



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi – 110 003.
TELEPHONES: +91 11 24666100 Extn. 123 /116
Website: www.icmai.in e-mail: LTE@icmai.in

TENDER NOTICE

LTE/ IT/2025-26/IT-VC

Dated: 02.06.2025

Date of Closure: 23.06.2025 till 3:00 PM

Subject: TENDER NOTICE FOR SUPPLY & INSTALLATION OF VIDEO CONFERENCING SYSTEM

The Institute of Cost Accountants of India invites quotations from reputed Authorized OEM Partner with proven track records, for **Supply & installation of Video Conference System**. Bidders fulfilling the eligibility conditions can submit their quotations.

The quotation should be addressed to Convenor and drop at the tender box available at the Institute ground floor:

**The Convenor – Limited Tender Enquiry (LTE)
The Institute of Cost Accountants of India
CMA Bhawan, 3 Institutional Area, Lodhi Road,
New Delhi – 110 003**

Eligibility Criteria

1. The bidder should be a Company registered in India.
2. The Bidder should have a good reputation in the market and their clientele should preferably include reputed Govt. & Private concerns.
3. The Bidder should have an appropriate support relationship with OEM Channel/Service partner etc. and **must submit OEM authorization documents**.
4. The tenderer / OEM should have an online call logging facility for Repair and Service Center Support. **Documents for the same must be submitted along with the bid.**
5. **The product compliance sheet needs to be submitted in OEM letter head.**
6. **The Bidder should have executed at least five similar work order of same or higher value during the last three years (2023-2024,2022-2023,2021-2022).**
7. **Bidder must be a profit-making organization in the previous three financial years with an annual turnover of at least 1.0 crore per year for last three financial years (2023-2024,2022-2023,2021-2022).**
8. Earnest Money Deposit of INR 10,000/- (Rupees Ten Thousand Only) to be paid through DD in favour of “The Institute of Cost Accountants of India” payable at New Delhi. However



Micro and Small Enterprises (MSEs) are exempted from EMD after furnishing MSME Certificate, if applicable. Unsuccessful Bidder's EMD shall be returned within thirty (30) days after the contract is awarded to the successful bidder.

9. The EMD of the successful bidder(s) shall be returned after successful delivery and satisfactory installations of the items, subject to certification by the indenting department.
10. Technical Evaluation will be done based on the eligibility criteria and as per the Configuration mentioned in the Technical Specification (Annexure - I)
11. ***Bidder's offer is liable to be rejected if they don't provide any of the certificates/documents sought in the Bid document.***

Scope of Work:

IT Peripherals will be delivered and installed at the following addresses:

The Institute of Cost Accountants of India, CMA Bhawan 3, Institutional Area, Lodhi Road New Delhi – 110 003

Instructions to the Bidders

1. The tender shall be submitted into two parts separate envelopes super-subscribing technical bid and financial bid. Both the envelope should be put into a third envelope super-subscribing with **“Quotation for Supply and Installation of Video Conferencing System - LTE/IT/2025-26/IT-VC”**
2. All the quotations must be submitted within the dates mentioned in the document and The Institute shall not be held liable for any postal delays. Tender received after the stipulated time/date will be liable to be summarily rejected without giving any reason.
3. The quotations are to be submitted as per details given in the enclosed **Annexure-I in Technical Bid** and **Annexure-II in Financial Bid** on vendor's letter head duly signed, stamped, and dated on each page as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute.
4. For any technical query in the tender, please contact Shri Ashish Tewari on 9015624512 during the validity time for receipt of quotations.

Terms and Conditions

1. The Bidder must be in its legal existence for more than a minimum period of 10 years.
2. The Bidder must submit the latest document as proof of Authorized OEM Partner WHEREEVER MENTIONED IN THE TENDER.



