDRESS1»
«ADDRESS2»
«CITY» -«PINCODE»

Sub.: Supply and Installation of Various Devices for Video Conference System at ICCC, Surat.

Surat Municipal Corporation intends to buy **Various Devices like USB Camera, Microphone with Speaker, HDMI Video Capture Card, Bluetooth Adapter and HDMI Cables for Video Conference System.**

The terms and conditions for bidding shall be as detailed below:

1. Prices to be quoted should be inclusive of all Central/State taxes, levies, Transportation, handling charges F.O.R. SMC premises packing, forwarding, transit losses, insurance, loading and unloading and all other breakage, leakage, losses shall be borne by the agency.
2. **TAX LIABILITY**
GST (Goods & Service Tax) has come in existence from 1st July, 2017. Contractor / Successful Bidder is bound to pay any amount of GST prescribed by the Govt. of India as per the Terms of Contract agreed upon during the course of execution of this Contract. During the course of execution of Contract, if there is any change in Rate of GST (Goods & Service Tax) by the Government, the same shall be reimbursed / recovered separately by SMC, subject to the submission of Original Receipt / Proof of the amounts actually remitted by the Successful Tenderer / Contractor to the Competent Authority along with a Certificate from Chartered Accountant of Contractor / Successful Bidder certifying that the amount of GST paid to the Government and the same shall be intimated / submitted / claimed within 30 (Thirty) Days from the date of payment. Remittance of GST within stipulated period shall be the sole responsibility of the Successful Bidder / Contractor, failing which SMC may recover the amount due, from any other payable dues with SMC and decision of Municipal Commissioner shall be final and binding on the Contractor / Successful Bidder in this regard. Further, the non-payment of GST to the Government may lead to the termination of contract and forfeiture of Security Deposit / Performance Guarantee Amount.
If imposition of any other new Taxes/Duties/Levies/Cess or any other incidentals etc. or any increase in the existing Taxes/Duties/Levies/Cess or any other incidentals etc. (excluding GST) are imposed during the course of the contract, the same shall be borne by the Contractor/Successful Bidder Only, in no case SMC shall be liable for the same.
The contractor will submit the invoice to the SMC having GSTIN of SMC mentioned therein and the taxes shall be shown separately on the face of the invoice so as to claim as ITC by SMC.
3. The prices/charges quoted should also include:

- i. Delivery at installation site in SMC's main office or at any other office to be decided by the SMC, within Municipal limit.
 - ii. Transit Insurance, Freight and loading, unloading charges up to SMC's site.
4. The offer should be valid for acceptance for a **minimum period of 120 days from the date of opening of the quotations**. If desired by SMC, it will have to be extended for a further period also.
5. The right to reject/accept any/all quotations(s) without assigning any reason thereof is reserved.
6. The SMC may buy full/partial quantity from one/more agency(s) and may split/defer/stagger the order(s)/deliveries. The rates quoted by the agency will be applicable on partial quantity also.
7. The successful agency will be required to place **Security Deposit @ 5%** of the consideration of the Contract by Cash/Cheque/Demand Draft/Banker's Cheque Payable at Surat in favour of Surat Municipal Corporation of any scheduled/nationalized bank within 10 calendar days from the date of notice of award of contract, failing which a **penalty @ 0.065%** of the amount of security deposit will be imposed for delay of each day.
8. In case, the awardee i.e. the selected agency fails to supply specified quantity and quality of goods in time or the performance of such supply/supplies is/are not found upto the mark or found of an inferior quality vis-à-vis specifications, the security deposit will be forfeited at once.
9. The Awardee i.e. the selected agency will have to enter into an agreement with SMC and submit an Undertaking for supply of goods and its/their installation, Commissioning etc. on a Rs.300/- stamp paper of Government of Gujarat at the agency's own cost within 10 (ten) calendar days period from the date of Notice of Award. No claims for payments will be entertained without completion of this process.
10. The agency shall be required to repair the faulty component/equipment at the earliest. However, if any component/equipment gives continuous trouble, the agency shall replace the same with the new compatible component/equipment of the same or higher configuration without any additional cost to SMC.
11. All goods to be supplied should be of specified or higher speed/technology/version than that specified in the quotation/work order.
12. It should be noted that the lowest rate(s)/price(s) will not be the sole criterion for accepting quotation for any of the goods but emphasis will be given to the quality of the products and even the readiness to offer innovative technology thereof.
13. Any offer/quotation not meeting the terms and conditions mentioned hereinabove will be liable for rejection without assigning any reason thereof.
14. The successful agency shall deliver different items as detailed in the price bid of this quotation **within 15 calendar days from the date of the Work/Purchase order**. A **penalty of 0.2%** of the consideration of contract for a particular item will be charged for delayed supply and installation for delay of each day thereafter.
15. **Single Point of Contact:** Agency will nominate one senior person as the Single Point of Contact (SPOC) for the purpose of receiving the complaint and resolution of the same. The mobile no. of the same will be shared with the end users as well. The nominated SPOC must interact cordially with the end user. S/he will carry out necessary activities to resolve the problem in order to ensure maximum uptime.

