

I/257/2022



राष्ट्रीय मानव अधिकार आयोग

National Human Rights Commission

मानव अधिकार भवन, सी - ब्लॉक, जीपीओ कॉम्प्लेक्स, आई.एन.ए., न्यू दिल्ली - ११००२३ - भारत

Manav Adhikar Bhawan, C-Block, GPO Complex, INA, New Delhi-110023 - INDIA

Fax: 91-011-24651329

E-mail: nhrcga@nic.inWebsite: www.nhrc.nic.in**E-F.No. G-17014/1/2022-GA****Dated : 11/02/2022****Last Date For Submission of Tender is 28.02.2022 upto 5 PM****NOTICE INVITING TENDER****FOR SUPPLY OF SONY 8 MP VIDEO HANDHELD CAMCORDERS****OR VIDEO CAMERAS SONY, MODEL NO.FDR-AX43.**

The National Human Rights Commission is interested to invite quotations from eligible and experienced OEM (Original Equipment Manufacturer) Or OEM Authorized Dealer/agent based in Delhi & NCR to **supply 08 Nos of Sony 8 MP Video Handheld Camcorders or Video Cameras Sony, Model No.FDR-AX43** along with all accessories offered by the brand /company and Company/brand warranty from the date of receipt of items as per terms & conditions specified in the tender document.

Any inquiry regarding aforesaid matter can be made from Section Officer (General Administration) (Telephone No. 24663399) on any working day between 10:30 am to 04:00 pm.

1. TENDER

(i) The interested parties may submit their bids/quotations (in the form of **two bid** system viz. Technical Bid and Financial Bid) in a sealed envelope superscribed in Bold Letters as **"Quotation for Sony 8 MP Video Handheld camcorders or Video Cameras Sony, Model No.FDR-AX43"** and addressed to the Deputy Secretary, National Human Rights Commission, Manav Adhikar Bhawan, Block – C, G.P.O. Complex, INA, New Delhi-110023. The bids/quotations accompanied must be dropped in the **Tender Box** placed in C.R. Section (Room No.04) at Manav Adhikar Bhawan, Block – C, G.P.O. Complex, INA, New Delhi **latest by 28/02/2022 as per** the instructions given in this tender notice.

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(ii) List/Brand/ Model of Camcorder required by the Commission is indicated in the enclosed Proforma (**Annexure- II**) for "**Proforma for Financial Bid**". However, the Commission reserves the rights to increase/decrease the quantity mentioned in the list from the contract. The terms and conditions, which are given below, may be gone through thoroughly and ensure to make a specific mention in your quotation to that effect that the terms and conditions are acceptable to you, in full.

(iii) The tenderers are expected to examine all the instructions, proforma's terms and conditions and specifications mentioned in the tender document. Failing to furnish information required by the tender document in every respect will be at the tenderer's risk and may result in rejection of the tender/bid.

2. BIDS

2.1 TECHNICAL BID

a. Technical and other Specifications:-

Name of the Equipment	Sony 8 MP Video Handheld camcorders or Video Cameras Sony
Quantity	08 (Eight)
Model No	Sony FDR-AX43
Company	Sony
Accessories	(a) All accessories offered by the Sony Company with above Camcorder. (b) Sony Memory Card: 64 GB (c) Sony Camera Carry Bag
Delivery Period	10 days from the date of placement of purchase order.
Delivery Station	NHRC, Manav Adhikar Bhawan, C-Block, GPO Complex, INA New Delhi-23
Demonstration requirement	Yes, if any such need arises.

b. Documents required (All Essential):-

- i. **Declaration** - The Declaration (**Annexure – I**) duly filled up and signed by the authorised signatory of the bidding firm should be kept in **Technical Bid** envelope alongwith other documents/ information prescribed in this tender notice;
- ii. **Acceptance of technical specifications-** The bidding firm shall have to accept the Technical and other Specifications mentioned at para No. 2.1 above.

