



# **REQUEST FOR QUOTATION (RFQ)**

**For Audio Video Services for conduct of  
02 Meetings and 01 trial through NIC  
Video Conferencing**

NCR Planning Board (NCRPB)  
Core IV B, 1<sup>st</sup> Floor  
India Habitat Centre, Lodhi Road  
New Delhi - 110 003  
Phone: 24642287, 24642283  
Fax : 24642163

Website: [www.ncrpb.nic.in](http://www.ncrpb.nic.in)

S. No	Particular	Description
1.	Name of the client	National Capital Region Planning Board(NCRPB)
2.	Name of the assignment	Audio Video Services for conduct of 02 Meetings(on 28 September, 2020 and 5 October, 2020) and one trial on 30 September, 2020
3.	The method of selection	Least Cost Selection Method (L1)
4.	Agencies to state cost in the national currency	Yes in Indian Rupees(INR)
5.	The proposal submission address	Director(A&F) National Capital Region Planning Board Core 4B, 1 <sup>st</sup> Floor, India Habitat Centre, Lodhi Road New Delhi - 110 003 Phone: 24642287, 24642283 Fax : 24642163 Email: ncrpb-dr@nic.in
6.	Proposals must be submitted not later than the following date and time	<b>25 September, 2020 at 16:00 hrs.</b>
7.	Proposal opening date and time	<b>25 September, 2020 at 16:15 hrs.</b>
8.	The assignment is expected to commence	On the date as specified in the LOA/Contract

## Section-I: Letter of Invitation

Sir/Madam,

National Capital Region Planning Board (NCRPB), Ministry of Housing & Urban Affairs located at India Habitat Centre, Lodhi Road, New Delhi invites quotations for AV service provider/contractor for conduct of 02 meetings through Video Conferencing with NIC technical support and trial on 30 September, 2020.

You are requested to send us your most competitive offer on your agency's letterhead. The quotation may be submitted in hard copy or email.

Yours sincerely,

## Section 2: Scope of work

NCR Planning Board invites proposal for Audio Video services for conduct of two meetings and one trial through Video Conferencing with NIC technical support. The details are as given below:

Sr. no.	AV Services requirement date	Time	Remarks
i.	28 September, 2020	04:30 pm onwards	VC trial with complete equipment and services to be started from 02:00 pm
ii.	05 October, 2020	02:00 pm onwards	VC trial with complete equipment and services to be started from 09:00 am
iii.	30 September, 2020	02:00 pm onwards	VC trial with complete equipment and services

Conference Hall size where VC to be conducted is approx. 18 by 30 feet. The Hall has LAN connectivity of 10 Mbps from Airtel. The AV service provider shall provide the following services for 03 days as mentioned in aforesaid table as their scope of work:

1. Supply, delivery and installation of the equipment for successful conduct of VC such as camera(s), VC equipment, projector/ LED, laptop/switcher, sound system etc. as per the details given below:
  - i. 01 camera (with HD quality resolution)
  - ii. 02 camera multi (with HD quality resolution)
  - iii. 01 or 02 VC equipment (prices to be quoted for both)
  - iv. 01 projector/ LED (min. 55'' with good resolution quality display)
  - v. 01 laptop/switcher (for content sharing- presentation, video, document)
  - vi. 05 mics supported by good quality sound system
  - vii. AV recording to be provided in 2 sets in DVDs
  - viii. Any other equipment/service for successful conduct of VC
2. Provide services including manpower for AV facility for conduct of VC. It includes operating AV equipment, coordination with NIC for technical support, if required.

## Section 3: Process for Selection of vendor and Payment

### **Bid submission and Evaluation Criteria:**

- i. Bid/quotation to be submitted in prescribed format as given in Financial bid along with letter from bidder as per given format
- ii. Selection of the bidder will be on the basis of **Least Cost Selection Method (L1)** as per the amount quoted in financial bid exclusive of GST as applicable.
- iii. Workorder shall be placed to the bidder, which has quoted least amount in its submitted financial bid.
- iv. The decision of NCRPB arrived at, as per above will be final and no representation of any kind shall be entertained.

### **Cancellation of award of work:**

- i. In case of non-satisfactory services in trial session or for any other reason, NCRPB reserves the right to cancel, postpone, withdraw award of work without assigning any reasons thereof and shall bear no liability whatsoever consequent upon such a decision, if the situation so warrants. NCRPB also reserves the right to deduct payment for equipment and services based on no. of equipment in service for all given three days on which service is required.