16. The agency shall extend all the benefits to the SMC such as free samples of products, materials, goods, articles including any kind of discount, rebate, commission, incentives normally offered to any other buyer in the form of gift or otherwise as part of the sales promotion scheme(s). If any such sales promotion scheme(s) is /are already launched for the product and is/are in force while the quotation process is on, mention of details of such scheme(s) must be made explicitly in the offer.
17. Quotation once filled in, submitted shall not be allowed to be withdrawn till the validity of the quotation remains in force.
18. The liability as to any damages and/or loss otherwise to any movable or immovable properties, assets during loading, unloading or otherwise during the period of supply, whether knowingly or unknowingly done or occurred shall be made good forthwith to the SMC by the Awardee agency upon a communication made thereof.
19. The contract shall be governed by the Laws in India and shall be subject to the jurisdiction of Surat.
20. Payment shall be made only to the successful agency. Third party billing or payment shall not be allowed.
21. The terms of payment shall be as under:
 - 100% on Full Supply, Testing & Verification.
22. **Submission of Quotation:**
Quotation envelope containing EMD, duly filled, signed and stamped quotation paper along with price quotation format on company's letter head should be properly sealed and superscribed as "**Supply and Installation of Various Devices for Video Conference System at ICCC, Surat.**".
23. The sealed quotation must reach **on or before 09/04/2025 up to 18.00 Hrs.** at the below office by R.P.A.D. or Postal Speed Post only:
Information Systems Department (Surat Municipal Corporation)
3rd Floor, Surat Urban Observatory and Emergency Response Center (ICCC),
Nr. bread liner circle,
Udhna Magdalla Road,
Surat – 395017
24. Quotation must have Earnest Money Deposit of Rs. 5,000/- by Banker's Cheque or Demand Draft, payable at Surat in favour of Surat Municipal Corporation. Quotation without Earnest Money Deposit will not be considered
25. Any other information can be obtained from Information Systems Department of SMC.

SD/-
Deputy Commissioner
Surat Municipal Corporation

Price Quotation Format
(To be submitted on company letterhead)

Reference: SMC's quotation no. SMC/ISD(ICCC)/OD/No. <<>> dated <<>>

Sr. No.	Item Description	Make	Qty.	Warranty (if any)	Unit Rate excl. of GST	GST (%)	Unit Rate incl. of GST	Amount incl. of GST
1.	USB Camera - Desktop video conferencing solution for private offices		1					
2.	Wireless Audio Device with DSP echo cancellation microphone and speaker		2					
3.	HDMI Video Capture Card USB 3.0		2					
4.	USB 5.3 Bluetooth Adapter for PC		2					
5.	HDMI Cable - 20 meters		3					
6.	Dual WAN Gigabit 1 Gbps WiFi Router		1					

Name of Organization:			
Address:			
Details of Authorised Person Signing this Quotation			
Name:			
Designation:		Contact No. & Email Address	
Date:		Company Stamp:	

ANNEXURE-1

SPECIFICATIONS OF VIDEO CONFERENCING SYSTEM & OTHER DEVICES

No	Name of the material	Qty.
1	USB Camera - Desktop video conferencing solution for private offices	1
2	Wireless Audio Device with DSP echo cancellation microphone and external speaker	2
3	HDMI Video Capture Card USB 3.0	2
4	USB Bluetooth Adapter for PC for wireless Audio Device	2
5	HDMI Cables – 20 meters	3
6	Dual WAN Gigabit 1 Gbps WiFi Router	1

No	Parameter	Description and Minimum Specification	Compliance Yes/No	Deviation from Specification /Remarks if Any
<u>1 - Minimum specification for USB Camera - Desktop video conferencing solution for private offices:</u>				
Includes:				
<ul style="list-style-type: none"> •All-in-one video and audio-conferencing device ideal for small conference •The built-in, full duplex speakerphone and noise-cancelling microphone •Remote control and base button control 				
1	Video with Multiple resolutions	1080p/30fps (1920x1080 pixels) 720p/60fps (1280x720 pixels)		
2	Camera	PAN-TILT-ZOOM with Camera height extender		
3	Field of View	Diagonal: 78° Horizontal: 70.42° Vertical: 43.3° 180-degree video pan		
4	Focus Type	Autofocus		
5	Built-In Mic & Speaker	Omnidirectional mic pickup 6ft mic pickup radius Microphone bandwidth: 200Hz - 8kHz Bandwidth: 220Hz - 20kHz Max output level: 80dB SPL @ 1ft		
6	Mic Range	Up to 2.4 m		
7	Digital Zoom	1.2x HD zoom		
8	Remote Control	IR 3m range with battery		