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- iii. **Original Equipment Manufacturer (OEM)**- The bidder have to furnish the copy of OEM OR OEM Authorized Dealer/agent certificate based in Delhi & NCR.
- iv. **Undertaking about Blacklisting** - The bidding firm should not have been **blacklisted** by any Government / Semi-Govt Department. The bidder should furnish an **Undertaking** to this effect (in **Annexure-I**) that they (firm/agency) have not been blacklisted by Govt/Semi Department/office;
- v. **GST / PAN** - The bidder must have GST and PAN number. The Copies of the GST certificates/ PAN Card should be enclosed as a proof; and
- vi. **Bid Security Declaration**- In place of a Bid security/EMD, the bidders has to accept /sign the **Bid Security Declaration**.

2.2 FINANCIAL BID – This Bid shall contain the rate quoted by the bidder:-

- (i) **FINANCIAL BID** - The bidder shall quote/indicate the rates (Including all taxes) for **Sony 8 MP Video Handheld camcorders or Video Cameras Sony. Model No.FDR-AX43**” (in Indian Rupees) offered by it in the '**Proforma for Financial Bid**', placed at **Annexure – II**. Please quote rates in appropriate column;
- (ii) **The bidder must quote the price including GST/other Taxes, if any.**

2.2 GENERAL INSTRUCTIONS:-

- (i) The technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed in bold letters as **"Quotation for Sony 8 MP Video Handheld camcorders or Video Cameras Sony, Model No.FDR-AX43"**;
- (ii) The technical bids would be opened in the first instance and evaluated by a committee and only the technically acceptable bids would be considered further;
- (iii) The bids received after due/last date and time will not be accepted; and
- (iv) The quotations / bids which are not in conformity with the instructions contained in the NIT are liable to be rejected. However, in any case, the Commission reserves the rights to reject any bid/quotation without assigning any reasons.

4. TERMS & CONDITIONS:

- (i) Any optional accessories / tools, besides the standard equipment recommended for the better performance of the equipment, if offered, be provided with their full

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technical details including their use and advantage in a separate sheet with the tender documents.

(ii) While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.

(iii) The Commission has reserves the right to reject any tender/bid wholly or partly or to cancel the bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected

(iv) The supply should be delivered at National Human Rights Commission, Manav Adhikar Bhawan, C- Block, GPO Complex, INA, New Delhi-23 and the supplier shall be responsible for any damage during the transit of goods.

(v) If a supplier fails to execute the order in time as per the terms and conditions stipulated therein, it will be open to the purchaser to recover liquidated damages for delay in delivery and installation from the supplier at the rate 0.5% of the value of the order per week subject to a maximum of 10% of the total order value.

(vi) The Commission will make payment as per the rate quoted by the Vendor after satisfactory supply of the required item (i.e **Sony 8 MP Video Handheld camcorders Model No.FDR-AX43"**) on production of pre-receipt bill in duplicate dully supported by Delivery Challan . Extra charges in any account (including transport charges) will not be paid by the Commission.

(vii) The supplier shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

(viii) In case of any damage to equipment during supply from the origin of Equipment to the Office of the Commission, the supplier has to replace it with new equipment/supplies immediately at his own risk. Commission will not be liable to any type of losses in any form.

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(ix) Warranty period shall be (as prescribed by the concerned brand/company) from date of installation of Goods and acceptance at Commission, and ;

(x) In place of a Bid security, the Bidders has to accept /sign the "**Bid Security Declaration**"

Enclosed: Annexure-I & II

Digitally Signed by Sanjay Kumar

Date: 11-02-2022 11:35:16

Reason: Approved

(Sanjay Kumar)

Deputy Secretary

Annexure - I

DECLARATION

(To be kept in Technical Bid Envelope)

M/s _____ (Name, address and Landline and Mobile No. of bidding the bidding firm/agency):-

S. No.	Documents kept in the 'Technical Bid' envelope	Whether enclosed (The firm would write YES or NO)
01	Acceptance of technical and other Specifications mentioned at para No. 2.1. (Yes/No)	

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02	Copy of OEM Or OEM Authorized Dealer/agent certificate	
03	Bid Security Declaration	
04	GST registration certificate of the contractor/ agency / firm.	
05	Copy of PAN.	