### **Payment:**

- i. Payment shall be made by A/c payee cheque/RTGS/net banking after deducting taxes/levies which are by law required to be deducted by the NCRPB will be deducted from charges payable to the Vendor.

## Section 4: Format of Financial bid/Quotation

(On agency's letterhead)

Rates to be quoted for 03 days (28/09/2020, 30/09/2020, 05/10/2020)				
Sr. No.	Item	Quantity	Unit rate	Total price (in Rs.) excluding GST
1	Supply, delivery and installation of the equipment for successful conduct of VC such as camera(s), VC equipment, projector/LCD/LED, laptop/switcher, sound system etc. as per the details given below:			
	i. 01 camera (with HD quality resolution)	01		
	ii. 02 camera multi (with HD quality resolution)	02		
	iii. 01 or 02 VC equipment	02  (payment may be made for 01 VC or 02 VC based on no. of the VC equipment taken )		
	iv. 01 projector/ LED (min. 55''with good resolution quality display)	01		

	v. 01 laptop/switcher (for content sharing-presentation, video, document)	01		
	vi. 05 mics supported by good quality sound system	05		
	vii. AV recording to be provided in 2 sets in DVDs	--		
	viii. Any other equipment/service for successful conduct of VC	--		
2	Total amount(G1)			
3	Provide services including manpower for AV facility for conduct of VC. It includes operating AV equipment, coordination with NIC for technical support, if required (G2)			
4	Total amount (G1+G2)(in figure and words both) excluding GST- ( <i>L1 to be defined as per amount quoted in this row</i> )			
5	GST as applicable			
6	Total amount inclusive of GST			

**Points to be taken care of:**

- Cost should be indicated clearly both in figures and words and any cutting/erasures/overwriting/deletions/modifications etc., if any shall be properly attested by the authorized signatory.
- Price shall be indicated in Indian Rupees only. The price quoted by the bidder shall remain firm.
- If some discrepancy is found between the rate given in words and figures, the total amount written in words shall be applicable and considered as submitted financial bid.
- No additional cost shall be paid to the bidder in addition to the price quoted in this financial bid except taxes as applicable in any circumstances.

Dated:

Signature

Name

Full address

Telephone no.:

Fax no.:

e-mail:

COMPANY SEAL



## Section 5: Letter from bidder

Dated:

To,

The Director (A&F)  
National Capital Region Planning Board  
Core 4B, 1st Floor, India Habitat Centre,  
Lodhi Road  
New Delhi - 110 003  
Phone: 24642287, 24642283  
Fax: 24642163  
Email: ncrpb-dr@nic.in

Ref: Audio Video Services for conduct of 02 Meetings (on 28 September, 2020 and 5 October, 2020) and 01 trial on 30/09/2020

Sir/Madam,

- a) Having examined the RFQ and having submitted the bid/proposal/quotation for the same, I/We, the undersigned, hereby submit the proposal/quotation for the goods/services as per the schedule of requirements and in conformity with the said document.
- b) I/We undertake, if my/our bid is accepted, to supply, install, and commission and maintain the offered goods and services in accordance with the delivery schedule specified in this document.
- c) I/We hereby offer to provide Goods and Services at the prices and rates mentioned in the Bid.
- d) I/We do hereby confirm that the prices and rates specified have been verified and are final and authentic.
- e) I/We do hereby undertake that, in the event of acceptance of my / our bid, the rendering of services shall be made as stipulated in the schedule to this document and that we shall perform all the incidental services.
- f) I/We declare:
  - i. I/We hereby offer Goods and Services at the prices and rates mentioned in the Financial Bid.
  - ii. I/We have carefully read and understood and abide by the terms and conditions of the document and the conditions of the contract applicable to

the document and we do hereby undertake to provide services as per these terms and conditions.

g) Certified that the bidder is:

i. A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of the sole proprietor,

OR

ii. A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney,

OR

iii. A company and the person signing the document is the constituted attorney.

h) We do hereby undertake that, until a formal Workorder is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent and / or award shall constitute a binding contract between us.

Dated:

Signature

Name

Full address

Telephone no.:

Fax no.:

e-mail:

COMPANY SEAL