



EXPRESSION OF INTEREST (EOI) DOCUMENT FOR SETTING UP OF INFRASTRUCTURE FOR VIDEO CONFERENCING FACILITY FOR SDA, APEDA AT THE DIRECTORATE OFFICE, ITANAGAR ARUNACHAL PRADESH.

1. COST OF DOCUMENT : Rs. 5,000/-
2. EOI PROCESSING FEE: Rs. 25,000/-
3. LAST DAY OF SALE OF EOI DOCUMENT: 19th DECEMBER 2019 (UPTO 12.00 PM)
4. LAST DATE OF RECEIPT OF EOI DOCUMENT: 20th DECEMBER 2019 (TILL 12.00PM)
5. OPENING DATE OF EOI: 20th DECEMBER 2019 (AT 3.00 PM)

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OFFICE OF THE DIRECTOR
ARUNACHAL PRADESH ENERGY DEVELOPMENT AGENCY
(A STATE GOVERNMENT AGENCY)
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No.APEDA/W(E)-412/VC-BEE/ 2019-20

Dated Itanagar, 20th Nov. 2019

NOTICE INVITING EXPRESSION OF INTEREST

Arunachal Pradesh Energy Development Agency (APEDA), invites this Expression of Interest (EOI) from reputed registered BIS/ISI certified/approved Individual Firms dealing in IT and Video Conferencing Services having minimum five years experience of setting up of infrastructure for Video Conferencing facility for SDA APEDA at the Directorate office, APEDA, Itanagar Arunachal Pradesh.

Interested parties are requested to submit their EOI in the prescribed format along with all supporting documents/credentials to APEDA Directorate Office.

The EOI document can be downloaded from our website www.apeda.nic.in & www.arunachaltender.gov.in

Last date of submission of EOI: 20/12/2019 till 12.00pm

Sd/-,
Director
APEDA, Itanagar.

Copy To:

- 1) The Director General, Bureau of Energy Efficiency (BEE), Delhi for kind information Please.
- 2) www.apeda.nic.in
- 3) www.arunachaltenders.gov.in
- 4) The Commissioner Power (P & NRE), Itanagar for kind information.
- 5) The Deputy Directors of APEDA.
- 6) Office Copy.

Director
APEDA, Itanagar.



CHECKLIST

Please note:

To help you prepare the best application possible, all items below need to be considered and ticked off. This will also assist us for proper assessment of your application.

During EOI submission, please keep this page after the cover page.

(Put √/× in the appropriate box under remarks column)

Have you checked and enclosed:-

Sl. no.	Description	Page No.	Marks	Remarks
1	Photocopies of credentials/supporting documentary evidence.		10	
2	Photo-copies of GST/ST Registration Certificate		2	
3	Photo-copies of Provident Fund Registration Certificate		2	
4	Photo-copies of IT PAN		2	
5	Photo-Copies of Service Tax Registration Certificate		2	
6	Annexure-1		2	
7	Annexure-2		10	
8	Annexure-3		10	
9	Annexure-4		10	
10	Annexure-5		10	
11	Annexure-6		5	
12	Annexure-7		5	
13	Annexure-8		5	
14	Annexure-9		5	
15	Final Envelope containing all the above		2	
Total Marking			82	

- The Firms graded with highest Marks shall be selected for RFQ (Request for Price Quotation)
- The payment to Firms after completion of the work shall be done subject to availability of fund from BEE.



Important Information for submitting the offer:

How to Obtain Eoi

In person

O/o Director, APEDA, Urja Bhawan

T.T Marg, Itanagar-791 111

Papumpare District

Website link

www.apeda.nic.in & www.arunachaltender.gov.in

Cost of EOI document (INR) through DD in favour of Director, APEDA, Itanagar.