(i) It is hereby declared that the Terms & Conditions of the **NHRC's NIT E-F.No. G-17014/1/2022-GA Dated : 07/02/2022** are fully acceptable to this Firm / Agency.

(ii) It is also declared that our firm has never been black-listed by any government/Semi Govt department.

(iii) "Bid Security Declaration"

(a) That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.

(b) That in the event I/we withdraw or modify our bid during the period of validity Or I/we fail to execute formal contract agreement with in the given timeline or I/we fail to execute the supply order within the time limit or I/we commit any breach of Tender Conditions/contract which attracts penal action in that event I/we shall stand suspended from being eligible for bidding / award of all future contract(s) of National Human Rights Commission for a period **of two years** from the date of committing such breach.

**(To be signed by the Authorized Signatory
of the Firm/Agency with Name and Stamp**

Note:-Financial bids of only those firms will be opened who qualify in the technical bids.

Annexure – II

FORMAT FOR FINANCIAL BID

(For quoting rates in Indian Rupees)

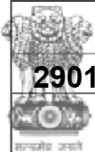
Name & Address of Firm : - _____

(With Telephone No. & Mobile No.) _____

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Sl.No.	Make /model	Qty.	Per Unit cost (including the taxes)	Total Cost (including the taxes)
01	Sony 8 MP Video Handheld camcorders or Video Cameras Sony. Model No.FDR-AX43	08		

**(To be signed by the Authorized Signatory
of the Firm/Agency with Name and Stamp**



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Tender Details

Date : 11-Feb-2022 12:20 PM

Print

Basic Details

Organisation Chain	National Human Rights Commission		
Tender Reference Number	E-F.No. G-17014/1/2022-GA		
Tender ID	2022_NHRC_646436_1		
Tender Type	Open Tender	Form of contract	Supply
Tender Category	Goods	No. of Covers	2
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	NIT for supply of Sony 8 MP Video Camcorders or Video Cameras Sony, Model No. FDR-AX43
2	Finance	.xls	NIT for supply of Sony 8 MP Video Camcorders or Video Cameras Sony, Model No. FDR-AX43

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	NA	Fee Payable At	NA
Tender Fee Exemption Allowed	NA		

EMD Fee Details

EMD Amount in ₹	0.00	EMD Exemption Allowed	NA
EMD Fee Type	NA	EMD Percentage	NA
EMD Payable To	NA	EMD Payable At	NA

Work /Item(s)

Title	Supply of Sony 8 MP Video Camcorders or Video Cameras Sony, Model No. FDR-AX43				
Work Description	NIT for supply of Sony 8 MP Video Camcorders or Video Cameras Sony, Model No. FDR-AX43				
Pre Qualification Details	Please refer Tender documents.				
Tender Value in ₹		Product Category	Electronics Equipment	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work(Days)	10
Location	Manav Adhikar Bhawan, NHRC, INA, New Delhi	Pincode	110023	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	Manav Adhikar Bhawan, NHRC, INA, New Delhi

Critical Dates

Publish Date	11-Feb-2022 12:30 PM	Bid Opening Date	02-Mar-2022 03:00 PM
Document Download / Sale Start Date	11-Feb-2022 12:30 PM	Document Download / Sale End Date	28-Feb-2022 05:00 PM
Clarification Start Date	11-Feb-2022 12:30 PM	Clarification End Date	28-Feb-2022 04:00 PM
Bid Submission Start Date	11-Feb-2022 12:30 PM	Bid Submission End Date	28-Feb-2022 05:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	NIT for supply of Sony 8 MP Video Camcorders or Video Cameras Sony, Model No. FDR-AX43	457.86	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	NIT sony FDR AX 43.pdf	NIT for supply of Sony 8 MP Video Camcorders or Video Cameras Sony, Model No. FDR-AX43	457.86

Tender Inviting Authority

Name	Sanjay Kumar	173/176
Address	Manav Adhikar Bhawan, NHRC, INA, New Delhi	
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Tender Creator Details		
Created By	DURGA MADHAB TRIPATHY	
Designation	Under Secretary (GA)	
Created Date	11-Feb-2022 12:05 PM	