9	Connectivity	USB-A plug-and-play		
10	Compatible OS	Windows 8.1,10 or better macOS 10.10 or better		
11	Warranty	1-Year Hardware Warranty		
12		Proposed Make:		
13		Proposed Model/Part Code:		
2 - Minimum specification for Wireless Audio Device with Speaker and Microphone:				
1	Audio Performance	Speaker Type: Full-range speaker, Microphone Type: Omnidirectional microphone, Microphone Range: Up to 2.3 meters, Volume Control: On-device control		
2	Connectivity	Bluetooth 5.1 or better, USB, 3.5mm Jack, Multi-device pairing capability		
3	Battery	Should have Battery Life: Up to 6 hours of talk time		
4	Controls and Features	Should have touch controls: For volume, call management, and power on the device,		
5	Noise Cancellation	Should have noise-cancelling technology to minimize background noise		
6	Compatibility	Should Works with most devices that support Bluetooth or USB audio		
7	Operating Systems	Should Compatible with Windows, macOS, Android, and iOS		
8	Integration	Integrates with Microsoft Teams and other popular communication platforms		
9	Temperature	It should have an operating temperature of 0 to 40 degrees Celsius or better.		
10	Humidity	It should support non-Operating humidity (Non-Condensation) of 20-85% or better.		
11		Proposed Make:		
12		Proposed Model/Part Code:		

3 - Minimum specification for HDMI Video Capture Card USB 3.0:

1	Video Capture	4K USB 3.0 HD Capture. HD streaming and recording with no latency		
2	Full HD HDMI LOOP-OUT	USB 3.0 output resolution up to 4K@30fps, and streams 1080p@60fps		
3	Compatible Operating System	Linux, Windows 8, Mac OS, Windows 10		
4	Hardware interface	Input – HDMI, Output - usb3.0		
5	Plug and Play	No driver or external power supply required		
6		Proposed Make:		
7		Proposed Model/Part Code:		

4 - Minimum specification for USB Bluetooth Adapter:

1	Wireless Connectivity	Bluetooth Adapter (Dongle) makes non-Bluetooth PCs and laptops Bluetooth-capable to connect with wireless device with speaker and microphone. It supports up to 7 Bluetooth devices all at once with a powerful wireless connection.		
2	Data Link Protocol	Bluetooth 5.0 or better, USB		
3	Mounting Hardware	Bluetooth 5.0 or better Nano USB Adapter		
4	Compatible Devices	Desktop, Laptop, Mouse, Keyboard, Printers, Headsets, Speakers		
5	Compatible Operating System	Windows 11/10/8.1/7		
6		Proposed Make:		
7		Proposed Model/Part Code:		

5 - Minimum specification for HDMI Cables:

1	Cable Type	HDMI Male to HDMI Male Cable – 20 meters		
2	Version	HDMI 2.0 or Higher		

3	Data Transfer Rate	18 Gbps or Higher		
4	Resolution & Frame Support	4K at 60Hz		
5	Compatible Devices	All HDMI Devices, Laptops, Desktops, TV Set-top Boxes, Gaming Consoles		
6		Proposed Make:		
7		Proposed Model/Part Code:		
6 - Dual WAN Gigabit 1 Gbps WiFi Router:				
1.	Ethernet	-Minimum 4× Gigabit LAN ports + 1× Gigabit WAN port (LAN Port should be configurable as 2 nd WAN Port)		
2.	4G LTE Support	4G LTE supported Either via USB Port or via inbuilt SIM (Indian) card slot.		
3.	Buttons	Should have Hard Reset Button		
4.	Wireless Communication Standard & Radio Operating Frequency	Dual Band Should support minimum 802.11n (Wi-Fi 4) for 2.4 GHz (supports up to 300 Mbps) 802.11ac (Wi-Fi 5) for 5 GHz (supports up to 867 Mbps).		
5.	Antenna	Minimum 2 x External High Gain Antenna		
6.	Software & Management	Web Based GUI Dashboard Compatible with Mobile and Desktop or Laptop		
7.	WAN	-Type : PPPoE, Automatic IP, Static IP Dual WAN -Port forwarding		
8.	WAN Failover & Load balance	Solution should have Dual WAN with Automatic Failover Function. (In case of WAN1 having issue it can be switched WAN2 automatically) and load balance feature for uninterrupted connectivity.		
9.	Operational Functions	-Solution should be Plug N Play with minimum Technical Knowledge.		

		-WiFi MAC Address Filter -Configuration Backup and Restore -Diagnosis tools		
10.	Security	-Open system, WPA/WPA2- Personal, WPA/WPA2-Enterprise WPS		
11.	Remote Management	Device Should be Remotely Manageable.		
12.	DHCP	It Should have in-built DHCP Server & its related services.		
13.	Warranty	Minimum 1 Year of Comprehensive Warranty with parts, modules, software with required technical support.		
14.	Power	Power supply AC 230 V (50/60 Hz) or with DC Power Adaptor in case of DC Input is required.		
15.	Operating temperature	support operating temperature of 0° C to +40° C.		
16.		Proposed Make:		
17.		Proposed Model/Part Code:		