Rs. 5,000/-

How to Submit Eoi

Demand Draft in favour of

Director, APEDA, Urja Bhawan, T.T Marg, Itanagar

Eoi Processing fees

Rs. 25,000/- per application submitted for processing /evaluation

Submission of Eoi in one set of hardcopy and one softcopy (both)

Last Date of sale of Eoi application / documents: 19/12/2019

Time Up to: 12.00 PM

Opening of Eoi

Last Date for Eoi application receipt

20/12/2019 time Up to 12.00 PM

Opening date of EOI

20/12/2019 at 3.00 PM

Venue

Urja Bhawan, Itanagar

For any clarification contact via email only at "apeda79@gmail.com one week before opening of EOI date



Bidder's Organization & Experience:

The Bidders must have the following qualification criteria:

1. Credentials:

The Bidder must have inline experience in setting up of infrastructure for Video Conferencing and operating it. The Bidder must submit documentary evidence (work order & performance certificate) in support to the above. The bidder must be a reputed BIS registered or ISI certified Company /Firm and also Empanelled.

2. Commercial:

Bidder must have an average annual turnover of 2 crore during last 3 years.

The Bidder must submit the following with the above maintained criteria:

- a) Photo copies of GST/ST Registration Certificate, Provident Fund Registration Certificate, IT PAN and Service Tax Registration Certificate.
- b) Annual turnover and balance sheet of last 3 years.

3. Test certificates:

The Bidder must submit all the test certificates separately of the Equipments.



CRITERIA FOR EVALUATION & SELECTION PROCESS

The interested bidders shall be called to Corporate office of APEDA at Itanagar to give their presentation on knowhow in this field and their experience on Video Conferencing Based on the credentials and presentation, the agencies shall be shortlisted. RFQ (Request for Price Quotation) shall be invited only from the listed bidders.

Note:

- a) EOI must contain the name of the company/firm, credentials, Completion Certificates of setting up and operating of Video Conferencing, name of the contact person with address, contact number (Cell no., Fax no., E-mail ID etc.).
- b) The designated representative should be well conversant in Video Conferencing.
- c) APEDA reserves the right to accept/reject any Expression of Interest (EOI) from parties without assigning any reasons whatsoever.



Annexure-1

GENERAL INFORMATION OF THE BIDDER

Note: separate sheets may be used wherever necessary.

1. Name and Address of the Bidder:
2. Name & designation of the concerned officer to whom all references shall be made :
3. Fax nos.:
4. Phone nos./Mobile No.:
5. E-Mail Id :
6. Chief of the Organization:
E-Mail Id:
Telephone:
7. Total No. of Employees/Manpower Strength:
8. Type of the organization (Public Sector/Limited/ Private Limited/Partnership/Company/Manufacturer/NGO):
9. No. of Offices/Centers(Enclose The List):
10. Bidder's Proposal No. & Date:
11. Particulars of Past Experience of Similar Works Furnished :
12. Any other information that bidder may like to give in order to highlight his bid :
13. Name & address of Designated representative, if any:

Place:

Signature Of Party:

Date:

Name In Full:

Designation/status:

Company seal:



Annexure-2

Name of the Bidder:

DETAILS OF WORK AND SERVICES OF SIMILAR NATURE DONE BY THE PARTY DURING THE LAST FIVE YEARS(which best illustrate qualification):

Sl no.	Name of Company	Description of work	Value of work	Period		The work is done directly or through sub contractor	Remarks
				From	To		

Note: Photocopy of Performance Certificate/Completion Certificate of Owner in Support of the work mentioned above is required to be enclosed.

Note: separate sheets may be used wherever necessary.

SIGNATURE OF THE BIDDER

SEAL OF THE BIDDER



Annexure-3

Name of the Bidder:

CONCURRENT COMMITMENT

SI no.	Full postal address of client & name of officer-in-charge with contact details	Description of the work done	Value of contract	Date of commencement of work	Scheduled/Revised completion period	% age completion as on date	Expected date of completion	Remarks

Note: separate sheet/credentials may be used/enclosed wherever necessary.

SIGNATURE OF THE BIDDER

SEAL OF THE BIDDER



Annexure-4

Name of the Bidder:

The bidder shall indicate herein his annual turnover of proceeding 3 years based on the audited balance sheet/profit & loss account statement.