3. The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchisee without the prior approval of the Institute.
4. The price quoted by the Bidder should remain valid for a period of three months from the date of submission of the tender.
5. ***The Institute is not bound to accept the lowest tender and reserves the right to accept either in full or in part of any tender. The Institute also reserves the right to reject the tenders without assigning any reason thereof***
6. All Payments will be made through Electronic Mode to the Bank Account of the selected Bidder. Please mention Bank Details [(i) Name of the A/c., (ii) A/c. No., (iii) Type of A/c., (iv) Name of the Bank, (v) Name of the Branch with address, (vi) IFS Code No. and (vii) MICR No.] in the Quotation.
7. ***100% Payment will be made after successful delivery within 3-4 weeks and satisfactory installation subject to submission of invoice.***
8. ***Upon being selected as the successful Bidder and being awarded the Work Order, the Bidder is expected to deliver all the items within 4 weeks from the date of work order, failing which LD will be imposed based on the calculation 1% per week of the quoted price of the delayed item(s) and the same would be deducted from the submitted Invoice, while releasing the payment.***
9. Upon being selected as the successful Bidder and being awarded the Order, the Bidder is expected to reply to all queries/ complaints that may be raised by the Institute from time to time.
10. The institute, at its sole discretion, reserves the right to accept or reject any or all the quotations including the lowest tender at any stage without assigning any reason thereof and the decision of the Institute will be final and binding on all concerned.
11. All disputes, claims and demands arising under or pursuant to or effecting/touching the contract shall be referred to the arbitrator appointed by the Secretary of The Institute of cost Accountants of India, New Delhi. The award of the sole Arbitrator shall be final and binding on both the parties under the provisions of the Arbitration and Reconciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. The place of such arbitration proceedings shall be at Delhi.



ANNEXURE-I (To be submitted in Technical Bid)

A: BIDDER DETAILS

NAME OF THE ORGANISATION	
ADDRESS	
CONTACT DETAILS TELEPHONE NO: E-MAIL ID:	
COMPANY REGISTERED IN INDIA UNDER REGISTRAR OF COMPANIES (Attach a copy of Certificate)	
PAN NUMBER (COMPANY / PROPRIETOR) (attach copy)	
GST REGISTRATION NUMBER Enclose copy	
TIN / TAN Number (attach copy)	
Audited Balance Sheet for the last three financial years (attach copy)	
IT Return of last three assessment years. (attach copy)	
GST Return for the last three quarters. (attach copy)	



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Proof of document that the Bidder has executed at least five similar work orders during the last three years (attach copy)	
Cliental List of the Bidder (attach copy)	
Proof of document that the Bidder is an authorized OEM Partner.	
Bank Account number with IFSC code, Bank name and Branch	

Declaration: We / our company, together with this Technical Bid, have submitted all necessary documents required for the Tender.

Date:

Signature of the bidder:

Place:

Seal:



ANNEXURE-I (To be submitted in Technical Bid)

B: TECHNICAL SPECIFICATION

Sl. No	Configuration of Items	Remarks
01.	<p>65 Inches Interactive Flat Panel Approved Brands: Samsung/LG/Sony Diagonal: 65 inches Display Panel Resolution: 3840x2160 Rotation: Landscape No of Touch Points: Multiple 40 Points of Touch Touch Technology: IR Operating System: Android 14 Internal Processor: A73 X 4 + A53 X 4 Storage: RAM - 8GB; Storage 64GB Brightness (Typ.): Min 400cd/m2 Built in Speaker: Yes (15W X 2CH) Connectivity Wi-Fi/BT: Yes, it has Wi-Fi/BT for (Keyboard/Mouse) Interface Ports (Input): HDMI 2(Rear 1, Front 1) USB C(Front), OPS; 4 (2.0 X2, 3.0X2); Audio 1(Stereo Mini Jack) Output: Video HDMI Out (Rear); Touch Out 2 (Front 1, Rear 1); Audio 1(Stereo Mini Jack) Special Feature: Screen Share Touch Pen Type: Passive Pen Panel Dimension: 1482.1×891.4×87.7mm OPS Slot support: Yes, it has OPS Slot Wall Mount Kit: Yes, standard Fixed Wall Mount Included in Box: Power Cord, Remote Controller, HDMI Cable, Touch Pen (2ea, Black), USB Cable, Warranty Warranty: 3 years OEM Authorization: Yes, MAF Required mentioning the Bid/RFQ no</p>	