Financial Year	Annual Turnover (Rs.)	Net Worth(Rs.)
Present year		
Previous year		
Previous to previous year		

NOTE:

1. Copies of audited balance sheets with profit and loss account of 3 years shall be submitted along with the Technical bid in support of above entries.
2. Bidder shall work out Net worth on the following basis:

Net worth: reserve + capital – accumulated loss.

Note: separate sheet/credentials may be used/enclosed wherever necessary.

SIGNATURE OF THE BIDDER

SEAL OF THE BIDDER



Annexure-5

Name of the BIDDER:

ORGANIZATION CHART SHOWING NO. OF QUALIFIED ENGINEERS & SUPERVISORY PERSONAL ETC. IN THE EMPLOYMENT OF CONTRACTOR & TO BE DEPLOYED.

Sl no.	Class of manpower/engineer/supervisor	Details of personal to be deployed on this work		No.
		Available with contractor	To be employed	

Note: Names and short resume of their qualification & experience may also be given for key personnel in the prescribed format at Annexure-6

The tentative chart of your site organization as above furnished by you shall be subject to variation to suit the construction/maintenance/operation programmed requirement and as directed by owner/ engineer-in-charge.

Note: separate sheet/credentials may be used/enclosed wherever necessary.

SIGNATURE OF THE BIDDER

SEAL OF THE BIDDER



Annexure-6

Name of the Bidder:

Name of the firm/Company/Agency:				
Name of the Employee:				
DATE OF BIRTH(DD/MM/YYYY):				
Year with Firm(in years):				
Nationality:				
Detailed Task Assigned:				
Key Qualifications:				
Education:				
Institution:				
Year:				
Course:				
Employment Record:				
Summary Of Relevant Experience:				
Language Proficiency:				
Language	Speaking	Reading	Writing	
Certification:				
I, the undersigned, certify that these data correctly describes my qualifications, experience and confirms my availability to the firm for the proposed work should we be awarded the tender.				
[Signature of Employee]				Date:
[signature of authorized representative of the firm]				Date:
Full Name of Employee:				
Full Name of Authorized Representative:				

NOTE: Separates sheets may be used wherever necessary.

SIGNATURE OF THE BIDDER

SEAL OF THE BIDDER



Annexure-8

Name of the BIDDER:

Details of Suggestion/Deviation, if any:

Sl no.	Page no.	Description	Remarks/Reasons/Alternatives

Note: Separate sheet/credentials may be used/enclosed wherever necessary.

SIGNATURE OF THE BIDDER

SEAL OF THE BIDDER



Annexure-9

Name of the BIDDER:

Safety, Health & Environment Compliance & Highlights:

Sl no.	Description	Remarks

Note: Separate sheet/credentials may be used/enclosed wherever necessary.

SIGNATURE OF THE BIDDER

SEAL OF THE BIDDER



Technical Specifications:

Parameters	Specified Value
Multisite communication VC unit	Capacity to add more than one site for video conferencing
Band Width for communication	More than 6 mbps
Camera	1080P PTZ with powerful specifications, high – definition (HD) conferencing cameras with advanced features like remote control pan, tilt & zoom
Codec Unit (CODER-DECODER)	FOR VIDEO CONFERENCING
LCD, HD Plasma display TV(52 inches)	High definition display ranging between 720P & 1080P
Microphones & Speakers	Digital, should be able to deliver instant connectivity & cancel any background Echoes
Broadband Internet Access	With Modems/Routers
Static Internet Portal	Creation of IP address for video conferencing & enabling it as dialing number to APEDA, SDA Office

UNDERTAKING

I have read the above terms and conditions along with technical standards and accept the same. We hereby declare that all the information and Statements made in here are true and understand that the above information is accepted by APEDA in good faith, and if found false will lead to our disqualification from the EOI/LOI at any stage.

Authorized signatory:

Signature:

Official Seal