02.	OPS for Interactive Flat Panel Processor: Intel Core 12th Gen Processor 1245U Interface Resolution: Max. 3840 x 2160 @60Hz Chipset: Intel® Iris® Xe Graphics RAM: 16 GB RAM Storage: 256GB SSD Wi-Fi / BT: Yes Windows 11 Professional: Yes installed I/O USB & COM: 2 x USB 2.0, 4 x USB 3.0, 1 x USB C-Type*, 1 x HDMI, 1 x VGA, Audio in/out Power switch: 1 x Power Button (on front) Warranty: 3 years OEM Authorization: Yes, MAF Required mentioning the Bid/RFQ no	
03.	Wireless Keyboard Mouse Combo Keyboard: Spill-resistant design Tilt legs 10-Key Number pad Special Keys: 15 function keys; 2 AAA batteries Mouse: smooth Optical tracking Number of buttons: 3 (Left/Right-click, Middle click) Scrolling: line-by-line; 1 AA batteries Warranty: 1 Year OEM Authorization: Not required Preferred brand: Logitech/Dell/HP	
04.	Video Conferencing Camera: Type: PTZ Camera Resolution of Camera: Full HD Camera Optical Zoom: 10x Optical Zoom (No digital Zoom) Image Sensor: 1/2.8" CMOS, 2.16MP HFOV: 62.2°~7.08° Focus: Auto, Manual FOV: 58° or above SNR: ≥50dB Preset Number: Min 3 IR Remoter Control: Yes, Support UVC Protocol: USB2.0, UVC 1.0 Interface: Support USB2.0 Type-A interface, standard UVC protocol Power consumption: Power consumption <5W Power: DC12V; <5W Wall Mount: Yes Warranty: 2 years BIS Certified: Yes	



	OEM Authorization: Yes, MAF Required mentioning the Bid/RFQ no	
05.	Speakerphone: Approved Brands: Yamaha/Logitech/Epos Speakers: USB & Bluetooth speakerphone Full-range speaker x 1 Microphones: Unidirectional microphones x 3, 360° coverage Frequency bandwidth: 190 Hz - 20,000 Hz Signal processing: Adaptive echo canceller, Noise reduction, Automatic tracking, Automatic gain control Supported OS: Windows 11、 Windows 10 (32bit/64bit) 、 macOS 13、 macOS 12、 macOS 11, Chrome OS Interface: USB 2.0 Full Speed (Mini-B), Bluetooth, NFC (Near Field Communication), EXT IN/OUT (stereo mini plug) Power consumption (max): 2.5 W Warranty: 2 years Additional feature: Provision to add a similar speakerphone with the help of an audio cable. Speaker Phone should be powered on by USB, there should not be separate power adapters to switch on Speaker Phone MAF/Authorization requirement: yes, mentioning tender/RFQ no	
06.	Cables & Connectors: Yes. Supply necessary cables & connectors with the system to complete the deployment of the setup - Reputed Make High speed HDMI Cable and USB Extender cable for connectivity	
07.	Installation: The vendor shall Supply, Installation, Testing & Commissioning of equipment's on site	

Declaration: We / our company, together with this Technical Bid, have submitted all necessary documents required for the Tender.

Date:

Signature of bidder:

Place:

Seal:



ANNEXURE-II (To be submitted in Financial Bid)

FINANCIAL BID FORMAT

Sl. No	Item	Qty (Vo.)	Price per unit (Rs.)	Total Price (Rs.)	Taxes (Rs.)	Total Price (Inclusive of taxes (Rs.))
01.	65 Inches Interactive Flat Panel (Details as given in the Technical Specifications)	3				
02.	OPS for Interactive Flat Panel (Details as given in the Technical Specifications)	3				
03.	Wireless Keyboard Mouse Combo (Details as given in the Technical Specifications)	3				
04.	Video Conferencing Camera: (Details as given in the Technical Specifications)	3				
05.	Speakerphone	3				
06.	Cables & Connectors	1				
07.	Installation	1				
	GRAND TOTAL					

Declaration: We /our Company understood the requirements involved. We agree to all the terms and conditions as indicated in this Tender Notice. We are not debarred by any of the departments of the Organization / Institute.

Date:

Signature of bidder:

Place:

Seal: